



# World Food Prize Michigan Youth Institute

May 11, 2023

East Lansing, Michigan and Virtual

Coordinated by Michigan State University Extension 4-H Youth Development

**Event Contact Information:**

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# Program Handbook

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## PROGRAM DESCRIPTION

The World Food Prize Michigan Youth Institute (WFPMIYI) is a one-day event coordinated by Michigan State University (MSU) where youth:

- **Present research and recommendations** on how to solve key global challenges in a short speech and small group discussions with MSU faculty, staff, students, peers, and other experts.
- **Connect with other student leaders** from across Michigan to share ideas, identify solutions to these problems and build lasting friendships.
- **Interact with global leaders** in science, agriculture, industry and policy.
- **Take part in educational sessions** to explore current research and issues in food, agriculture, natural resources, international development, and life sciences.
- **Meet innovative professionals, researchers, professors, and college students** working to end hunger and poverty and improve food security in Michigan and around the world.

**When and where:** May 11, 2023, 7:30 a.m. to 3:00 p.m. Participants have the option of joining the World Food Prize Michigan Youth Institute in person on the campus of MSU in East Lansing or by participating from anywhere else using [Zoom](#) video/web conference technology.

**Schedule overview:** A basic overview of the conference is available to view [here](#). A final schedule, with the information you'll need to connect to the conference via Zoom will be emailed directly to participants.

**Who:** Students who are in grades 7 through 12 during the 2022-2023 school year are eligible to register by submitting a three-to-five-page paper.

**Cost:** Free.

**Research Paper Instructions:** Using the [Global Challenge Paper Instructions](#), youth will select a developing country and research one of 20 key factors that affect food security (examples of key factors include plant science, water scarcity, dietary diseases, malnutrition or international trade). Each participant will write a three-five-page paper outlining their research findings, as well as an approach/recommendation they develop to overcome the issue. More topic, paper and mentor guidelines can be found through [World Food Prize](#), along with examples of past papers.

The World Food Prize Michigan Youth Institute meets a wide variety of educational standards and practices in multiple content areas. Read more about the ways the WFPMIYI is aligned with today's education standards [here](#).

**Resources for students, teachers, and adult mentors:** The [World Food Prize Research Guide](#) is a free online resource created by Suzanne Tegtmeyer (MSU Agriculture, Plant Science, and Reference Librarian) which serves as a general guide to finding openly accessible information on topics associated with the World Food Prize Michigan Youth Institute. The resource guide provides valuable information and resources to assist students in writing their research paper.

Teachers and adult mentors who would like to support the participation of youth in the WFPMIYI may be interested in using our **SPIN Club Agenda/Teaching Outline**.

During the event on May 11: Youth will give a short presentation on their research paper and recommendations. Presentations will be 5 minutes in length and presented in a round table format so youth can receive feedback on their research from their peers and experts that will be assigned to each group. During the Institute, youth will also participate in a live interactive session with global challenge experts to learn more about topics related to global food and food security.

During the event, youth will be evaluated by the experts in their presentation groups based on their individual presentations. Papers will be evaluated by a member of the World Food Prize Foundation Board of Reviewers and each youth will receive individualized feedback on their research.

The top performing youth will be considered as possible delegates to represent Michigan at the World Food Prize Global Youth Institute in Des Moines, Iowa (or virtually), October 2023. The quality of student research papers and presentations will be the primary measurements used to select potential World Food Prize Global Youth Institute delegates from Michigan. Students selected as finalists to join Michigan's delegation to the World Food Prize Global Youth Institute will be invited to participate in a video conference interview with the WFPMIYI coordinators.

**About the Global Youth Institute:** Youth selected to be a Michigan delegate will join over 300 other outstanding high school students and mentors from across the United States and around the world for an exciting three-day program to interact with Nobel and World Food Prize Laureates and the more than 1,000 global leaders from 75 countries attending the World Food Prize's annual international symposium.

Accommodation, meal and program expenses at the three-day Global Youth Institute event are provided by the World Food Prize Foundation for the selected Michigan youth delegates. Youth will be accompanied to Iowa for this prestigious leadership opportunity by WFPMIYI mentors. Both student and mentor participants must organize and fund their own transportation to and from the event in Iowa, as well as their lodging Wednesday evening prior to the start of the institute. Other than minor costs, this amazing follow-up opportunity to the WFPMIYI is fully funded for the top scoring youth.

## **PROGRAM STAFFING**

### Program Directors/Coordinators:

**Deb Barrett**

Senior Extension Educator  
269-240-1986 cell  
[smithde6@msu.edu](mailto:smithde6@msu.edu)

**Brian Wibby**

Extension Educator  
906-251-1417 cell  
[wibby@msu.edu](mailto:wibby@msu.edu)

Responsible for collaboration with World Food Prize Foundation, program planning and oversight, registration, budget, logistics, contracts, facilitation of the event, and risk management.

### Key Staff and Volunteers:

Key staff and volunteers aid with event set-up, day of facilitation and content delivery, roundtable discussions, field questions, support of face to face and online participants, escort participants to lunch, host participants to and in immersion locations, and event clean up. MSU Extension Children & Youth Institute staff include:

<b>First Name</b>	<b>Last Name</b>
Nick	Adkins
Veronica	Bolhuis
Lisa	Bottomley
Janis	Brinn
Dr. Julie	Chapin
Autumn	Converse
Frank	Cox
Melissa	Elischer
Kathy	Fischer
Sarah	Griffin
Corissa	Harris
Emily	Hoover
Kathy	Jamieson
Clara	Jungermann
Sam	Lawrence
David	Lindsay
Paty	Monterrosa
Liana	Pepin
Alyssa	Picone
Alan	Pilkenton
Laurie	Rivetto
Jodi	Schulz
Janelle	Stewart
Roxanne	Turner
Janice	Zerbe

### Gold Level MSU Extension Volunteer(s):

- Paiton McDonald

## PROGRAM SCHEDULE

Thursday, May 11, 2023

- 7:30 - 8:45 a.m. Check-in and Networking Breakfast with the Experts for those that registered, at MSU STEM (642 Red Cedar Road, East Lansing, MI 48824) Building's open lounge area on first floor
- 8:30 - 8:50 a.m. Arrival and check-in of students (not coming to the Networking Breakfast), staff, and experts at B119 Wells Hall (619 Red Cedar Road, East Lansing, MI 48824)
- 8:45 a.m. Participants/staff at STEM Building join group at B119 Wells Hall
- 9:00 a.m. Welcomes and Review of the Day for all in B119 Wells Hall
- 9:30 a.m. Break
- 9:45 - 10:00 a.m. Introductions and Guidelines for the Roundtable Discussions
- Our event and Roundtable Discussions will use the following Wells Hall rooms: B102, A104, A106, A108, A116, A118, A120, A122, A124, A126, A128, A130, A132, A134, A136, B106, B119
- 10:00 - 11:15 a.m. Roundtable Discussions take place in the rooms listed above and will include a break
- 11:15 - 11:30 a.m. Break and return to B119 Wells Hall
- 11:30 - 11:45 a.m. Regroup and review afternoon agenda in B119 Wells Hall
- Words from Paiton McDonald, World Food Prize Alum
- 11:45 a.m. Walk to lunch
- Noon - 1:00 p.m. Lunch at the Vista, Shaw Hall, 591 N. Shaw Ln., Room 101
- 1:00 p.m. Walk to Immersion location or load bus
- Students and staff from Ovid-Elsie High School meet with Extension Staff and presenters in Business College Complex (Minskoff Pavilion), 651 N. Shaw Ln., East Lansing, MI 48824, Classroom - M220
- 1:15 - 2:00 p.m. Optional staff meeting with teachers and mentors in either B102 or B106 Wells Hall
- 1:15 - 2:00 p.m. Immersions at MSU campus locations:
- Food Sensory Laboratory, 102 G. M. Trout FSHN Building, 460 Wilson Road
  - MSU Wastewater Treatment Facility, 1200 Kalamazoo Street
  - STEM Teaching and Learning Facility, 642 Red Cedar Road
  - MSU Museum, 409 West Circle Drive
  - Wells Hall, 619 Red Cedar Road, either Room B102 or B106
  - School of Packaging, Main Lobby, 448 Wilson Road
  - Thompson Lab, Department of Plant, Soil, and Microbial Sciences, 1066 Bogue Street, Room 266 Plant and Soil Sciences Building
  - Food Legume Quality Genetics Lab, Department of Plant, Soil, and Microbial Sciences, 1066 Bogue Street, Room 366/367 Plant and Soil Sciences Building
- 2:00 p.m. Depart Immersion locations and return to B119 Wells Hall for celebration and wrap up
- 2:30 p.m. Celebration, next steps, words from World Food Prize Foundation staff and Michigan Farm Bureau partner, student evaluations, and conclusion. Presentation of Borlaug Scholars and Certificates.
- 3:00 p.m. Adjourn and pack up/clean up

## **PROGRAM EVALUATION INFORMATION**

Program participants are asked to complete a self-evaluation after the event to indicate the impact the event had on the individual outcomes for youth. Additionally, youth participants will provide ideas/highlights through GooseChase missions reviewed by MSU Extension staff. Parents provide consent to participate in program evaluations when they enroll their children in the Michigan 4-H program. Program process improvements will be considered through written evaluation feedback and through expert and MSU staff suggestions in follow-up meetings post-event.

## **EVENT CONTACT INFORMATION**

The following phone numbers will be monitored 24/7 throughout the event. Staff may not be able to answer their phones immediately depending on their responsibilities but will closely monitor voicemail upon receipt. Callers can expect a call back within a 30-minute window in the case of emergency.

- Brian Wibby, Program Director, 906-251-1417 (cell) / email – [wibby@msu.edu](mailto:wibby@msu.edu)
- Deb Barrett, Program Director, 269-240-1986 (cell) / email – [smithde6@msu.edu](mailto:smithde6@msu.edu)

## **LINK TO PROGRAM WEBSITE**

<https://www.canr.msu.edu/wfpmiyi/index>

## **ELIGIBILITY REQUIREMENTS**

Young people who are in grades 7 through 12 during the 2022-2023 school year are eligible to register by submitting a three-to-five-page paper. Youth participants must also register for Michigan 4-H as part of the registration process. Participants provide their own transportation to the face-to-face event. All other costs are covered by sponsorship, grants, and gift funding. Please contact Brian Wibby, Program Director, 906-251-1417 (cell) / email – [wibby@msu.edu](mailto:wibby@msu.edu), or Deb Barrett, Program Director, 269-240-1986 (cell) / email – [smithde6@msu.edu](mailto:smithde6@msu.edu) for more information.

## **REFUND INFORMATION**

Not applicable to the World Food Prize Michigan Youth Institute event.

## **ATTENDANCE**

Youth are expected to attend and participate fully in all sessions of the event. If youth are not feeling well and need to step out of a session, they should let program staff know immediately. If their illness prevents their full participation in the program for an extended period, they may be asked to call parents for early pick-up from the event. Occasionally, transportation accommodations may take precedence to full program participation in which case arrangements should be worked out with the program director(s) well in advance of the event date. Their contact information is:

- Brian Wibby, Program Director, 906-251-1417 (cell) / email – [wibby@msu.edu](mailto:wibby@msu.edu)
- Deb Barrett, Program Director, 269-240-1986 (cell) / email – [smithde6@msu.edu](mailto:smithde6@msu.edu)

## STATEMENT FOR DISABILITY INCLUSION

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Accommodations for persons with disabilities may be requested up to two weeks in advance of the event by contacting Brian Wibby, Program Director at [wibby@msu.edu](mailto:wibby@msu.edu) or 906-251-1417. For more information go to:

<https://www.rcpd.msu.edu/services/accommodations>.

## PARTICIPANT SAFETY

The physical and emotional safety and well-being of the youth participants at the World Food Prize Michigan Youth Institute are high priorities for Michigan 4-H Youth Development and Michigan State University. Our conduct and safety policies and procedures meet or exceed the MSU requirements regarding all programs involving minors. More information about the MSU requirements for programs involving minors is available at the [MSU Youth Programs](#) homepage.

## PROGRAM RULES

All youth participants must agree to abide by the Michigan 4-H Youth Code of Conduct and the Program Rules.

### Michigan 4-H Code of Conduct:

The opportunity to participate in or attend 4-H activities is a privilege. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by the Michigan State University Extension 4-H Youth Development Program are expected to uphold the values of the Michigan 4-H program.

All 4-H youth participants must conduct themselves according to the following standards that apply to all Michigan 4-H programs, including virtual programs, and interactions such as social media and internet engagement.

1. Create a Welcoming Environment for All. Encourage everyone to fully participate in 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why. Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

2. Bring Your Best Self. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H activities and programs with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.

3. Obey the Law. Obey the laws of the locality, state and nation and Michigan State University and Extension policies and guidelines. Commit no illegal acts. Do not possess, offer to others, or use alcohol, illegal drugs, marijuana, or tobacco products, which include e-pens, e-pipes, e-hookah, e-cigars, JUULs, vapes, vape pens or other



electronic nicotine delivery systems. Do not attend 4-H activities under the influence of alcohol or illegal substances. Do not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming. This includes dangerous or unauthorized materials such as explosives or similar items.

4. Honor Diversity – Yours and Others’. Respect and uphold the rights and dignity of all persons with whom you interact as part of Michigan 4-H.

5. Create a Safe Environment. Be kind and compassionate toward others. Be considerate and courteous of all persons and their property. Do not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Do not insult, harass, or bully others or engage in other hostile behaviors, including sexual harassment, sexual assault or sexual abuse. Abstain from sexual behavior and intimate physical/sexual contact in either public or private situations at an MSU Extension youth 4-H activity or event.

6. Be a Team Player. Work cooperatively with all individuals involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge such as volunteers and staff. Respect the integrity of the group and the group’s decisions.

7. Humane Treatment of Animals. Treat animals humanely and provide appropriate animal care.

8. Participate Fully. Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for self and others. Have fun!

9. Watch What You Wear. Use good judgment. Wear clothing suited for the activity in which you will participate. Dress in a manner that is respectful to yourself and others. Clothing that displays or promotes violence, obscenity, illegal activities, or discrimination, is prohibited. Do not wear clothing that excessively exposes the body or shows undergarments.

10. Be a Positive Role Model. Act in a mature, responsible manner, recognizing you are role models for others and that you are representing both yourself and the Michigan State University Extension 4-H Youth Development Program. Be responsible for your behavior, use positive language, and uphold the highest standards of conduct at all 4-H activities.

## **EVENT RULES**

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules.

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons is prohibited.
- Violence of any kind will not be tolerated.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.

- The full policy on Relationship Violence and Sexual Misconduct can be accessed at <https://www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf>.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
  - See the section on the MSU Anti-Discrimination Policy in this handbook for more information.
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of University property is prohibited. Participants may be financially responsible for damage or misuse of University property.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
- Participants may only leave campus during the event under the supervision of adult staff members.

All event participants must:

- Actively involve themselves in all event sessions.
- Wear name badge visibly at all times.
  - To help make recognizing others with our event easier, lanyards are color-coded this year:
    - Participants - yellow
    - Parents/teachers/mentors - dark blue/black
    - MSU Extension staff - green
    - Experts - blue
- Treat all areas of the MSU campus, facilities, and surrounding areas (meeting rooms, restrooms, dining area and outdoor areas) with respect. This means everyone should pick up after themselves. Repair costs for damage incurred to property will be billed to the group or individual responsible for such damage.
- Be responsible for their own belongings. Leave valuables, such as expensive jewelry and electronic devices, at home. Money and cameras should be kept with you at all times. 4-H will not be responsible for any losses incurred.
- Not gamble for money or other items.
- Abstain from vulgar language (for example, swearing).
- Report accidents immediately to the program director(s) (Deb Barrett or Brian Wibby).
- Dress Code – watch what you wear:
  - This is a 4-H Youth Development event; therefore, all attire must fit the 4-H Youth Development expectations. Use good judgment. Dress in a manner that is respectful to yourself and others.
  - Business Casual to Business attire is appropriate.
  - Consider comfortable walking shoes.

- Unacceptable attire includes clothing that exposes undergarments or excessively exposes the body, conveys a violent, offensive, or obscene message or image, or promotes use of an illegal substance.
- Shirts and shoes must be worn in eating areas.

## **INFORMATION ABOUT MSU POLICIES RELATED TO TITLE IX**

The MSU Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- Sexual harassment
- Sexual assault

MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Nicole Schmidtke Title IX Coordinator Office for Civil Rights and Title IX Education and Compliance, 4 Olds Hall, East Lansing, MI 48824. Phone: (517) 884-0610, Website: [civilrights.msu.edu](http://civilrights.msu.edu)

Reporting Procedures And Resources

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault, and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources/survivor-resources.html>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

Report to the Office of Institutional Equity (OIE) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

Address: 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

E-mail: [oiie@msu.edu](mailto:oiie@msu.edu)

Online reporting: Public Incident Reporting Form

Contact the MSU Police (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

MSU Police Department

Address: 1120 Red Cedar Rd., East Lansing, MI 48824

Emergencies: call 9-1-1

Non-Emergency Line: 517-355-2221

Michigan State University Anti-Discrimination Policy

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at [https://hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html).

- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at <https://civilrights.msu.edu/assets/documents/adp-users-manual.pdf>.

- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://civilrights.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

## **PROCEDURES FOR RESPONDING TO BEHAVIORS THAT VIOLATE POLICIES**

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the participants responsible for the policy violation and the participants directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will contact the participant's approved adult contacts, and the parent(s), guardian(s), or emergency contact(s) must pick-up the participant immediately.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators.

Should police or emergency response professionals need to contact a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

### **PROCEDURES FOR EARLY DISMISSAL**

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant's authorized parent(s), guardian(s), or other emergency contact(s) must complete the Pick-up/Drop-off/Commuter Form and return it to Brian Wibby (wibby@msu.edu). When the participant is picked up from the program, 4-H staff will ask for a photo ID to verify the identity of the adult attempting to pick up the participant. Program staff will only permit participants to be released to individuals who have been authorized by the parent(s)/guardian(s). In the event that an unauthorized adult attempts to pick up the participant, program staff will contact the authorized parent(s), guardian(s), and/or emergency contact(s). In the instance of protecting the safety of all youth participants, local authorities will be contacted if it is deemed necessary by program staff.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will contact the participant's approved adult contacts, and the participant's parent(s), guardian(s), or emergency contact(s) must pick up the participant immediately.

### **PROCEDURES FOR EMERGENCY SITUATIONS**

The MSU Alert System for emergencies sends out notifications via email, text message, and prerecorded phone call. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to our system and adding your number, at <http://alert.msu.edu/>.

In case of a weather-related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows.

In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.

If a "Secure in Place" action is advised (for active violence), you should:

- Lock doors of the room you are in (Main doors of building will also be locked.)
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide using objects in the room to barricade with or hide behind.
- Wait for the “All Clear” from the MSU Alert System before leaving your secure location.

#### Notification Procedures For Emergency Situations:

- In the instance of a medical or behavioral incident or emergency, program staff will contact the participant’s parent(s), guardian(s), or other emergency contact(s). Program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant’s registration materials. If emergency responders need to contact the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.
- Program staff will communicate with participants’ and chaperones’ emergency contacts if an emergency involving either or both parties occur. In the instance that an immediate emergency occurs, program staff may be unable to reach a parent, guardian, or emergency contact to consent for emergency care. If this is the case, the signed medical treatment authorization form gives program staff consent to contact emergency services. In medical emergencies, a staff member will contact local emergency responders, who will determine the best plan for treatment and will continue to attempt to contact the parent/guardian.

#### Guidelines for contacting your participant during the World Food Prize Michigan Youth Institute:

- In the instance that a parent, guardian, or emergency contact listed on file as an approved adult needs to contact their youth participant, please contact Deb Barrett 269-240-1986 or Brian Wibby 906-251-1417. Please understand that in the interest of safety for all participants, program staff will not be able to discuss information about a participant or facilitate contact with an individual who is not listed on file as an approved adult without written authorization from the participant’s authorized adult contacts.

Updated May 3, 2023