OUS Risk Assessment

Events/Activities Risk Assessment Detail

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| Name of Activity/Event |  |
| Date of Event |  |
| If travel | Departure time: via: (car, train, other): Return:  |
| Date Submitted to RM |  |
| Date Reviewed | Date Completed by RM |
| RM Review by |  |
|  |  |
| Contacts-Originator | Name  |
|  | Affiliation to Campus: Student Faculty Staff Other |
|  | Phone: email:  |
|  | Primary Department Involved |
|  | Approving Authority Contact Name |
|  |  |
|  | Additional Departments Involved  |
|  | Approving Authority Contact Name |
|  |  |
| Event / Activity | Detailed description of who, what, where, when, how, and how many? |
|  |  |
| Location of Event/Activity | On-Campus\_\_\_\_\_\_ Building/Space Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Off-Campus\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_Specific Venue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Venue | * Do you have a contract with venue?
* If external, has it been approved through appropriate procurement policies?
* If activity class III or IV, has Risk Management Reviewed?
* Do they have general liability insurance? (request COI, and they likely will request from OUS.)
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| Travel | * Does this activity or event require travel to a specific location?
* Please describe travel if any:
	+ Charter Bus? (Requires $5M CSL auto liability)
	+ Use of 15-passenger vans? (No new vehicles are authorized for insurance purposes; no 15-passenger rentals)
	+ Are you using OUS owned vehicles? DAS motor pool? Rental?
	+ Aircraft?
	+ Other?
	+ If private loaned aircraft-Requires contract with $50M in liability
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| ActivitiesActivities, continued | * Do your activities involve any of the following? (Please list all-noting any of these will require appropriate contract or PO with standard terms & conditions for insurance: (GL-$1M/$2M; WC: Statutory)
	+ Third party caterer? (COI, OUS as add’l insured)
	+ Host Liquor Liability (host liquor liability evidence of insurance required if alcohol is served by non-campus caterer)
	+ Organized Physical Activity (outdoor programs, alumni, contracted)
	+ Movies, or any media activities? (Are intellectual property rights protected?)
	+ Third party contracted media services? (Rigging, filming, sound, etc.)
	+ Additional departments/contacts involved –List below
	+ Inflatables, carnivals, others? (Contract required. Assumption of Risk (AOR) form required also for organized physical activity)
	+ Summer youth camps? (Requires specific types of insurance)
	+ Club sports? (Are AOR’s in place?, is the club approved? By-laws,etc.?
	+ Weddings? (Bride should have event insurance-TULIP)
	+ Pyrotechnics (Review by RM, COI required (high limits)
	+ Fire/open flame? (This is generally prohibited)
 |
| Activities  | Circle One as to level of potential risk associated with event/activity |
| * Class I
 | Those that involve internal catering,* No alcohol is involved
* Campus people or less than 100 persons per event
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| * Class II
 | Those involving a 3rd party caterer* Those that involve alcohol served by third party vendor (requires host liquor liability on certificates of insurance under general liability)
* Indicate risk controls in place
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| * Class III
 | Large events or events involving VIP activities < 1,000 persons* Events such as fundraisers
* Alumni gatherings
* VIP guests as part of other larger activities
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| * Class IV
 | Large events > 1,000 persons* Football, basketball, other organized sporting activities
* Organized physical activities involving intercollegiate or alumni sports
* International travel for:
	+ Study abroad, research, and other academic programs
	+ Alumni travel through alumni associations
	+ Football, basketball, etc.
	+ Tailgating
	+ Club sports, youth camps
	+ Ad hoc recreational activities-rock climbing, whitewater rafting, kyacking, etc.
	+ Rodeos
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| * Class V
 | Non-approved activities* Sky-diving
* Non-owned, non-covered aircraft
* Car smashing. Fog-machine gatherings, parkour
* Non-approved tailgating, alcohol related gatherings etc.
* Open-flame in residence halls, owned greek houses, other.
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| VENDOR Name | Vendor Service/Activity |
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| Other Items of Note |  |
| Documents Needed | COI’s from 3rd party vendors naming OUS as additional insured: ListAOR’s for organized physical activitySpecial Insurance for club sports, summer camps, weddings (TULIP-URMIA) |