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.) |
| 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 |
| Activities  Activities, 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 |
| * 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 |
| * 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 |
| * 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 |
| * 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: List  AOR’s for organized physical activity  Special Insurance for club sports, summer camps, weddings (TULIP-URMIA) |