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**Off-Campus Activity Risk Assessment and Emergency Planning Checklist**

This checklist is a tool for University departments sponsoring off-campus activities to identify and assess risk and prepare to respond to an emergency. The type of activity, location, number of participants, modes of transportation, *etc*., will determine the level of planning needed. Please respond to the various points with appropriate information and documentation. Forward a copy to your approving authority and campus [Office of University Risk Management](https://www.cu.edu/content/contacturm) (URM) for review.

Approvals

* Secure written approval of the activity itinerary by the department approving authority.
* Allow adequate lead-time for contract preparation, review and approvals.
* Contact [University Counsel](https://www.cu.edu/universitycounsel) or [Procurement Services Center](https://www.cu.edu/psc/) (PSC) for contract review and [URM](https://www.cu.edu/content/contacturm) for insurance language reviews and [Certificates of Insurance](https://www.cu.edu/content/certificatesinsurance) (attach documentation).
* Familiarize yourself with the PSC policies such as University Travel Authorization Program and State of Colorado Fiscal Rules.
* Determine the need for and obtain background checks. Think of trips involving at-risk participants including minors, elderly, disabled, and overnight trips. Consider background checks for volunteers, temporary employees, students, *etc*. See your campus policy on background checks for further guidance.
* Determine duties of any authorized volunteers. Prepare and have volunteers sign the [*Authorized Volunteer Agreement, Notice of Risk and Waiver of Responsibility*](https://www.cu.edu/articles/upload/volunteer-waiver-2.doc). Refer to [*Use of Volunteers Guidelines*](https://www.cu.edu/content/documentsandforms) under the *Best Practices* link for guidance.

Orientation

* Prepare orientation materials to include information addressing various risk exposures.
* Consider experience and age of participants (include parents when minor children will be participating.) Provide an overview, clear description and special requirements of the off-campus activity for the participant orientation. For example:

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| * Certifications | * Equipment dictated by weather, wild animals, water, or other site conditions | * Fitness including varying levels for terrain | |
| * Locations to be visited | * Money matters | * Safety clothing |
| * Safety training | * Special skills | * Terrain-specific safety |
| * Transportation | * Travel, food and lodging arrangements | * University insurance information |

* Consider cultural differences that may exist at the activity location; provide necessary cross-cultural orientation, training and resources for participants and group leaders.
* Consider the interaction of persons, social, and instructional activities in a field trip situation. Be aware of how the situation, setting, and personal conduct may be perceived by participants and those with whom event participants may interact.
* Advise, and review with participants, pertinent University and campus policies (see *Resources* below) including Drug and Alcohol and Sexual Harassment Policies.

Waivers

* In addition to the orientation, obtain completed and signed [waivers/releases](https://www.cu.edu/content/documentsandforms) to make sure all participants are fully informed of activities, personal risks, and potential hazards.
* Select the appropriate waiver/release forms for participants, volunteers and family members.
* Revise the waiver/release to include a description of the specific risks of the activity.

*Note: The University does not provide personal property, medical or auto insurance, for participants. Personal health insurance information and identification of emergency contacts is needed when the off-campus activity may pose a special risk.*

Transportation

* Determine transportation needs including reservation of vehicles and an adequate number of qualified and trained drivers.
* Personal Vehicles: Owners and drivers of personal vehicles should be advised the University does not provide insurance coverage for privately owned vehicles, even while vehicles are being driven on University business.
* Rental Vehicles: Employees using rental vehicles should consult the [PSC web site](https://www.cu.edu/psc/payables/travel.htm) for policies and procedures to rent a vehicle and to determine insurance coverages provided by the University’s travel credit card program. Failure to follow the correct procedure may result in personal responsibility for rental vehicle damages.
* Bus Charters, Aircraft, or Watercraft Leases: If utilizing these methods, have contract reviewed in advance (see Approvalsabove) to assure appropriate liability transfer and insurance requirements are included. Consult your campus URM office regarding coverage exclusions for aircraft and watercraft.
* Public Transportation: Determine methods of transportation in advance of the trip and plan routes with the appropriate public transportation type.
* Transportation Services (see RESOURCES below): If you are not using personal vehicles or public transportation, contact your campus transportation services representative for guidance on selection of the appropriate type of vehicle for your activity.
  + Drivers must meet their campus transportation services requirements.
  + CU Boulder and CU Denver | Anschutz Medical Campus drivers using 15-Passenger vans have completed the required training (see RESOURCES below).
* Public Transportation: The University assumes no responsibility or liability for other forms of transportation including airplane, train, boat, taxicab, bus, *etc*. Determine methods of transportation in advance of the trip and plan routes with the appropriate public transportation type.

**RESOURCES**

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| University of Colorado System | <http://www.cu.edu> |
| Contracting Authority | <https://www.cusys.edu/policies/policies/G_ContractingAuthority.html> |
| Policies and Procedures | <https://www.cu.edu/policies/> |
| Procurement Services Center (PSC) | <https://www.cu.edu/psc/> |
| Retention of University Records | <https://www.cu.edu/articles/upload/2006.pdf> |
| University Counsel | <https://www.cu.edu/universitycounsel> |
| **University of Colorado Office of University Risk Management** | <https://www.cu.edu/risk> |
| Campus Offices | <https://www.cu.edu/content/contacturm> |
| Certificates of Insurance | <https://www.cu.edu/content/certificatesinsurance> |
| Insurance | <https://www.cu.edu/content/insurance> |
| International Travel | <https://www.cu.edu/content/internationaltravel> |
| Off-Campus Activities Guidelines | <https://www.cu.edu/articles/upload/Off%20Campus%20Guidelines%209-28-10.pdf> |
| Special Event Liability Group Insurance | <https://www.cu.edu/content/specialeventinsurance> |
| Use of Volunteers | <https://www.cu.edu/articles/upload/Volunteers.doc> |
| Waivers and Releases | <https://www.cu.edu/content/documentsandforms> |
| **University of Colorado Campus Policies** |  |
| Boulder | <http://www.colorado.edu/policies/> |
| Colorado Springs | <http://www.uccs.edu/~vcaf/uccspol.html> |
| Denver | Anschutz Medical Campus | <http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx> |
| **University of Colorado Campus Student Groups** |  |
| *Boulder* |  |
| Student Organization Relationships | <http://www.colorado.edu/studentaffairs/sofo/forms/relationship_statement.pdf> |
| *Colorado Springs* |  |
| Refuge for Organizations, Activities, & Recreation (ROAR) | <http://www.uccs.edu/~sll/clubhandbook-home.html> |
| *Denver | Anschutz Medical Campus* |  |
| Student Assistance Office (Anschutz) | <http://www.ucdenver.edu/life/services/student-assistance/organizations/Pages/default.aspx> |
| Office of Student Life (Denver) | <http://ucdenver.edu/life/services/studentlife/Pages/StudentLife.aspx> |
| **University of Colorado Campus Transportation Services** |  |
| *Boulder* | <http://www.colorado.edu/parking/fleetservices/safety/index.html>) |
| *Colorado Springs* | <http://www.uccs.edu/~pusafety/transportation/index.shtml> |
| *Denver | Anschutz Medical Campus* | <http://www.colorado.edu/parking/fleetservices/safety/index.html>) |

**Emergency Response Plan (**see ***Sample Template*, Appendix A)**

* Written Emergency Response Plan (provide activity/location specific).
  + - Consider various types of emergencies (examples below), have a plan, and conduct appropriate emergency response training for participants and staff.

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| * Auto accidents or breakdown | * Civil unrest | * Communication device failure in remote locations |
| * Injury, illness or death of participants or group leaders | * Need for others to contact participants | * Need to unexpectedly return home |
| * Participant or group leader behavioral issues | * Theft or other crimes | * Weather-related emergencies |

* + - Identify official and personal emergency contacts and set up a crisis phone tree (“Who calls who?”) in the event of an emergency.
    - Names and phone numbers of participant emergency contacts (family, friends)
    - Names and numbers of other important contacts, such as Car Rental Agency, URM, Transportation, Third-party property owners, *etc*.
    - Names, phone numbers, and location of off-campus emergency response (police, fire, ambulance, nearby urgent care and hospital, state patrol)
    - Names and phone numbers of campus departments and an after-hours Department staff contact.
    - Prepare first aid kit and emergency kit with provisions, *e.g.* bandages, batteries, blankets, energy bars, flashlight, water, *etc*.
    - Implement security measures for participants, personal property and University-owned or leased property. Personal property (not University-owned) is the owners’ responsibility.
    - Provide and discuss with Group Leaders, Activity Coordinators, Departmental Contact, Approving Authority, and other key persons an up-to-date copy of the written plan for the activity.
    - Determine cell phone coverage for any areas of event, prior to travel. Special satellite phones may be needed for remote areas.
    - Participants should be involved in emergency planning to address their needs for appropriate assistance during a medical emergency.
    - Advise participants of potential issues that could arise from injury/illness situations so that they can properly plan for their specific needs (*e.g*. accessibility, allergies, medical insurance, and medication).
* Retain documentation of the activity including orientation materials, contracts and waivers in accordance with [University retention policies](https://www.cu.edu/articles/upload/2006.pdf).

**Appendix A**

**EMERGENCY RESPONSE PLAN (Sample Template)\***

*\*This is a sample emergency plan. Each activity will require emergency components specific to the activity. Activity coordinators, departments, leaders and participants should modify this template for their off-campus activity.*

**Activity Title & Dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT INFORMATION**

**FACULTY AND STAFF**

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| --- | --- | --- | --- | --- |
| ***Name, Title*** | ***Email Address*** | ***Cell Phone*** | ***Fax*** | ***Address*** |
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| **STUDENTS/other participants** | | | | |
| ***Name*** | ***Email Address*** | ***Cell Phone*** | ***Emergency Contact*** | ***Phone/Cell/Email/***  ***Address*** |
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| **EMERGENCY CONTACT INFORMATION** | | | | |
| ***Type*** | ***Phone*** | ***Address*** | ***Comments*** | |
| **Emergency** | **911** |  | In emergencies use your best judgment and never be afraid to call 911. While traveling, cell 911 calls go to the nearest tower. Be prepared to provide your specific location information as well as type of emergency. | |
| **Hospital** |  |  | Nearest medical facility for activity location. | |
| **Ambulance** |  |  | If not dispatched through 911. | |
| **Police/Highway Patrol** |  |  | Call **\*CSP** on cell phone for auto accidents on Colorado highways. | |
| **Fire Department** |  |  | Nearest fire/emergency response for activity location | |
| **Campus/Department Contact** |  |  | This should be an individual familiar with the trip and capable of assisting in an emergency. | |
| **Campus Police** | **Direct:**  **Collect:**  **Toll Free:** |  | Campus police dispatchers can locate faculty/staff, the Emergency Response Team, Integrated Communications, Legal and Student Life after hours and on weekends. Enter your campus-specific information. | |
| **CU Transportation** |  |  | Contact for issues with University vehicles. | |

**Emergency Response Plan Procedures**

* **Call 911 for life-threatening emergencies**
* Crime
  + **If urgent, call 911**
  + Contact local police for non-urgent crimes
* Weather-related emergencies
  + Address likely weather issues
* Auto accidents or breakdown
  + Contact the law enforcement agency with jurisdiction over the accident location
  + University vehicles: contact campus Transportation
  + Personal vehicles: contact local or insurance-provided assistance
  + Rental vehicles: contact rental agency
  + If injuries or death, follow injuries/death emergency procedures (below)
* Loss or damage to CU property:
  + Contact local law enforcement to file a police report
  + Contact University Risk Management to file claim and get further direction
  + Keep property (do not discard) until advised by URM adjuster
  + If critical to trip, determine replacement criteria (sources, timeline, funding)
* Loss or damage to personal property of participant
  + note: CU insurance does not cover personal property
  + If critical to trip, determine ability to replace and how soon
* Behavioral issues
  + Follow campus procedures for behavioral issues. Call on-campus trained contact(24x7 availability)
  + If placing other participants/employees in danger, contact local police
  + Call parents or other emergency contact
* For non-work related participant injury or illness, follow your health provider guidelines
* Call 911, go to urgent care; administer first aid, as appropriate
* Call parents or other emergency contact
* Leader injury, illness, or death
* Call 911, go to urgent care, or administer first aid, as appropriate
* Co-leader or assistant leader assumes the lead
* Consider participants safety during emergency and after if leader cannot continue
* Contact campus and department for assistance and guidance (campus dispatch can locate campus police, legal, communications, student affairs and other stakeholders to assist in the emergency)
* Contact parents or other emergency contacts, should this change the elements of the trip
* Reassess risks to participants should the situation warrant changes, taking care not to place participants at unnecessary or heightened risk
* Claim reporting:
  + Work related injury/illness, URM website <<https://www.cu.edu/content/workerscompensation>>
  + Auto/Liability/Property losses, URM website <<https://www.cu.edu/content/fileclaim>>
  + Additional information, URM Claims (888)812-9601 or (303)860-5682