

## Risk Management Event Planning Form

*ISU is committed to planning safe programs and events. This form will help you analyze the risks of the program or event you are planning and identify methods to mitigate those risks.*

### STEP 1: Outline Your Activity

- Name of your program or activity and a description of event activities
- Personnel responsible for overseeing this event or activity
- Individuals managing activities at your event (students, university staff, 3rd party, etc.)
- Description and number of participants (students, employees, general public, minors, etc.)
- Location (campus, external site, indoors or outdoors, room number, etc.)

### STEP 2: Identify Risks

Risks represent potential for injury or death, property damage, financial loss, compliance with law and policy, reputation, weather, etc. Brainstorm all risks associated with the activity.

### STEP 3: Mitigate Risks

How can you address and mitigate the risks listed above? Consider safety measures, emergency plans, supervisors, location arrangements, coordination with other university departments, etc.

### STEP 4: Consider the Following -

#### Safety and Security

- ☐ Discuss staffing and traffic control with Public Safety.
- ☐ Contact Environmental Health Safety and Sustainability when using chemicals or hazardous materials.
- ☐ Is there a need for first aid or medical personnel to be on site? Is there ambulance access?
- ☐ Consider fire safety including the venue, room capacity, use of grills, open flame, etc.
- ☐ Talk with Transportation Services about loading/unloading and parking.

- ☐ Ensure your event does not violate the [State of Idaho Hazing Statute](#) (prohibiting nudity, compelled ingestion of substance, wearing obscene or physically burdensome clothing, excessive physical contests, abandonment, confinement, sleep deprivation, pranks etc.).
- ☐ Talk to Transportation Services and Facilities about cones and parking blockades.

### **Equipment**

- ☐ Consider where this event can safely take place and what equipment will be needed.
- ☐ Consult with Facilities for approval and guidance on what is allowable in the space (stakes, signs, temporary structures, driving on sidewalks or lawn, power accessibility, etc.).
- ☐ If needed, conduct a site survey with Facilities, Public Safety, Environmental Health Safety & Sustainability, Risk Management, and/or outside vendors.

### **Outdoor Events**

- ☐ Evening events - ensure you have adequate lighting for safety and visibility purposes.
- ☐ Consider local laws regarding amplified sound.
- ☐ If you are holding a race on campus, walk the course to determine obvious hazards, traffic control, inclement weather, emergency communication, first aid, etc.
- ☐ Create plans for weather related emergencies (rain, snow, lightning, high winds, etc.) and develop a contingency plan.

### **Food & Drink**

- ☐ Follow health and sanitation best practices related to serving food and beverage.
- ☐ Ensure compliance with university alcohol beverage permitting requirements.
- ☐ Consult our sole campus catering provider, [Chartwells](#).

### **Events with Minors**

- ☐ Review [ISUPP 1080 Protection of Minors](#).
- ☐ Follow the [Protection of Minors Procedures](#).

### **Campus Approvals and Documentation**

- ☐ Discuss the need for an Assumption of Risk or Waiver of Liability with Risk Management.
- ☐ Plan adequate time between now and the event to get appropriate approval.
- ☐ Read and understand location/facilities policies.
- ☐ Use a Facilities Use Agreement with third-parties to address liability and damages.
- ☐ Get approvals from Public Safety, Parking, and any City Permits that may be required.

### **Emergency Planning**

- ☐ Make a plan on how to contact all appropriate parties in the event of an emergency.
- ☐ Consult with [Public Safety](#) and [Emergency Management](#).
- ☐ Report any incidents, damages, or near-misses to Risk Management.

**CONTACT RISK MANAGEMENT WITH QUESTIONS: AUBRIENIELD@ISU.EDU (208) 282-5741**