



Risk Management Event Questionnaire

ISU is committed to creating safe programs and events. This survey will help you analyze the risks of the program or event you are planning and how to mitigate those risks. Consider the following:

STEP 1: Outline Your Activity

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

ANSWER HERE:

STEP 2: Identify Risks

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

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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.

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Please consider the following as you plan how to mitigate risks:

Safety and Security

- Have you spoken with public safety regarding staffing and traffic control?
- Have you contacted Environmental Health & Safety when using chemicals or hazardous materials?
- Do you have first aid or medical personnel on site or on call? Is there ambulance access?
- Have you considered fire safety including the venue, room capacity, use of grills, open flame, etc?
- Have you talked with Transportation Services about loading/unloading and parking?

- Have you ensured 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.)

Equipment

- Do you know where this event can safely take place and what equipment will be needed?
- If there will be ground penetration (stakes, signs, temporary structures, driving on sidewalks or lawn, etc.), have you consulted with Facilities for approval and guidance?
- If needed, have you conducted a site survey with Facilities, Public Safety, Environmental Health & Safety, Risk Management, or outside vendors?

Outdoor Events

- Evening events - do you have adequate lighting for safety and visibility purposes?
- Have you considered local laws regarding amplified sound?
- If you are holding a race on campus have you walked the course to determine obvious hazards, traffic control, inclement weather, emergency communication, first aid, etc.?
- Have you created plans for weather related emergencies (rain/snow, lightning, high winds, etc.) and developed a contingency plan?

Food & Drink

- Have health and sanitation best practices related to serving food been followed?
- Have you ensured compliance with university alcohol beverage permitting requirements?
- Have you consulted our sole campus catering provider, [Chartwells](#)?

Events with Minors

- Have you reviewed the Minor Participant Guidelines in [ISUPP 10510](#)?
- Have you requested a Minors on Campus Brochure from Risk Management?
- Have you clearly explained the program in your materials, including what activities minors will be participating in? Do you have signed permission forms from parents/guardians?
- Do you have safety and supervision plans that comply with best practices for events with minors?

Campus Approvals and Documentation

- Have you discussed the need for an Assumption of Risk form with Risk Management?
- Do you have adequate time between now and the event to get appropriate approval?
- Have you read and confirmed understanding of any location/facilities policies?
- Who will be responsible for damage to facilities or property?
- Do your agreements with non-ISU vendors or 3rd parties include required insurance coverage? Have they been approved by Risk Management?

Emergency Planning

- Who will be contacted in case of unexpected issues?
- Have you consulted with Public Safety Emergency Response? [Emergency Response Guidelines](#)
- Do you understand you should contact Risk Management for assistance or to file a claim online?

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