

# Basic Risk Management and Insurance

*2019 Risk and Resilience Summit*  
*April 2, 2019*



**Flo Hoskinson, University Risk Manager**  
**Office of Risk Management and Insurance**

# Managing Risk



We will cover the following:

- Insurance Coverages
- How to Submit a Claim
- Contracts and Certificates of Insurance
- Event Activities and Considerations
- Waivers of Liability
- Volunteers
- Alcohol Service
- Safety and Security
- Travel
- Protection of Minors on Campus



# Introductions



- Your name and department
- What brings you here today?



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# Today: UO Insurance Structure

## Effective July 1, 2015

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UO has own insurance portfolio. The \$5,000 department deductible will be maintained.

### Property

- Department: \$5,000
- UO deductible: \$250,000
- Insurance Carrier: AIG

### Liability

- Department: \$5,000
- UO deductible: \$500,000
- Insurance Carrier: United Educators



# UO's Lines of Insurance



- **Liability (General Liability, Excess, Professional, Educators)**
- **Property**
- **Fine Arts**
- **Cyber Security**
- **Workers Compensation**
- **Fiduciary**
- **Non-Owned Aircraft**
- **Intercollegiate Athletics**
- **International Travel**
- **Camps/Clinics**
- **Day Care**
- **Environmental/Pollution**



# Risk Management

<https://safety.uoregon.edu/risk-management-and-insurance>

The screenshot shows the University of Oregon Safety and Risk Services website. The header includes the University of Oregon logo, navigation links (APPLY, VISIT, GIVE), and a search bar. The main navigation menu includes: UO Police, Emergency Management, Risk & Insurance (circled in red), Environmental Health & Safety, Campus Mapping, Privacy Office, ERM & Resilience, and About. Below the navigation are two buttons: REPORT A SAFETY CONCERN and SAFETY RESOURCES. The main content area displays six service tiles: UO Alerts Blog, Injuries / Claims / Insurance, Occupational Health and Safety, Emergency & Safety Services, and Hazardous Materials. The background features a stylized map of the University of Oregon campus with various buildings labeled.



# Risk Management Services

UO Police

Emergency Management

**Risk & Insurance**

Environmental Health & Safety

Campus Mapping

Privacy Office

ERM & Resilience

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## Risk Management and Insurance

Risk Management and Insurance works to optimize risk identification, mitigation, and control in all university activities. It protects the university's assets by identifying and analyzing risk exposures, controlling those exposures, mitigating risks, financing losses, and implementing and monitoring risk-management processes.

### Contacts:

- [General Risk Management](#) (P) 541-346-8316
- [Flo Hoskinson](#), Risk Manager (P) 541-346-3233
- [Lisa Taylor](#), Insurance and Claims Coordinator (P) 541-346-2307
- [Trish Lijana](#), Workers' Compensation Program Manager (P) 541-346-2907

### Forms:

- [Request Certificate of Insurance](#)
- [Third Party Incident Reporting](#)

### Checklist:

- [Checklist for Risk Management for Campus Student Events](#): Reduce risk and likelihood of problems at student-run events with this checklist.

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# Navigating the Claims Process: Property Claims

## SERVICES

Building Sciences

Business Continuity

### Claims

General Liability Claims

Property Claims

Vehicle Claims

Driver Certification

Ergonomics

Event Insurance for Tenants and Facility Users

Event Waiver

Fire Drills

Fire Inspections

GIS and Mapping Technology

Hazardous Materials

Injury Reporting and Workers' Compensation

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## Claims

Any loss or incident must immediately be reported to the University of Oregon [Office of Risk Management](#), 541-346-8316.

Examples of a loss or incident include (but are not limited to):

- Vehicle accidents (university-owned, Motor Pool, State, rental vehicles, third-party or personal vehicles used for business travel)
- Building or property damage due to accidents, fire, broken pipes, vandalism, or weather
- Missing or damaged property due to theft
- Injuries to visitors or minors
- Damage to the property of others

Risk Management works with departments and third parties regarding claims to evaluate and determine the potential for recovery and initiate the claims process.

[Property Claims](#): A loss to university property

[General Liability Claims](#): A loss associated with a breach of a legal duty (also known as tort claims)

[Vehicle Claims](#): A loss to a university, Motor Pool, state, rental, or third-party vehicle

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# Navigating the Claims Process: Vehicle Claims

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## Vehicle Claims

All University of Oregon employees, students, and volunteers who experience damage to vehicles that are university-owned, Motor Pool, state, rental, courtesy, personal (when driven on university business) must report incidents to the Office of Risk Management, and to the University of Oregon Police Department.

### Contacts

- [General Risk Management](#), (P) 541-346-8316
- [Flo Hoskinson](#), Risk Manager (P) 541-346-3233
- [Lisa Taylor](#), Insurance and Claims Coordinator (P) 541-346-2307

### Process

#### Procedures for UO Employees, Students, and Volunteers

1. Report to UOPD: 541-346-2919 or DIAL 911 if an emergency or not on Eugene Campus
2. Report to the Office of Risk Management: 541-346-8316 within 24 hours
3. Complete a Vehicle Online Incident Report. Additional forms may be required; please refer to the vehicle accident packets (in UO vehicles).

Online Vehicle Incident Report

For more information, download the [Reporting Procedures Quick Guide](#).

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# Workers' Compensation Claims

<http://safety.uoregon.edu/injury-reporting-and-workers-compensation>

[UO Police](#)

[Emergency Management](#)

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## Injury Reporting and Workers' Compensation

Employees are covered by workers' compensation insurance when they suffer a compensable injury/disease in the course and scope of employment. SAIF Corporation (SAIF) is the university's workers' compensation insurance carrier. SAIF will determine the compensability of all claims.

### Contacts

- **Safety and Risk Services:** [Trish Lijana](#), Workers' Compensation Program Manager (P) 541-346-2907
- **Safety and Risk Services:** [Haily Griffith](#), Occupational Health and Safety Manager (P) 541-346-2962
- **Payroll:** [Eric Bever](#), Payroll Accountant (P) 541-346-0839
- **Human Resources:** [Kenny Ly](#), Medical Leaves Coordinator (P) 541-346-2950

### Process

Workers' compensation coverage at the university does not extend to the general student population, visitors, temporary agency employees, volunteers, or faculty on a courtesy appointment. However, Safety and Risk Services must be notified of any injury to a temporary agency employee working for the university.

### Forms

**[\\*NEW\\* Workplace Injury Report \(ENGLISH\) \(SPANISH\)](#)**

This form replaces the previous SIAR (Safety Incident/Accident Report form). It must be completed by the supervisor and employee any time an employee suffers a work-related injury or disease. A Workplace Injury Report must be completed for any injured employee, including temporary workers, student employees, and limited duration employees.



# Incident Reporting

<https://safety.uoregon.edu/third-party-incident-reporting>

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## Third Party Incident Reporting

### Third Party Incident Reporting

Departments are responsible for reporting incidents or injuries that occur on campus involving third parties to Risk Management within 24hrs of the incident.

### Who is a Third Party?

- Visitors
- Volunteers
- Students not working for the UO
- Employees, if it is not within the course and scope of their employment, (i.e visiting campus for leisure purposes, such as attending a ballgame or concert).

### Process

Complete the 3rd Party Incident Form and submit to [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu).

3rd Party Incident Reporting Form

Note: This form is for internal use only and is not intended to be used for filing a claim.



# Contracts and Certificates of Insurance

<https://safety.uoregon.edu/certificates-insurance>

Student One Stop

Safety and Risk Services

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## Certificates of Insurance

A Certificate of Insurance (also known as a COI) is a document from an insurance agent/broker that serves as evidence of insurance coverage; it outlines the type of insurance, the limits of liability and the effective and expiration dates of coverage. It is important to note that a certificate of insurance is only evidence of coverage in effect at the time of issuance of the certificate; it is not an insurance policy nor does it convey any rights to the certificate holder.

### Contacts

- [General Risk Management](#) (P) 541-346-8316

### Process

#### Vendor Requires a Certificate of Insurance

Certificates of Insurance are often requested by outside parties when the University is entering a contract. You may request a COI online you will be required to submit a copy of the contract. All contracts must be processed in accordance with [University policy and guidelines](#).

Request Certificate of Insurance



# Contracts and Certificates of Insurance

<https://safety.uoregon.edu/certificates-insurance>

## The Certificate of Insurance must have the following:

- The named insured must match the name in the contract.
- The appropriate dates, coverage and limits must be shown.
- The Certificate Holder section should show the UO contact name and address.
- The Description of Operations should refer to the specific duty, service or event.
- The COI document must be very specific. Under "Description of Operations it must read: *"The State of Oregon, Board of Trustees of the University of Oregon, University of Oregon, and their respective officers, employees, and members are additional insureds."*

## Minimum coverage requirements:

- **Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
- **Workers' Compensation:** Statutory limits are required.
- **Employers Liability Coverage:** \$500,000.
- **Automobile Liability:** For vendors who will drive on University property, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage. For Charter Bus Companies, the minimum Automobile Liability coverage required is \$5,000,000.

Depending on the nature of the work and contract, other insurance coverages may be required such as:

- Professional Liability
- Umbrella or Excess Liability Coverage
- Cyber Risk Insurance
- Environmental Liability
- Sexual misconduct/molestation/abuse
- Host Liquor Liability



# Event Planning



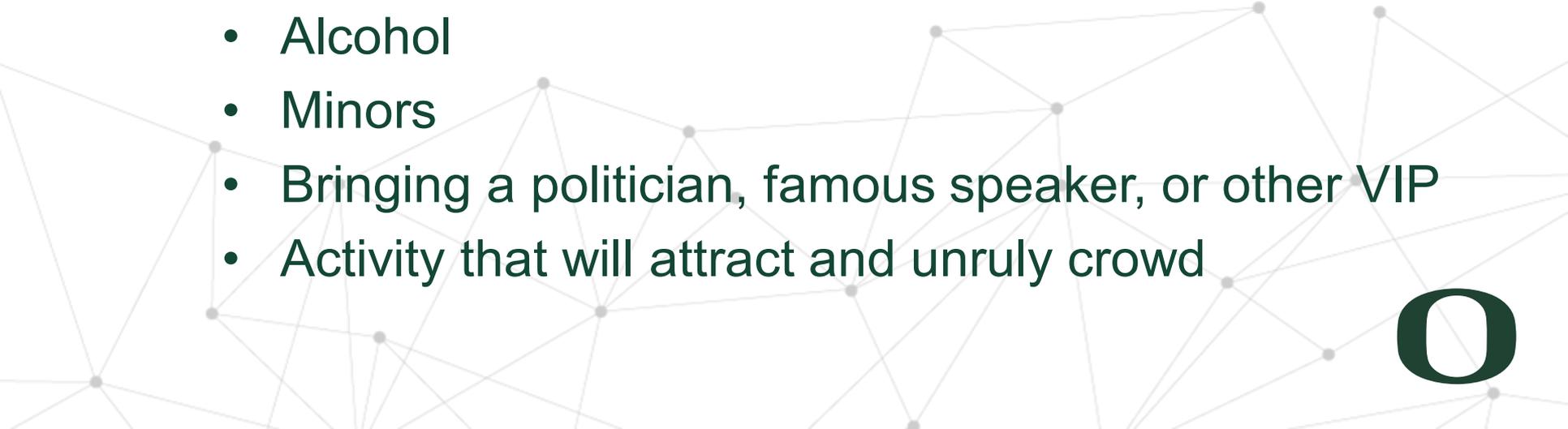
- Work with a UO employee within the department that is sponsoring the event
- Have a point of contact for the event and communication plan in place
- Create an event plan or check list that includes risk mitigation



# Event Activity Considerations



- Will the event involve any of the following?
  - Physical activity
  - Use of fire, explosives or combustibles
  - Animals
  - Potentially questionable or controversial content
  - A large amount of people
  - Alcohol
  - Minors
  - Bringing a politician, famous speaker, or other VIP
  - Activity that will attract and unruly crowd



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# Department-Sponsored Student Group Events (Non-ASUO)



- Must be pre-approved by department leadership and funded by departmental funds
- If groups want to still host the event without approval from department leadership, the event is not considered an UO event and not affiliated with the UO Do not use UO in your communication of the event.
- Obtain Waivers of Liability (if applicable)

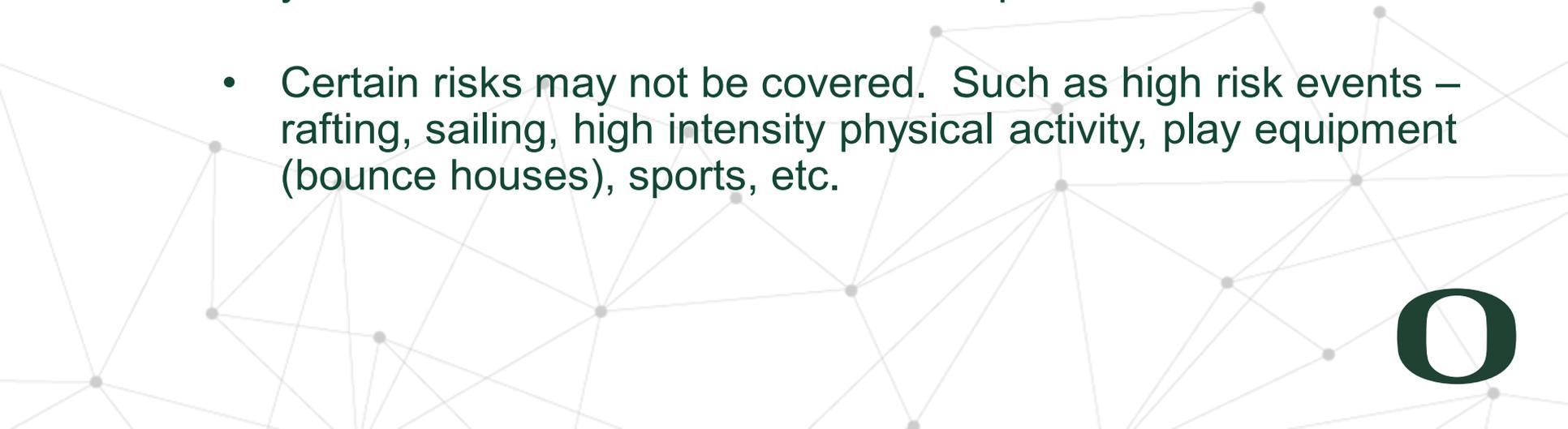


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# Event Insurance



**All events** on campus are required to have insurance coverage and a contract or facility use agreement in place

- If your student group is ASUO recognized, UO insurance **may** cover your event.
  - If your student group is **not** ASUO recognized and not a department sponsored event...UO insurance will **not** cover your event. Event insurance must be purchased.
  - Certain risks may not be covered. Such as high risk events – rafting, sailing, high intensity physical activity, play equipment (bounce houses), sports, etc.
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# Safety and Risk Services

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Special Events Fire Prevention

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**Waivers of Liability**

Youth Program Registration and Insurance

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## Waivers of Liability

A Waiver of Liability form is used to:

- Inform prospective participants of potential risks involved with an activity
- Allow an individual to voluntarily choose to incur risks
- Secure an agreement from the individual to hold the university harmless

If waivers are needed for events or activity, departments must use the university's form: please review the [Guidelines and FAQ](#). [Risk Management](#) can advise on the use of the waiver form for your specific event or activity.

WAIVER OF LIABILITY FORM

INTERNATIONAL TRAVEL WAIVER OF LIABILITY

### [Spanish Translated Versions](#)

[Waiver of Liability](#)

[International Travel Waiver of Liability](#)



# Examples of when to use a Waiver

## General rules for use

The following table details the times when waivers of liability should be utilized.

Required	<ul style="list-style-type: none"><li>• When minor are involved</li></ul>
Strongly Recommend	<ul style="list-style-type: none"><li>• Activities with overnight travel</li><li>• Out of town trips</li><li>• High risk activities</li></ul>
May be Appropriate	<ul style="list-style-type: none"><li>• Elective or voluntary field trips</li><li>• Recreational activities</li><li>• Short distance travel</li></ul>
No Waiver	<ul style="list-style-type: none"><li>• Required for class credit</li><li>• An event or activity in which faculty/staff is acting in the course and scope of employment</li><li>• Activities with little risk</li><li>• Volunteer (see volunteer forms)</li></ul>

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# Once you determine a Waiver is needed....



- Anyone that participates must sign the waiver
  - If someone declines signing they cannot participate in the activity
  - The waiver cannot be amended or edited
- 

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# Can we use electronic waivers?



- Yes, if the department has implemented OrgSync or worked with IT to build a unique log-in ID that connects with participants' Duck IDs
- Otherwise, waivers must be signed physically



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# Volunteers



## Who is a volunteer?

- ❖ A volunteer is a person appointed to perform official university duties without compensation or remuneration.
- ❖ Individuals volunteer as a public service, for civic and humanitarian as well as personal development reasons.
- ❖ The university receives the primary benefit from services performed by a volunteer. Volunteer services are performed at the request or consent of and under the direction and control of a university department or program.
- ❖ The university department or program is responsible to oversee work to ensure each volunteer complies with all applicable university policies and procedures as well as all local, state and federal requirements and laws.

# Volunteer Form

<https://safety.uoregon.edu/volunteers>



## Conditions of Volunteer Service Assumption of Risk / Release & Indemnification

Departments **must** retain a copy for five years  
Please send a copy of the completed form to Risk Management:  
[riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu) Fax: 541-346-7008

As a volunteer providing service for the University of Oregon ("University"), this document highlights your assumption of risk and acknowledgment of the extent to which you may be covered by University insurance. Please read the following information carefully and sign below to acknowledge that you have assumed the risks associated with your volunteer activity.

**Volunteer definition:** A volunteer is a person appointed to perform official University duties as a public service without remuneration.\* The University receives the primary benefit from the work performed by the volunteer. A University employee may not volunteer to perform duties listed in his or her job description.

### By signing below, I am certifying the following:

1. I am offering my services for charitable, civic or humanitarian purposes;
2. I have not been promised nor do I expect to receive compensation for the services I am providing;
3. I am providing such services freely and without pressure or coercion from the University or any of its agents;
4. If I am a University employee, I certify that the services and duties I provide to and perform for the University of Oregon in my capacity as an employee are different and distinct from the services and duties I am providing as a volunteer; and
5. \*If I am paid a nominal fee or if I am reimbursed for any expenses that I incur, I understand that such payment is not tied to my productivity as a volunteer. [NOTE: amounts paid to volunteers must be less than 20% the amount that would be paid to an employee to perform the same duties.]

- I am currently employed by the University. Department: \_\_\_\_\_
- I am NOT employed by the University.

**Tort Liability.** You will be protected from civil liability for injuries or damage to the person or property of others, subject to the following general conditions:

1. You are working on a University task assigned by an authorized University supervisor;
2. You limit your actions to the duties assigned; and
3. You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to other people or property.

The conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300.

**Motor Vehicle Liability.** If you use a personally owned vehicle in the course of your duties, you must be a certified University driver. You are also required to have automobile liability insurance with at least the minimum statutory limits of liability, which will be your primary coverage for any property damage or bodily injury(s) incurred involving that vehicle.

**Workers' Compensation Insurance.** Workers' compensation insurance is not provided for Volunteers of the University.

**Reporting.** Any time you are involved in any accident or exposed to a potential liability situation while performing assigned duties, you must inform \_\_\_\_\_ (name/title of department supervisor) and the Office of Risk Management, (541) 346-8316, within 24 hours.

**Assigned Duties** (Describe below or attach additional sheet. Forms cannot be accepted without this information.)  
If duties include working with minors, a [background check](#) is required through [Human Resources](#).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Volunteer Hours** \_\_\_\_\_ Estimate total hours for this activity within this fiscal year (1 Jul - 30 Jun).  
Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for different activity, or when duties change.

READ AND COMPLETE THE OTHER SIDE OF THIS DOCUMENT



# Volunteers



- ❖ A person appointed to perform official university duties without compensation
- ❖ We provide liability coverage for our volunteers but no workers compensation coverage.
- ❖ If volunteer is receiving a stipend, the amount paid to the volunteer must be less than 20% the amount that would be paid to an employee to perform the same duties.

# Alcohol Service

<https://safety.uoregon.edu/request-serve-alcohol>

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## Request to Serve Alcohol

A Request for Permission to Serve Alcoholic Beverages form must be submitted whenever event organizers plan to serve alcoholic beverages on UO owned or leased property that is not being provided by and served by University Catering. The form should be submitted at least 14 business days prior to a planned event. (Event organizers at UO Portland should contact [Event Services](#) directly).

### Contacts

- [Risk Management](#) (P) 541-346-8316

### Process

The request form and applicable documents should be submitted no fewer than 14 days before the event. Your submission should include the following documents where applicable:

- Fully signed Request for Permission to Serve Alcoholic Beverages Form
- An approved University of Oregon Catering Waiver; if applicable
- A copy of the catering menu or food order.
- A certificate of insurance from the vendor providing food service if not using UO catering.
- A certificate of insurance from the vendor providing and serving the alcohol. The certificate must indicate host liquor liability and name the University as additional insured.
- If your department will be providing its own servers, please provide a copy of their server permit and a copy of their completed volunteer form.
- Copy of signed a Temporary Sales License. If alcohol will be sold or donations collected.
- Event's held on campus should include a map indicating event set up. The map must indicate exits and pathways.
- Planning on advertising? Submit a copy of your proposed advert for Risk Manager to review.
- Large events or events with students may be required to submit a risk mitigation plan

Complete this form first and attach all required documentation: [Request for Permission to Serve Alcoholic Beverages Form](#)

Submit your request form online by emailing [riskmangement@uoregon.edu](mailto:riskmangement@uoregon.edu).



# Alcohol Service

<https://safety.uoregon.edu/request-serve-alcohol>



UNIVERSITY OF  
OREGON

## Request for Permission to Serve Alcoholic Beverages

Please complete, sign and submit to the Office of Risk Management at least two weeks prior to your event.  
Campus Mail, [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu) or FAX: 541-346-7008

### CONTACT INFORMATION

Sponsoring Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Total # Attendees: \_\_\_\_\_ # Attendees under 21: \_\_\_\_\_ Type of Guest:  Open Public  Faculty/Staff  
 Students, Friends/Family,  
and/or UO Community Members

UO Designee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Purpose of the Event: \_\_\_\_\_

**Alcohol Limits:** Organizers are limited to serving a maximum of 1 drink per person per hour, for a total of 3 drinks during the entire event (regardless of events lasting longer than 3 hours).

Beer: _____	Total Servings: _____	<b>SERVING SIZES:</b> Beer: 12 oz Wine: 5 oz (5 servings/bottle) Wine Tasting and Spirits: 1.5 oz
Beer: _____	Total Servings: _____	
Wine: _____	Total Servings: _____	
Liquor: _____	Total Servings: _____	
Non-Alcoholic _____		

### UNIVERSITY CATERING INFORMATION

University Catering is the authorized caterer for events scheduled in University campus facilities. This includes the service of alcohol. <https://policies.uoregon.edu/policy/by/1/04-facilities/catering-services-campus>. Use of any other catering vendor must be approved by University Catering. To get approval, you must submit a request for a catering waiver to UO Catering at least 15 days prior to the event.

Waiver Form: <https://catering.uoregon.edu/sites/catering2.uoregon.edu/files/uo-catering-waiver-form-10-16.pdf>.

Questions? Please call (541) 346-4303.

### ALCOHOL SERVICE INFORMATION

If not using UO Catering, alcohol server(s) name and license number(s)\*: \_\_\_\_\_

\*If necessary, OLCC Temporary License Application.

[http://www.oregon.gov/olcc/LIC/pages/special\\_event\\_licenses.aspx](http://www.oregon.gov/olcc/LIC/pages/special_event_licenses.aspx)

Please describe the systems you will use to check IDs and serve alcohol (including names of alcohol monitors): \_\_\_\_\_

Are you selling alcohol? (Yes  No  ).

### FOOD SERVICE INFORMATION

Describe Type and Quantity: \_\_\_\_\_

\*\*Food must be served during an event where alcohol is served. Please refer to the Minimum Standards for Alcohol on page 2 for a description of the University's minimum food service requirements.

If not using UO Catering, food provided by: \_\_\_\_\_

Standards for Alcohol Service and Signatures on page 2.

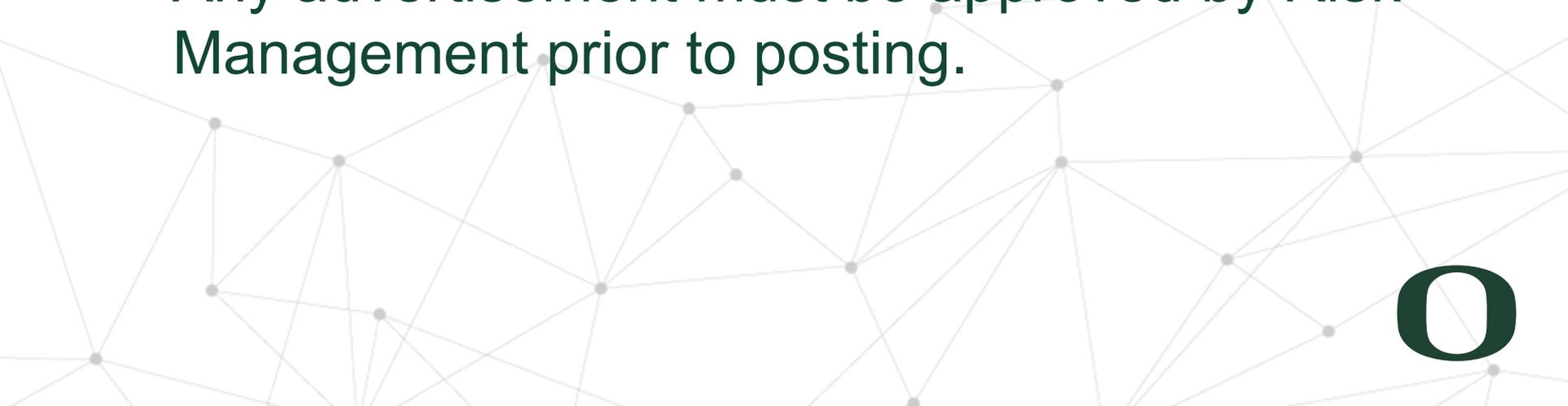


# Alcohol Service



Advertising an event that will serve alcohol?

- OLCC rules do not permit handbills, posters or flyers to be distributed on public property.
- Any advertisement must be approved by Risk Management prior to posting.



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# Alcohol Service



- ASUO student funds cannot be used to purchase alcohol.
- Department sponsored events must have a designee that is a UO full time paid employee present/monitoring the event.



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# Safety and Security



- First Aid Station
  - Physical activity or large event
- Security personnel
  - Large event
- Clean-Up
  - Appropriate waste disposal
  - Potential hazardous waste

# University Fire Marshal Group



The University Fire Marshal Group assists in the assessment and resolution of campus issues related to fire prevention and code enforcement.



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# University Fire Marshal Group



Does your event use any of the following?

- Tents
- Bounce house
- Anything above head that could potentially turn into a sail or fall due to wind?
- Fire? (performing arts etc.)
- Potential Occupancy issues?
- Fencing/blocking exit/pathways?



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# Accessibility Considerations



- ❖ Is the location accessible by emergency personnel?
- ❖ Have you created maps of the area with safety and accessibility in mind?
- ❖ Are there other occurring campus events, or holidays that may impede access?

# Campus Partners



## ❖ Room scheduling

❖ A: EMU Scheduling

❖ <http://scheduling.uoregon.edu/>

## ❖ Crowd management, emergency response, traffic

❖ A: Security/UOPD

❖ <http://safety.uoregon.edu/university-Oregon-Police-Department>

## ❖ Fire prevention

❖ A: Fire/Life Safety

❖ <https://safety.uoregon.edu/university-fire-marshal-group>

## ❖ Liability, insurance, alcohol, questions or concerns

❖ A: Risk Management

❖ <http://safety.uoregon.edu/risk-management-and-insurance>



# Campus Partners



## Food and alcohol

 A: UO Catering

 <http://catering.uoregon.edu/>

## Facility use, contracts, vendors

 A: Purchasing and Contracting

 <https://pcs.uoregon.edu/>

## Scheduling, traffic

 A: Parking and Transportation

 <https://parking.uoregon.edu/>

## City permits

 A: City of Eugene

 <https://www.eugene-or.gov/279/For-Event-Organizers>

## Potential hazardous waste

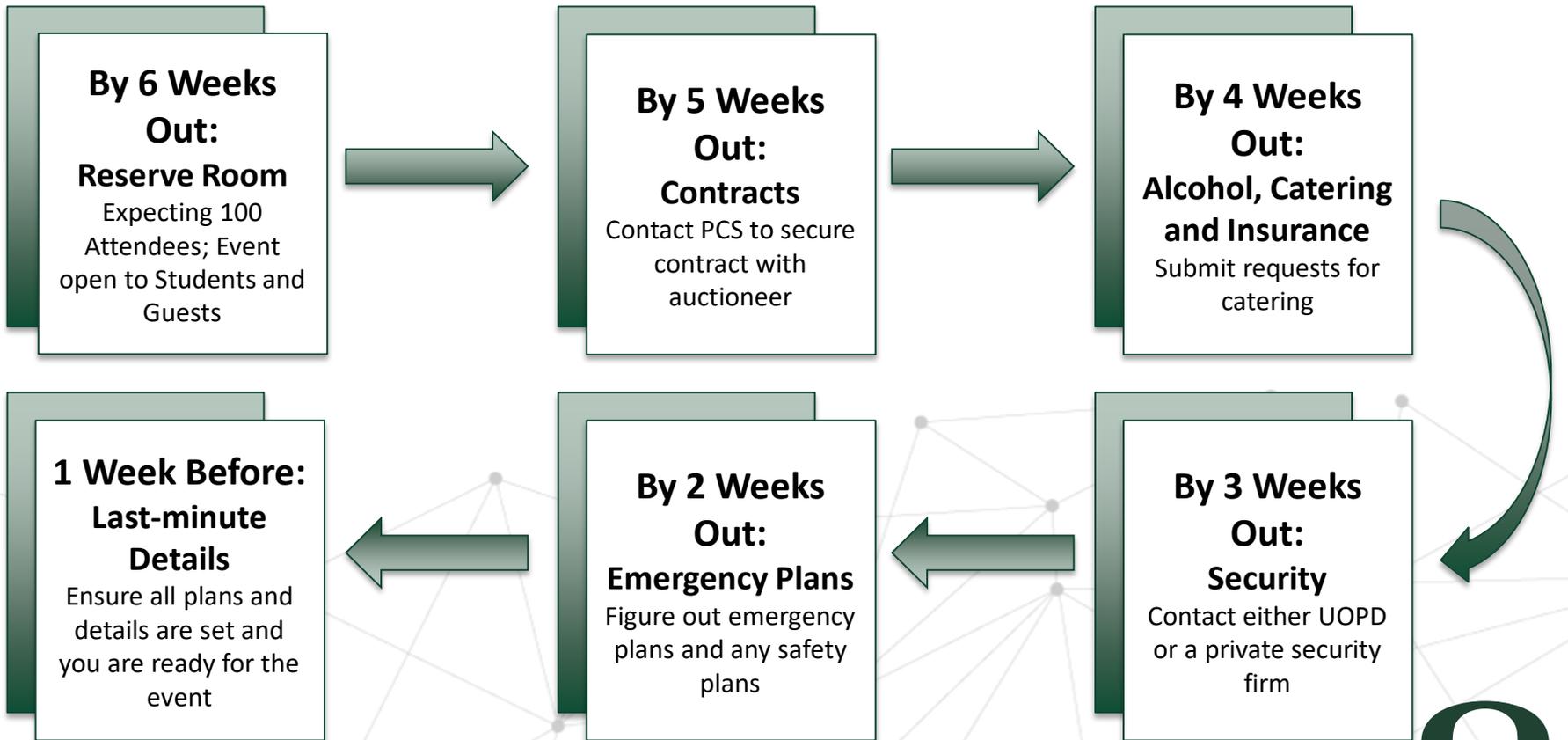
 A: EHS Hazardous Waste

 <https://safety.uoregon.edu/hazardous-materials-group>



# Timeline

## Example Event: Fundraising Auction for Student Club



# Event Check List

## EVENT CHECKLIST – Managing Risk

**Insurance:** All events on campus are required to have insurance coverage. Non-VO groups and Non-ASUO recognize student groups may obtain coverage through TULIP <https://safety.uoregon.edu/event-insurance-tenants-and-facility-users>.

**Contracts:** Unless you have Delegated Contracting Authority – (Authority to enter into legal instruments on behalf of the University of Oregon) you may not legally sign any contract on behalf of the University. All VO contracts should be processed through the Purchasing and Contract Services Department. <https://pcs.uoregon.edu/content/delegated-contracting-authority>

### Event Information:

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Location: \_\_\_\_\_

Organizer's Name: \_\_\_\_\_ Org. Contact Number: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Dept. Contact Number: \_\_\_\_\_

Event Checklist:	Yes	No	Further Steps/Comments
Have you contacted EMU Scheduling or the building coordinator for where your event will take place?			
<b>Event Activities: Does the event involve any of the following:</b>	Yes	No	Further Steps/Comments
• Physical activity by its participants			
• The use of fire, explosives or combustibles			
• Animals			
• Potentially questionable or controversial content			
• Involves a large amount of people			
• Minors			
• Bringing a politician, famous speaker, or other VIP			
• Activity that will attract an unruly crowd			
<b>Alcohol and Food Service:</b>	Yes	No	Further Steps/Comments
• Will alcohol be served? If yes, will VO catering serve?			
• Non-VO Catering Service: Complete VO Catering Waiver and if serving alcohol complete the Permission to Serve Alcohol Form			
<b>Location Safety and Liability Considerations:</b>	Yes	No	Further Steps/Comments
• Have you created maps of the area with safety and accessibility in mind? Is the location accessible by emergency personnel?			
• Are there other occurring campus events or holidays that may impede access?			
• If physical activity included or your event is large, have you made arrangements for a First Aid station?			
• Waiver of Liability Forms? <a href="http://safety.uoregon.edu/waivers-liability">http://safety.uoregon.edu/waivers-liability</a>			
• Have you considered having security personnel on site?			
• Have you developed a clean-up plan? If using hazardous waste, have you determined the appropriate disposal method?			
• Will the event use Volunteers? <a href="http://safety.uoregon.edu/volunteers">http://safety.uoregon.edu/volunteers</a>			

Planning a successful event requires the collaboration of a number of departments instrumental to the process and final outcome. The following departments play a vital role in the success of events from small to large.

Have you contacted representatives from one or more of the following departments?	Yes	No	Further Steps/Comments
• <b>EMU Scheduling:</b> Room scheduling <a href="http://scheduling.uoregon.edu/">http://scheduling.uoregon.edu/</a>			
• <b>Security/UOPD:</b> Crowd management, emergency response, traffic <a href="http://police.uoregon.edu/content/contact-us">http://police.uoregon.edu/content/contact-us</a>			
• <b>Fire/Life Safety:</b> Fire prevention strategies, campus fire-regulations <a href="https://safety.uoregon.edu/university-fire-marshal-group">https://safety.uoregon.edu/university-fire-marshal-group</a>			
• <b>Risk Management:</b> Liability issues, insurance, permission to serve alcohol request (non-VO catering), drones <a href="http://safety.uoregon.edu/risk-management">http://safety.uoregon.edu/risk-management</a>			
• <b>VO Catering:</b> Service of food and alcohol <a href="http://catering.uoregon.edu/">http://catering.uoregon.edu/</a>			
• <b>Purchasing and Contracting:</b> Facility use agreements, contracts, vendors <a href="https://pcs.uoregon.edu/">https://pcs.uoregon.edu/</a>			
• <b>Parking and Transportation:</b> Scheduling, traffic considerations <a href="https://parking.uoregon.edu/">https://parking.uoregon.edu/</a>			
• <b>City of Eugene:</b> Is a city permit required? <a href="https://www.eugene-or.gov/279/For-Event-Organizers">https://www.eugene-or.gov/279/For-Event-Organizers</a>			
• <b>EHS Hazardous Waste:</b> Are you using paint cans, batteries, gasoline, etc.? <a href="https://safety.uoregon.edu/hazardous-materials-group">https://safety.uoregon.edu/hazardous-materials-group</a>			

**Additional Planning Notes and Action Items:**



# UO Travel

<https://ba.uoregon.edu/travel>

## University of Oregon Travel



Air-Car-Lodging-  
Meals

Concur Resources

Travel Policy

US Bank One  
Card

International  
Travel

Federal Travel  
Compliance

Insurance

Training

**BUSINESS AFFAIRS OFFICE: TRAVEL OFFICE / CONCUR HELP DESK**

Questions: 541-346-3100  
Email: [travel@uoregon.edu](mailto:travel@uoregon.edu)

Direct Travel: 541-686-1234 / After hours emergency only (\$20 fee) 866-305-8931 (Membership 1XN3)  
Premier Travel: 541-747-0909 / After hours emergency only (\$15 fee) 800-628-6668 (VIT code ASF9)



# International Travel Insurance Registration

<https://safety.uoregon.edu/international-travel-registration>

## RISK & INSURANCE

Certificates of Insurance

Driver Certification

Drones on Campus

Event Insurance for Facility Users

Insurance and Claims

**International Travel Registration**

Report a Claim

Report an Injury

Request to Serve Alcohol

Third Party Incident Reporting

Vehicle Use

Volunteers

Waivers of Liability

Youth Programs: Protecting Minors

Youth Program Registration

[Home](#) > [Risk & Insurance](#)

## International Travel Registration

Traveling on University business or through the University requires the adherence to certain University policies.

### Contacts

- [General Risk Management](#) (P) 541-346-8316
- [International Travel Questions](#)

### Process

When traveling abroad for UO business, it is important to register your travel with the Office of Risk Management (ORM).

[Register Travel Online](#)

To register, you will need:

- 95 number
- Date of birth
- Dates of travel
- Travel destination(s)
- Index (if you have departmental approval to charge travel insurance) - not required at registration if not known

ORM also recommends that faculty, staff, and students register their travel plans with the Consular Section of the U.S. Embassy through the State Department's travel registration website and enroll in the Department of State's [Smart Traveler Enrollment Program](#) (STEP).

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# International Travel Insurance Registration

<https://safety.uoregon.edu/international-travel-registration>



## Supplemental International Travel Insurance

The Office of Risk Management offers supplemental international travel insurance through Axis for faculty, staff, and students who are traveling on behalf of the university.

Coverage includes accident and sickness, security evacuations, emergency medical evacuations and travel assistance. The cost of this insurance is \$2.50 per person per day, with departmental approval this may be charged to an index or student account. This coverage does not reimburse for trip cancellation or lost/stolen luggage.

The following countries are excluded from this insurance coverage; however, coverage may be able to be secured at an additional cost.

- Afghanistan
- Chechnya
- Iran
- Iraq
- Libya

Continuing coverage through extended leisure travel (up to 14 days), as well as coverage for dependents.

## **Information and Resources**

[Supplemental International Travel Brochure](#)

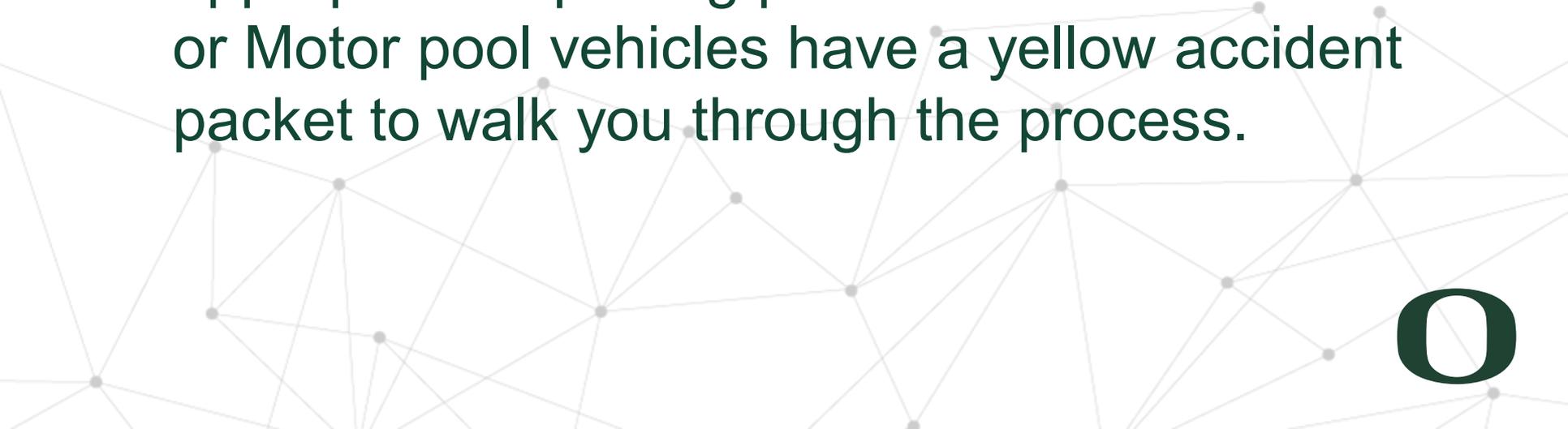
[Accident Packet and Proof of Insurance Request](#)



# Travel Considerations



- Traveling on official UO business.
- Drivers must be Driver Certified. Drivers must complete van safety training if they will be using a van of any type.
- If a vehicle incident occurs Drivers must follow appropriate reporting procedures. All UO owned or Motor pool vehicles have a yellow accident packet to walk you through the process.



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# Protection of Minors – Youth Programs

<https://hr.uoregon.edu/minors-campus>

## Required Action

### STEP 1:

#### Hire Program Staff

- **Notify HR of intent to hire** summer camp employees. Visit the [Seasonal Employment webpage](#) for more information.
- **Complete background checks** for volunteers, employees and students working with minors. Background check clearance is required every two years. Visit the [Background Check Guidelines webpage](#) for instructions and form.
- **Complete the volunteer form** and submit a copy to the Office of Risk Management. Visit the [Volunteers webpage](#) for instructions and form.
- **Retain records**, which include hiring documents, background check clearance and volunteer forms, according to UO records retention requirements.

### STEP 2:

#### Register Program

- **Register youth program** annually with the Office of Risk Management.
- **Enroll in Insurance:** [Registration and Enrollment Link](#)
- **Waiver of Liability needs to be completed by all participants** (6 year required record retention by department).
- **Model Release form needs to be completed if you intend on taking photo/video.**

*Youth programs hosted by third-party contractors must be registered by the UO entity facilitating the contract.*

### STEP 3:

#### Train Staff

- **Conduct required trainings** and **document participant completion.** [Required trainings](#) include:
  - Protection of Minors policy and procedures
  - Conduct requirements
  - "Protecting Children" (One time required completion of online course)
- **Conduct additional training**, if needed. Visit the [Training Employees webpage](#) for resources.
- **Complete a program summary report** and email to [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu).



# Protection of Minors – Youth Programs

<https://hr.uoregon.edu/minors-campus>



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## Mandatory Reporting of Child Abuse and Neglect

Visit our [Mandatory Reporting of Child Abuse and Neglect](#) webpage for information about making a report and to view more resources to help you understand your reporting obligations.

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## Youth Programs Tool Kit

The Office of Risk Management and the Office of Human Resources work in partnership to ensure compliance with the [Protection of Minors Policy](#). Each department offers tools and resources to assist and support administration of youth programs on campus and compliance with the Protection of Minors policy.

**Risk Management:**  
Registration, Volunteers, Waivers,  
Emergency Procedures

**Human Resources:**  
Hiring Staff, Background Checks,  
Training

Frequently Asked Questions



# Questions?

Flo Hoskinson  
Risk Manager  
Office of Risk Management  
541-346-8316



Lisa Taylor  
Insurance and Claims Coordinator  
541-346-2307

[riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu)