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

Forms:

- Request Certificate of insurance

https://safety.uoregon.edu/risk-management-and-insurance
UO Insurance Program

UO’s insurance portfolio: 23 lines of coverage

Property
- Department: $5,000 (no change)
- UO deductible: $250,000
- Insurance Carrier: AIG

Liability
- Department: $5,000 (no change)
- UO deductible: $500,000
- Insurance Carrier: United Educators
Reporting Claims and Incidents

https://safety.uoregon.edu/claims

- **Property**  A loss to university property
- **Vehicle**  A loss to a university, Motor Pool, state, rental, or third-party vehicle
- **General Liability**  A loss associated with a breach of a legal duty (also known as tort claims)
- **Incident Reporting**  Injury or damage to visitors, guests and students.
Property Claim

Property Claims

A property claim is:
- Building or property damage due to accidents, fire, broken pipes, vandalism, or weather
- Missing or damaged property due to theft

Departments are subject to a $5,000 deductible

Contacts
- General Risk Management (IP) 541-346-8316

General rules for use

All claims involving property loss or damage must be immediately reported to the Office of Risk Management. Losses due to theft, break-in or vandalism are criminal acts and must be immediately reported to the University of Oregon Police Department.

Process

START A CLAIM BY EMAIL

What information is needed to initiate a property claim?
- Department contact information
- A narrative of the incident, including the date and time of loss, immediate actions taken, witnesses
- Description of damaged or lost property

https://safety.uoregon.edu/property
Vehicle Incident

https://safety.uoregon.edu/vehicle-claims
Liability Claims

**Claims Process: Third Party claims**

- Injuries or damages to UO Visitors, Guests, Students, and/or the Public for which they are alleging UO’s negligence.

- Damage or Loss to Property not owned by UO or if UO was in Care, Custody and Control of the property.

- If questions arise regarding payment for damages or medical expenses – direct the 3rd party to Risk Management
Liability Claims

Claims Process: Third Party claims

1) Document the incident by completing the 3rd party incident reporting form, gather witness information, take pictures
2) Direct Third Party to contact Risk Management
3) Department contact Risk Management to give us the heads up
4) Third Party will file a claim with Risk
5) Office of Risk Management and Office of General Counsel evaluates the merit of each claim
Incident Reporting

Third Party Incident Report should be completed by UO department witness or representative within 24 hours.

Complete the appropriate reporting form, if they are a Third party

Collect key information!

- Contact information
- Any witnesses?
- Take photos of the area
- Was there any UO property damage?
### UNIVERSITY OF OREGON

#### 3rd PARTY INCIDENT REPORT

**Instructions:** To be completed by UO department witness or representative within 24 hours of an incident or injury to a third party on UO property. Submit this form to UO Risk Management: 541-346-7000; RiskManagement@uoregon.edu

<table>
<thead>
<tr>
<th>1. 3rd Party's Name</th>
<th>Last</th>
<th>First</th>
<th>Date of Birth</th>
<th>UO ID #</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Occupant's Address:**

1. Mailing address (if different):
2. Alternate address:

<table>
<thead>
<tr>
<th>5. 3rd Party's telephone number:</th>
<th>Alternate:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Date:** __________ Time incident occurred (AM/PM): __________

<table>
<thead>
<tr>
<th>2. Event Name of Activity (including duration of event):</th>
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</tbody>
</table>

**Location of Incident:** (building, room, specific location):

**What happened?**

When was the injury reported by party?

**Was medical care provided?** Yes [ ] No [ ] If yes, by whom:

**Transported by ambulance?** Yes [ ] No [ ]

**Injuries sustained?**

**10. Description of incident: What conditions may have contributed to the incident (machine, environment, trip hazard)? What action was taken after the incident? (7th page if needed):**

**11. Did UO Police Department Respond?** Yes [ ] No [ ] If yes, UOEPD employee(s):

**12. Did a security guard respond, individual respond (e.g. CSMP)?** Yes [ ] No [ ]

**13. If so, name of individual(s):**

**14. Was individual transported by ambulance?** Yes [ ] No [ ] If yes, by whom:

**15. Name of UO employee reporting the same:**

**16. Was a Contractor or other outside party involved?** Yes [ ] No [ ] If so, list name(s):

**17. Was property damage occurred, describe it below, but not provide photographs:**

**18. Witnesses names, addresses, phone numbers and relationship (include witness statement on page 2):**

**Additional Information (please list any other parties involved):**

**Witness Statement** (ask witness to provide statement or summarize the witness statements here):

**Witness:

**UO Department witnesses or representatives:**

*Print Name: __________________ Signature: __________ Department Name: __________ Date: __________ Phone: __________*

Submit this form to UO Risk Management within 24 hours: fax (541) 346-7000; riskmanagement@uoregon.edu

Office of Risk Management 11/2015
Mitigating your Departments Risks

- Volunteer Program
- Waivers of Liability
- Certificates of Insurance
- Alcohol on Campus
- Drones (UAS)
- Events
- Youth Programs
Volunteer Forms
Volunteers
http://safety.uoregon.edu/content/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 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 reserves 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 as 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 is your primary coverage for any property damage or bodily injury 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 an accident or exposed to a potential liability situation while performing assigned duties, you must inform (name of department supervisor) and the Office of Risk Management (541) 346-3316, 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.)

<table>
<thead>
<tr>
<th>Description of Duties</th>
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**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 A DIFFERENT ACTIVITY, OR WHEN DUTIES CHANGE.

READ AND COMPLETE THE OTHER SIDE OF THIS DOCUMENT

---

**Please Read Carefully**

In consideration of being able to volunteer for the University and University providing liability coverage as detailed previously, I, for myself, my heirs, executors, administrators and assigns, release and forever discharge the State of Oregon, Board of Trustees of the University of Oregon, University of Oregon and their respective officers, employees, members, agents, and volunteers (the "Released Parties") from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against the Released Parties and all liability under the Oregon Tort Claims Act, ORS 30.260-300, for any and all harm or damage to my health in any manner resulting from or arising out of my volunteer activities that is not caused by the negligence or intentional acts of Released Parties.

This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260-300, to defense and indemnification from any demands, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

I certify that there are no health-related reasons or problems that preclude or restrict my ability to volunteer for the University.

I understand that an emergency may develop which necessitates the administration of medical care. Therefore, in the event of injury or illness, I authorize the University to secure any appropriate treatment including the administration of anesthetics and surgery. I understand that such treatment shall be solely at my expense. Notwithstanding this paragraph, I understand and agree that the University has no obligation to provide or seek out any medical treatment. I also authorize the University to contact the individual identified as an emergency contact in case of an emergency.

I declare that I am eighteen years of age or older. I understand that I must complete this agreement and understand the above provisions and that I agree to be bound by them.

I understand that by signing this agreement I am releasing claims and giving up substantial rights, including my right to sue.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Name (Print)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name and Dept. (Print)</td>
<td></td>
</tr>
<tr>
<td>Supervisor Signature</td>
<td></td>
</tr>
<tr>
<td>IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE, A PARENT OR GUARDIAN MUST SIGN BELOW.</td>
<td></td>
</tr>
<tr>
<td>NAME OF PARENT OR GUARDIAN (please print legibly)</td>
<td></td>
</tr>
<tr>
<td>PARENT OR GUARDIAN SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>EMERGENCY CONTACT INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Name (please print legibly)</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Relationship to Volunteer:</td>
<td></td>
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</tbody>
</table>

READ AND COMPLETE THE OTHER SIDE OF THIS DOCUMENT
Volunteer Overview

- 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.

Questions on stipends and compensation: Contact Human Resources.
Waivers of Liability
Why is a waiver of liability used?

- 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*. 
### When to use a waiver...

<table>
<thead>
<tr>
<th><strong>Required</strong></th>
<th>☀ Minors</th>
</tr>
</thead>
</table>
| **Strongly Recommended** | ☀ International travel  
☀ Overnight travel  
☀ Out-of-town  
☀ High risk |
| **May be Appropriate** | ☀ Elective/voluntary trips  
☀ Recreational activities  
☀ Short-distance travel |
| **No Waiver** | ☀ Required for class credit  
☀ An event or activity in which faculty/staff is acting in the course and scope of employment  
☀ Activities with little risk  
☀ Volunteer (see volunteer forms) |
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
Assumption of Risk / Release & Indemnification of All Claims / Covenant Not to Sue

PLEASE PRINT

Activity Information
- Groups [ ]
- Activity: [ ]
- Activity Description: [ ]
- Activity Leader [name, title and phone number]: [ ]
- Department: [ ]

Participant Information
- Name: [ ]
- Date: [ ]
- Email address: [ ]
- Phone number: [ ]
- Emergency Contact [name and phone number]: [ ]

In consideration of being permitted to participate in any way in the above-described activity (hereinafter called the "Activity"). I, for myself, my heirs, personal representatives and assigns, do hereby release, waive, discharge, and covenant not to sue the State of Oregon, the Board of Trustees of the University of Oregon, and the University of Oregon (collectively, hereinafter called the "University"), their officers, employees, and agents from liability for any and all claims including the negligence of the University, its officers, employees, and agents, resulting in personal injury, sickness or illnesses (including death), property loss, and damages arising from, but not limited to, participation in the Activity.

Name of Participant (please print legibly): [ ]
Signature of Participant: [ ] Date: [ ]

Assumption of Risk: Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks include (1) minor injuries such as scratches, bruises, and sprains; (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and (3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I knowingly, understand, and appreciate these and other risks that are inherent in the Activity. I hereby accept that my participation in the Activity is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY, DEFEND, AND HOLD the University and its officers, employees, and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

Medical Treatment Authorization: I understand that an emergency may develop which necessitates the administration of medical care. In the event of injury or illness, I authorize the University to secure appropriate treatment including the administration of anesthetic and surgery. I understand that such treatment shall be solely at my expense. Notwithstanding this paragraph, I understand and agree that the University has no obligation to provide or seek out any medical treatment for me.

Revised August 2016
UO Risk Management

Assumption of Risk / Release & Indemnification of All Claims / Covenant Not to Sue

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as permitted by the laws of the State of Oregon and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

PLEASE READ THE ENTIRE AGREEMENT BEFORE SIGNING.

Name of Participant [please print legibly]: [ ]
Signature of Participant: [ ] Date: [ ]

*** IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST AGREE TO AND INITIAL THE ABOVE CLAUSES AND SIGN BELOW. ***

NAME OF PARENT OR LEGAL GUARDIAN [please print legibly]: [ ]
PARENT OR LEGAL GUARDIAN SIGNATURE: [ ] Date: [ ]

Revised August 2016
UO Risk Management
Certificate of Insurance

A certificate of insurance provides proof of insurance coverage to another party. They are often necessary when executing contracts.

Process

**University**: To request a certificate of the university's insurance, please complete the online request form here. Risk Management will need a copy of the contract or agreement.

**Request Certificate of Insurance**

**Another entity**: It may be necessary to obtain a certificate of insurance from another entity. Generally, there are two types of documents:

- **A certificate of insurance from the producer** (usually a local insurance agency). This document verifies the type of coverage, the effective and expiration dates of coverage, and the coverage dollar limits. The "Certificate Holder" section should show the university's contact name and address. Under "Description of Operations," the following verbiage pertaining to additional insured should appear: "The State of Oregon, Board of Trustees of the University of Oregon, University of Oregon, and their respective officers, employees, and members."

- **An endorsement of insurance** must come from the insurer affording coverage (i.e., the insurance company that actually provides the coverage to the producer). This document must be very specific in naming the additional insured: "The State of Oregon, Board of Trustees of the University of Oregon, University of Oregon, and their respective officers, employees, and members."
Contracts: Insurance Requirements for Contractors/Vendors

- **Minimum Requirement:** $1 Million/$2 Million Aggregate

- Commercial General Liability: property damage, bodily injury and personal & advertising injury that may be caused by the contractor’s negligent acts.

- Professional Liability (or Errors and Omissions): damages that may have resulted from errors in professional judgement

- If contractor will be driving,
  - Automobile Liability (property damage and/or bodily injury caused by the contractor’s use of a vehicle)

- If contractor has employees,
  - Workers’ Compensation and Employer’s Liability Insurance (for bodily injury suffered by the contractor’s employees while performing their duties)
Contracts: Insurance Requirements
Waiver of Insurance Requirement Contract Review Process

Office of Risk Management/Purchasing and Contracting Services Memo
Waiver of Insurance Requirement Contract Review Process

Overview
Risk Management has the delegated authority from the Vice President of Finance and Administration and the Associate Vice President of Safety and Risk Services to review contract provisions regarding insurance requirements and to approve or deny a waiver of the University’s minimum insurance requirement(s). Risk Management takes this delegation seriously. The University of Oregon’s insurance policy, as a self-insured entity, carries a $500,000 deductible ("retention") per incident. Due to this high retention amount, Risk Management must look for opportunities to allocate a portion of the financial risk to the vendor when appropriate and possible. Therefore, the University imposes insurance requirements and strict contract language to hold vendors accountable for their own liability and to reduce the University’s liability exposure.

Required steps for UO department or vendor requesting a waiver of insurance requirements:

- After the contract is submitted to PCS or an authorized department contract authority, the department will provide the information described below to riskmanagement@uoregon.edu for review as soon as possible in the contracting stage, but not less than 30 days prior to start of the contract:
  - Written verification that department leadership has approved the waiver of insurance request
  - A detailed explanation of why the vendor is not able to provide insurance coverage. Demonstrable good faith effort to require insurance coverage from the vendor.
  - A full description of the service/scope of work to be provided by the vendor.
  - The duration and cost of the contract, including any anticipated amendments
  - How often the vendor will perform services
  - Information regarding whether minors will be present at any event described in the contract
  - Identify and specify risk mitigation initiatives the department has in place to reduce the University’s risk.
  - Risk. Contractor does not have insurance but will be working with minors. Mitigation: UO staff with escort vendor at all times when on campus and background check of contractor will be conducted prior to start date of contract.
  - Identify and document whether travel by UO employees or non-UO employees is part of the contract and, if so, confirm how many people will be traveling, by what means, where the destination is and duration of trips

Upon receipt of the documentation requested above, required steps for the Office of Risk Management:

- Risk Management will conduct a review of the risk exposure of the specific contract and make a determination regarding the insurance requirement within 5 business days of receiving the request.
- In some circumstances, additional days might be needed to assess risk. The request to waive insurance and the supplemental documentation provided by the UO Department might be sent to a Contract Review Committee to review and approve or deny the request to issue a waiver. Committee members are listed below. The sponsoring department can appeal the decision of the Contract Review Committee to the Senior Leadership Contract Review Team. Team members are listed below.
- Risk Management and the Contract Review Committee will provide a summary of its determinations to Senior Leadership in administration on a periodic basis.

UO Contract Review Committee Members:
- Craig Ashford, Assistant General Counsel and Director Purchasing and Contracting Services
- Greg Shabram, Associate Director, Purchasing and Contracting Services
- Chuck Triplett, Assistant Vice President for University Initiatives and Collaborations
- Flo Hoskinson, Risk Manager
- Student Life Member TEO

UO Senior Leadership Contract Review Team:
- Jamie Moffitt, Vice President Finance and Administration and Chief Financial Officer
- Kevin Reed, Vice President and General Counsel
- Greg Strip, Chief of Staff and Senior Advisor to the President
- Andre Le Duc, Associate Vice President Safety and Risk Services and Chief Resilience Officer
- Other senior leadership as needed for contract review

Email riskmanagement@uoregon.edu for a PDF copy
Alcohol Service on Campus

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

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 (event organizers at UO Portland should contact Event Services directly).

Contacts

- General Risk Management (P) 541-346-6316

Process

Food Service

Alcohol service must ALWAYS be accompanied by appropriate food service per OLCC guidelines. Food service is limited to University Catering unless otherwise approved by the Vice President for Student Affairs (see Catering Policies and Costs). Be sure to submit Catering Waiver Forms when applicable.

OLCC Food Requirements: "Substantial food item" means food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée. Some examples are: fish, steak, chicken, pasta, pizza, sandwiches, dinner salads, hot dogs, soup, and sausages. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as substantial food items.

Completing the Form

Things to consider when completing the Request for Permission to Serve Alcoholic Beverages:

Self-serve alcohol is seldom approved for official UO sponsored events. If you would like your event to include alcohol the first thing you need to consider is that the event will need to be catered, either by University Catering or another caterer that can provide proof of adequate levels of liquor liability insurance.
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 or Fax: 541-346-7008

CONTACT INFORMATION
Sponsoring Organization:
Name:
Address:
Phone Number:
Email Address:
Title:

EVENT INFORMATION
Event Name:
Start Time:
Ending Time:
Location:
Type of Event:

Total # Attendees:
# Attendees under 21:

UO Designee Name:
Title:
Purpose of the Event:

Alcohol Limits: Unless a catering waiver has been approved and the alcohol is being served by a catering company, organizers are limited to serving a maximum of 1 serving of alcohol per person per hour but no more than 3 servings during the entire event.

<table>
<thead>
<tr>
<th>Alcohol Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer</td>
<td></td>
</tr>
<tr>
<td>Wine</td>
<td></td>
</tr>
<tr>
<td>Liquor</td>
<td></td>
</tr>
<tr>
<td>Non-Alcoholic</td>
<td></td>
</tr>
</tbody>
</table>

SERVING SIZES:
Beer: 12 oz
Wine: 5 oz (per serving/bottle)

Food Service Information:

Are you selling alcohol? (Yes [ ] No [ ])

If you are selling alcohol, please provide the type of alcohol:

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.**

Standards for Alcohol Service and Signatures on page 2.

Minimum Standards for Alcohol Service – Standards must be read and complied with by event hosts and Designees

1. Alcohol: Alcohol served in campus facilities must be obtained from approved sources; “home brews” are not permitted.

2. Alcohol Limits: Unless a catering waiver has been approved and the alcohol is being served by a catering company, organizers are limited to serving a maximum of 1 serving of alcohol per person per hour, but no more than 3 servings during the entire event. (Regardless of the number of on-site servers serving alcohol, the total number of person-hours of alcohol service to any one person is limited to 3 person-hours.)

3. Designee: A “Designee” must be identified for each event and be a UO employee or student. The Designee, by signing this form, agrees to be present for the duration of the event. The Designee will ensure that the caterer or server does not serve alcohol to anyone under 21 years of age or over any person.

4. Food: Unless authorized by Risk Management, two substantial food items must be served during any event involving alcoholic beverages. A “substantial food item” means food items prepared or cooked on the licensed premises and that are typically served as a main course or entree. Examples include: fish, meat, poultry, pasta, pancakes, sandwiches, dinner salad, hot dogs, soup, and sides. Sides, appetizer items, dessert items, and snack items such as popcorn, pretzels, chips, and crackers do not qualify as substantial food items.

5. Hours of Service: Designees must ensure that alcohol service stops 30 minutes prior to the end of the event. Non-alcoholic beverage options will remain available and be encouraged for the remainder of the event.

6. Kegs: Kegs with proper approval are currently permitted at events held on-campus. Please note that the use of kegs presents special challenges to limiting the number of drinks per person, ensuring the safety of those in attendance, and ensuring that only those aged 21 and older have access to alcohol.

7. Alcohol Monitors: Security and safety personnel and monitors may be required, at an additional charge to the organizers, for large events. The event is reviewed on a case-by-case basis. Some of the determining factors include the number of attendees, the type of event, and its location. Risk Management will work with the local Police Department and UO Police Department to determine the need for monitors.

8. Servers: Oregon Liquor Control Commission (OLCC) permitted servers are required whenever alcohol is served.

9. Service Size:
   - 12 oz = 1 serving
   - 10 oz = 1.25 serving
   - 9 oz = 1.5 serving
   - 5 oz = 1 serving (per serving/bottle, per event)

10. Private Sales Licenses (TSLs): Additional Oregon Liquor Control Commission (OLCC) requirements must be met for events where alcohol is sold. If you are selling alcohol, please contact the OLCC Commission for more information.

A copy of approved requests will be forwarded to the contact person(s), who should ensure the Designee is available at the event.

Disclaimer: Under Oregon law, potential liability may stem from incidents involving over-service and over-consumption of alcohol. Protection of your group and the University is vital in this regard. The designated individuals and all services must be available on site and in accordance with their responsibilities for ensuring the safety of all guests. Additionally, all events at which alcohol is served are required to comply with the campus code of conduct (https://policies.uoregon.edu/policy/administrative-support/vertical/hva/religion-matter) and UO policies. If problems arise from excessive drinking, please contact the UO Police Department immediately.

In signing this form, you understand that the Designee will be present for the duration of the event and will be responsible for ensuring that no alcohol is served to anyone under 21 years of age, 2) ensuring that no guests are overserved and that no guest excessively consumes alcoholic beverages, 3) ensuring that advertising for the event reflects that alcohol consumption is not the purpose or focus of the event, and 4) ensuring compliance with the UO policies for alcohol service.

Applicant Signature:
Date:

Designee Signature:
Date:

Department Head Signature:
Date:

Office Use Only:

Approval, Risk Manager:
Date:

Revised 01/12/18
Drones on Campus

https://safety.uoregon.edu/drones-campus

The operation of Unmanned Aircraft Systems (UAS), also known as drones, has become increasingly popular for a growing number educational, commercial, and safety purposes. UAS offer significant opportunities at the University of Oregon for teaching, the advancement of research and innovation, and to assist in the deployment of emergency relief that can help mitigate the consequences of natural disasters and even save lives. At the same time, UAS present health, safety, and environmental risks, as well as privacy concerns that must be balanced with the University's other missions. UAS are also heavily regulated by the Federal Aviation Administration (FAA).

Contacts

- General Risk Management (P) 541-346-8316

General rules for use

The University is committed to providing an innovative, safe, and secure environment for all individuals. To that end, the University's recently enacted UAS Policy and Procedures establish safety practices, privacy restrictions, and oversight of UAS and model aircraft on University property and university-sponsored events. The UAS Policy applies to three different types of UAS Operations:

- Public/Government Operations
- Civil/Commercial Operations
- Hobby or Recreational Uses ('Model Aircraft')

Process

Anyone wishing to operate a UAS or model aircraft on UO property or at a UO-sponsored event is required to obtain approval from Safety and Risk Services prior to operation, and submit a completed UAS Request Form to pdsmanagement@uoregon.edu at least 14 days in advance of the requested flight date. Third parties or vendors who seek to operate a UAS on UO property or at a UO-sponsored event will be asked to
Drones on Campus

How To Request UAS (Drone) Approval

**Step 1: Assemble necessary documents and information**

- Copy of remote pilot’s license
- Map of the flight plan and include the number of pilot/drone monitors, if applicable.

*Note:* FAA code [14 CFR § 107.39] prohibits flights over persons unless that person is “directly participating in the operation of the small unmanned aircraft” or is “located under a covered structure or inside a stationary vehicle that can provide reasonable protection from falling small unmanned aircraft.”

- FAA registration number
- Oregon Department of Aviation registration number - Only required if UO owns the drone.

- If drone is not owned by the UO, Copy of Certificate of Insurance, naming the UO as “additional insured” (under “Description of Operations,” the following verbiage pertaining to additional insured should appear: “The State of Oregon, Board of Trustees of the University of Oregon, University of Oregon, and their respective officers, employees, and members.”)

**Step 2:** Download and fill out [UAS Request PDF form](#).

**Step 3:** If you are not UO-affiliated, download and fill out the [Hold Harmless Agreement PDF](#) and provide a copy of your certificate of insurance.

**Step 4:** Assemble all required documents and forms (above), sign with legal signature as indicated, convert to PDF, and e-mail with subject “UAS Request” to riskmanagement@uoregon.edu.

**Step 5:** Confirmation: After submission, you’ll receive an acknowledgment of receipt from Safety and Risk Services; and possibly follow-up questions. Within no more than 14 business days of submission, you’ll receive an approval or refusal of the request.

- Approved Drone Flights on Campus Map
Drones on Campus

Approved drone flights can be found at https://map.uoregon.edu/drone-flights
Events and Insurance

All events on campus are required to have a contract or facility use agreement in place.

Third parties using UO facilities must provide general liability insurance.

Event Insurance for Tenants and Facility Users

TULIP is a Tenants' and Users' Liability Insurance Policy. It is used by the University of Oregon as the university permits ‘third parties’ to use university facilities for specific events. It is designed to provide low-cost general liability insurance to third party users of UO facilities.

It protects both the Facility User (the third party) and the university against claims by third parties who may be injured or lose property as a result of participating in an event. Events may range from low-risk events such as seminars, receptions, or weddings to higher-risk events including camps, sports events, or concerts. TULIP can only be purchased when the event takes place at a UO-owned facility. It does not extend to other properties.

Contacts

- General Risk Management: (P) 541-346-8316

Process

To request TULIP or a quote, please complete the online request below.

Purchase TULIP
Resources and Training
https://uomytrack.pageuppeople.com/learning/

United Educators provides a myriad of training tools and resource guides on a variety of topics relevant to both students and university employees.

Training provided by United Educators will require a UO Duck ID in order to access the skill soft portal.
Resources and Training
https://uomytrack.pageuppeople.com/learning/

- Data Security: Malware
- Data Security: Phishing
- Protecting Children Learning Program - United Educators
- Protecting Children: Identifying and Reporting Sexual Misconduct - UO Specific
- Protecting Children: Hiring Staff Who Work With Minors
- Protecting Children: Shine a Light
- Driver Safety Training
- HIPAA: Protecting Patient Data (Students)
- HIPAA: Protecting Patient Data (Employees)
- FERPA: Protecting Student Privacy
- Youth Athletics: Heat Illness Prevention
- Youth Athletics: Concussion Recognition and Response
- Teaching Science Safely
- Healthy Relationships and Dating Violence
- Crisis Response Planning
- Contracting
- Alcohol Awareness and Prevention: Know Your Limit
- Concussion Awareness for Athletes
- Concussion Awareness for Coaches and Athletic Staff
- Avoiding Supervisory Pitfalls
Protection of Minors Policy
Youth Programs on Campus

Highlights

• Policy and Procedures implemented March 2017

• Youth Program Summary 2017 Audit-100% Submitted

• Non-athletic 111, Athletic: 89

Total: 200 camps/clinics in 2017
Protection of Minors on Campus
Steps to Compliance

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. 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**

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" (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.
Protection of Minors on Campus

- Employees of the University of Oregon are, by law, mandatory reporters of child abuse and neglect.
- The university has additional reporting and training requirements for university-affiliated youth programs and activities.
- The university is committed to providing a safe campus environment for participants in these programs.
- This policy intends to outline responsibilities related to the protection of minors at the university.
What is a Youth Program?

- All events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors.
- A minor is any person under the age of 18.
Typical youth programs include but are not limited to…

…day camps, overnight camps, clinics, instructional programs, and sports camps.
Youth Programs are NOT...

- Undergraduate or graduate academic programs, classes, or activities in which all individuals under the age of 18 are enrolled students or students admitted for enrollment.

- Events open to the public that minors may attend, but where the university is not accepting care, custody, or control for the minor(s), as those terms are defined in the implementing procedures.
Youth Programs are NOT...

- Non-Youth programs where minors are working for the university as employees, volunteers, or interns. University employees and volunteers will be required to comply with the conduct requirements when working with minors.

- University employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program. All university employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures and under the law.
Youth Programs are \textit{NOT}...

- Campus tours, orientation or visits by minors considered to be prospective students.

- Activities and programs subject to regulations that already provide for the protection of minors or participants. For example, licensed childcare facilities and institutional review board approved research.

- Other programs as may be designated from time to time by the appropriate university official in advance and in writing as exempted from this policy.
Youth Programs Procedures

The following procedures provide the standards referenced in the Protection of Minors Policy:

- Mandatory reporting
- Criminal background checks
- Conduct requirements
- Training
- Registration of programs
Criminal Background Checks

- The university will conduct criminal background checks for any university employee or volunteer working in youth. Policy number: 03.09.01
- If a criminal background check reveals information that could affect the individual’s suitability for their role in the youth program, the university will follow its usual policies and procedures regarding confidentiality, assessing the results, informing the youth program and the individual and any other processes.
University employees and volunteers shall report known violations of procedures to their supervisor, youth program administrator, or anonymously to the Reporting Hotline 855-388-2710.

When working in youth programs, individuals agree to:

- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for minors.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by the youth program, this policy, and the university.
- Endeavor to provide a safe and healthy experience for all participants.
- Endeavor to avoid private one-on-one situations with a minor.
Conduct Requirements

- When working in youth programs, individuals agree to:
  - Refrain from engaging in any criminal activity
  - Refrain from making comments of a sexual nature in the presence of a minor or making sexually explicit materials available to a minor
  - Comply with all applicable civil rights laws and policies, including and not limited to equal opportunity and nondiscrimination policies
  - Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the youth program, such as food or shelter, to participants
Conduct Requirements

 Supervision of minors:

 The number of supervisors required at a youth program shall be determined by taking into account all aspects of the program, including: participant age, number of participants, nature of activity, and age and experience of adult supervisors. In setting an appropriate ratio, it is recommended that the program administrator consult the American Camp Association (ACA) standards.

 Youth programs shall establish a procedure for checking minors in and out of the program. Minors who are school age (K-12) may be checked in or out in an alternative way (e.g. transport by bus, walking home) if the minor has written permission of parent or legal guardian to check in and out in the manner described in writing.
TRAINING
Training

- Youth Program administrators and sponsoring departments are responsible for confirming that university employees and volunteers working in their youth programs will have training on the following topics:
  - Child abuse awareness and prevention
  - Reporting suspected child abuse and neglect
  - All requirements of the policy and these procedures

- Human Resources and partner departments will provide resources to Youth Program administrators and sponsoring departments to facilitate completion of the training requirements. Such resources are available on the Youth Program: Protecting Minors website.
REGISTRATION OF PROGRAMS
Registration of programs

- Each youth program must be registered annually with the Office of Risk Management.
- Youth programs hosted by third-party contractors must be registered by the university entity facilitating the contract.

https://hr.uoregon.edu/program-registration-and-insurance
Youth Program Summary Report

At least two weeks prior to the start of your program departments must submit the Youth Program Summary Form.
Non-compliance

Non-compliance of the Youth Program procedures may result in discipline up to and including termination of employment or volunteer duties.
Protection of Minors on Campus
Steps to Compliance

**STEP 1:**
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  - **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. Visit the [Background Check Guidelines webpage](#) for instructions and form.
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*Registration and Enrollment Link*
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  - **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).
QUESTIONS?

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