

Risk Management Planning

Purpose

Risk Management Plans are utilized to assess risks associated with an event in order to identify key individuals and process to uphold safety guidelines and positive relations with others. The organization can utilize the information gathered in the creation of the risk management plan to assess the success of the event and further develop members in the event planning process.

Expectations

It is an expectation that the completion of a risk management plan happens at least 3 weeks prior to the event date. If an organization is required to complete and submit a risk management plan as a part of a university sanction, the organization must follow the outlined submission guidelines and deadlines provided in the organization's decision letter. Additionally, if the organization hosted event is taking place on campus, the organization must adhere to the submission timeline of the Event Application System (EAS).

All risk management plans must be fully completed prior to the submission to the Student Life & Leadership Office. This includes providing as much detailed information as possible regarding the logistics of the proposed event. The organization submitting the risk management plan must be prepared for additional feedback regarding the submitted plan and may need to adjust event logistics accordingly in a timely manner.

Completion of the Risk Management Plan

Event Diagram

It is a requirement to include a diagram of the event facility or site. This can be hand-drawn. Include items relevant to the event, such as the entrance, check-in tables, stage location, restrooms for guests, location of first aid kit(s), where the risk management team will be located, what rooms will be locked/unlocked, where guests will park if they are driving, etc.

Risk Identification/Reduction

Please fill in all necessary information in the content areas present on the attached template.

For the "Risk Identification/Reduction", consider the following in each area:

- Identify what risks may be present before the event?
 - Decorations - setting them up, using adhesives, ladders, electricity, items with fumes, secured wiring, building furniture/structures, etc.
 - Facility - trip hazards, appropriate exit signage, restroom stocked/cleaned, sufficient lighting, etc.
 - Food/Beverages - purchasing/delivering items, SDSU Environmental Health and Safety (EHS) food safety regulations, food handling regulations, food serving team, wash stations, etc.
 - Good Neighbor Relations - informing community partners about event to promote positive neighbor relations, guest control outside of event, etc.
 - Vendors - contact information for vendor, vendor expectations, etc.

- Safety Precautions - usage of liability waivers (process of signing & retaining documents), collection of insurance certificates and/or contracts.
- Identify what risks may be present during the event?
 - Communication - what announcements will be made to support risk reduction? Who will make the announcement(s) and at what time?
 - Safety Precautions - what precautions will be taken during the event to support risk reductions.
- Identify what risks may be present after the event?
 - Decorations - clean up, taking off adhesives, ladders, electricity, items with fumes, secured wiring, building furniture/structures, etc.
 - Food/Beverage - proper disposal of food, leftover untouched beverages, trash/recycling process.
 - Scheduled Debrief - when will the organization risk management team meet to discuss what went well and what could have been improved at the event?

Action Plan

When completing this portion of the Risk Management Form Template, provide details of what actions will be taken if a risk emerges. Include how will the group respond in an emergency and who will be notified of an emergency occurred.

Risk Management Team

When completing this portion of the Risk Management Form Template, identify who will be coordinating the risk management team for the organization and any individuals who are responsible for managing risk at the event. Further, provide specific responsibilities for each member on the risk management team. Finally, identify individuals who will be contacted if any emergency presents itself at the event.

Advisor(s) List

When completing this portion of the Risk Management Form Template, list the name and phone number of the advisor(s) that will be on site during the event. Be aware that this individual(s) need to be pre-approved by Student Life & Leadership. When submitting the Risk Management Form to Student Life & Leadership, you must copy your advisor(s) on the email. The advisor(s) will need to provide approval of the event and verify that they will be attending the event.

[Organization Crest/Logo/Name]

San Diego State University
Risk Management Form: [EVENT NAME]

Event Proposal

Purpose/Description:

Event Date:

Timeline of the Event:

- Set up time begins at:
- Event Start Time:
- Event End Time:
- Clean up time ends at:

Location/Address of the Event:

If at chapter facility, include what areas will be used and what areas are "off limits" to guests

Who will be attending this event?:

Will you maintain a guest list?:

Event Diagram

Risk Identification/Reduction

- A. What risks may be present before the event?
- B. What risks may be present during the event?
- C. What risks may be present after the event?

Action Plan

Risk Management Team

Advisor(s) List