

RISK MANAGEMENT PLAN CHECKLIST FOR PROGRAMS, EVENTS AND ACTIVITIES

The following is to be used when planning an event to ensure that all necessary steps and precautions to manage risks have been taken.

1. **Name of group** _____
2. **Location of event** _____
3. **List the learning objectives and opportunities** that will take place with this program.

4. **Name and contact information for each person (staff and volunteer)** providing leadership for the program, event or activity. _____
5. **Name and contact information of specialist** involved with this event.

6. **List all volunteers** that will be involved in the program, event or activity, along with their **contact information** and indicate that they have **completed the entire screening protocol** and have **been accepted** if applicable. _____
7. List **steps** that will be followed prior to program, event or activity to **ensure a safe learning environment**. _____
8. **Determine the medical accessibility** (medical facilities) and **protocol** in case of **medical emergency**.

9. **First Aid Kit**. Name the designated person responsible for the First Aid Kit.

10. Identify the **mode of travel** and considerations. _____
11. **Supporting Documents:**
 - a. Attach an **Emergency Action Plan**, detailing emergency telephone numbers for participants to call in case of emergency and designate a location for the group to meet in case group gets separated.
 - b. Attach **itinerary** or program outline.
 - c. Attach a copy of the **lease, rental agreement** or copies of the tickets.
 - d. Attach an **Out-of-state travel** request if applicable.
12. Obtain accident and other insurance for the event. Insurance information can be found at <http://ces-manuals.ca.uky.edu/content/office-procedures-insurance>
 - a. Take copies of the Insurance Claims Forms for the event while in travel status.
 - b. Take copy of the carrier's insurance policy.
 - c. Take copies if the incident forms for the event.
13. Secure **participation information** and take copies to the event.
14. Follow all travel policies.
 - a. Extension guidelines are located at <http://ces-manuals.ca.uky.edu/content/travel>
 - b. University policies are located at <http://www.uky.edu/EVPFA/Controller/BPM.htm>