

**The University of Oklahoma Norman Campus
GUIDELINES FOR RISK MANAGEMENT REQUIREMENTS**

Risk	Low		Moderate				High			
Activity	University-sponsored events, activities, or trips required for course study or job duties, or which fulfill core educational mission OR low risk events sponsored by RSOs such as meetings, speeches, presentations or film showings.		Non-University-sponsored events, activities, or trips <i>not</i> required for course study or job duties, or which do <i>not</i> directly relate to core educational mission		University-sponsored events, activities, or trips not required for course study or job duties, or which do <i>not</i> directly relate to core educational mission		Non-University-sponsored events, activities, or trips not required for course study or job duties, or which do <i>not</i> directly relate to core educational mission		University-sponsored events, activities, or trips not required for course study or job duties, or which do <i>not</i> directly relate to core educational mission	
Examples	Required class trip to Fred Jones Jr. Museum of Art; for-credit dance classes; member use of Huston Huffman; SGA Exec. Meeting; corporate guest speakers at RSO meetings; panel discussions in classrooms; RSO south oval publicity tables; candlelight vigils; RSO mock refugee camps (if only for one day); RSO food distribution on south oval; dance classes and social dances with less than 50 participants; formal dances; concerts and performances in Beard Lounge; pageants; conferences made up of meetings only; most small-scale, indoor concerts; cultural nights		Guest use of Huston Huffman; temporary rock climbing wall set-ups; RSO mock refugee camps (if held overnight); Black Student Association Stompdown at LNC; AISA Stompdance; slip-and-slides, inflatable equipment, and games such as tug-o-war and obstacle courses (Engineering Olympics); dance classes and social dances with 50-200 participants; yard shows		Voluntary Geology class field trip to Roman Nose State Park; Campus Activities Council (CAC) Exec. Retreat; CAC Dance Marathon; CAC Concert Series large scale performances		Open Social Event with Alcohol			
							Registered Greek/RSO Event with Alcohol			
							Sport club competition on intramural fields; RSO-sponsored 5k run on campus; stickball tournament; dance classes and social dances with more than 200 participants or any social dance serving alcohol		Out-of-state RSO trip; paintball club competition at a commercial paintball field	
Campus	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF
Medical Information Form		^ *	#	^ *		^ *	#	^ *	#	^ *
Waiver and Release of Liability Form		^	x	^	x	^	x	^	x	^
Acknowledgement of Risk for Travel Within the U.S./International Travel with a RSO		*		*		*		*		*
Liability Insurance	#	#	x	#	x	#	x	#	x	#
Event Security	#	#	#	#	#	#	#	#	#	#
Operational Permit for Special Events			x		x		x		x	
Emergency Response Plan	+		x		x		x		x	

X Required Form

Discretion of the venue or the event

* Required of out-of-state and/or overnight travel

^ Required of in-state, non-overnight events

+ Required of events with more than 100 participants