



UNIVERSITY OF OKLAHOMA

DEPARTMENT OF ENTERPRISE

RISK MANAGEMENT NEWSLETTER

JULY 2024



Youth Protection Policy

The University's Youth Protection Policy focuses on rules and regulations, required forms, and specific requirements for faculty, staff, students or those who are responsible for organizing and supervising University and Third-Party sponsored events and activities including youth that take place either on campus or off campus.

Report Your Event



Who is a Youth?

A youth is defined as anyone under the age of 18. Although the Youth Protection Policy does not normally apply to youth who are enrolled in University courses, the best practice is to follow the Policy for all University-sponsored programs that include youth.



Campus Security Authorities

Campus Security Authorities (CSAs) have an important role in the University's compliance with the Clery Act. University youth supervisors may need to take additional training to become CSAs, depending on the specifics of the event. A determination will be made once your event is reported.

A CSA's primary responsibility is to report allegations of Clery Act Crimes to OUPD. For a crime to be reportable, it must be (1) a Clery crime allegation (2) that was reported to a CSA, OUPD or local law enforcement and (3) occurred within the campus' reportable geography (generally property owned or controlled by the university that is frequently used by students).

CSA role/responsibilities:

<https://www.ou.edu/clery/campus-security-authorities>

Youth Protection Policy Reporting Obligations

Any individual who suspects a youth is a victim of abuse or neglect, crimes, and/or violations of the OU Title IX Policy must contact the following:

Oklahoma DHS Hotline: 1-800-522-3511

Your relevant campus's police department:

- Norman Campus Police Department: 405-325-2864

Your relevant campus's Title IX office:

- Norman Campus Title IX: 405-325-3546
- Norman – Athletics: 405-325-8241

Your supervisor



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International Travel Registration Policy Updates



TRIP ID Number

Registration in the Travel Registration Portal now gives you a TRIP ID Number, which should be entered in Concur when booking or completing an expense report for international travel. Your TRIP ID Number is provided in the email receipt you receive after registering. For any questions, please reach out to norman-riskmanagement@ou.edu.

Failure to Register

Failure to register your international travel in advance of your departure shall result in your travel reimbursement claims being denied. *You will be required to pay for any unregistered travel and will lose travel card privileges.*

[Link to Travel Registration Portal:](http://ou.edu/travel)
ou.edu/travel

CONTACT US

In the event of an accident or incident, the need for risk assessment, or if you just want to know more about risk management, contact us or come by anytime. Our office is open weekdays: 8 AM to 5 PM.

You can reach us at: (405) 325-2490
norman-riskmanagement@ou.edu

Check out our Website: ou.edu/risk
Book a RoadShow: tinyurl.com/Schedule-a-Roadshow
Quick Reporting: ou.edu/risk/quick-reporting-aid

Insurance While Renting a Car on University Business

When renting a car for business travel, rental companies typically offer several insurance options, including LDW (Loss Damage Waiver), CDW (Collision Damage Waiver), ESL (Enhanced Supplemental), SLI (Supplemental Liability), and PAE (Personal Accidents and Effects). Of these, LDW and CDW are eligible for reimbursement under travel claims. Within Oklahoma, supplemental liability insurance is unnecessary for business-related activities as coverage is provided by the State's Governmental Tort Claims Act when conducting business within the scope of employment.

Whether traveling in Oklahoma or out of state, ERM recommends renting a vehicle through [Fleet Services](#). Renting through Fleet Services ensures all appropriate coverage is added, giving you peace of mind for your travel.

When renting a car internationally for business travel, you must secure auto insurance coverage through the country in which you are renting the vehicle.



ERM Office Updates

Thank you to Cathy Krane for her years of service to OU as the Director of Enterprise Risk Management. Cathy has accepted a position at Louisiana State University (LSU) as their Assistant Vice President of Risk Management. Courtni Covington will serve as the Interim Director of Enterprise Risk Management for the Norman campus.

Please stay tuned for an interview with the University's Risk Officer in the next ERM Newsletter!