

## 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>