West Texas A&M University
A Guide for Students and Student Organizations
www.wtamu.edu/orgs
What is Risk Management?

- Risk Management is the process of considering the potential and perceived risk involved in student activities.
- It includes monitoring organization activities and taking both corrective action and proactive steps to minimize accidental injury and/or loss.
- Also, to develop methods to manage risk in activities planned by our organizations.
- In addition, membership needs to adopt a risk management statement for the organization.
High Risk Activities

- Alcohol and Illegal Drugs
- Hazing
- Sexual Abuse and Harassment
- Fire and Other Safety Issues
- Travel
- Behavior at Parties and Social Events
- Others?
Risk Management Concepts

- **Identify** risky behavior and activities
- **Assess** the probability of adverse outcomes
- **Implement** controls to eliminate or reduce the risk
- **Reassess** the activity after the risks have been managed

(Source: Georgia Institute of Technology, 2002)
Think about risk concerns for WTAMU Space Requests for Indoor/Outdoor Activities:

*Remember the CORE Office, UPD, and the Risk Management Office with Request for Space
Brainstorm Methods to Manage Risk ("YES", if you are planning an on or off-campus event, we want to get you to "YES")

Find strategies you can apply to reduce the severity of the risk and probability that something will go wrong...

www.wtamu.edu/risk
RISK MANAGEMENT AND INSURANCE MATRIX

Please feel free to speak to or consult with staff in Student Activities to assist in this risk assessment and insurance management process.

Step One – List all event activities or concerns.
Step Two – Identify risks associated with each activity.
Step Three – Use the Matrix to determine the level of risk before applying any Risk Management strategies.
Step Four – Brainstorm methods to manage risks. See if you can reduce the probability that something will go wrong.
Step Five – Submit Risk Management & Insurance Matrix with Activity Proposal to Student Activities.

NAME OF EVENT: WTAMU Outdoors

<table>
<thead>
<tr>
<th>LIST SPECIAL ACTIVITIES</th>
<th>ASSOCIATED RISKS*</th>
<th>SERIOUSNESS</th>
<th>PROBABILITY</th>
<th>METHOD TO MANAGE RISKS**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BB Gun Shooting</td>
<td>1.</td>
<td>1.</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>2. Climbing Wall</td>
<td>3.</td>
<td>3.</td>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>3. Archery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. ATV’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to University reputation, damage to University property and/or facilities, accidents, injury, and/or death.

**Methods to manage risks may include: purchasing special event liability insurance, arranging for security through UPD, traveling with an advisor, rotating drivers, etc.

SERIOUSNESS

I – May result in death.

II – May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution.

III – May cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity for the organization and/or institution.

IV – Hazard presents a minimal threat to safety, health, and well-being of participants.

If any special activity score is within the red or yellow the Office of Student Activities must review. The Risk Management & Insurance Matrix must be filed when an Activity Proposal is required.

The form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. It is intended for use as part of a larger event planning process, and should only serve as a starting point for your discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with your advisor. Completion of this form does not imply approval or authorization of your event. For more information on event planning, contact the CORE office.
Decide on an acceptable level of risk for your organization:

- Consider modifying activities that have unreasonable risk associated with your organization.
- Remember to consider how the activities relate to the mission and purpose of your organization.
Alcohol, Illegal Drugs, and Penalties:
(also refer to Code of Student Life and the Campus Security Report - available online at www.wtamu.edu)
Alcohol, Illegal Drugs and Penalties

**Public intoxication** – Occurs to the degree that a person may endanger himself/herself or others due to mental and physical impairment.

An officer is **not** required to give you a breath test or a field sobriety test to show that you are publicly intoxicated.

**Minor in Possession - MIP** - A person under 21 in possession of an alcoholic beverage is in violation.

**Minor in Consumption – MIC** – could involve just taking one sip of alcohol to violate the law.

Fine starting at $250.00

Plus suspension of Drivers license
Alcohol, Illegal Drugs and Penalties

It’s illegal to use someone else’s identification or a fake ID, especially to buy alcohol. You can be arrested and taken to jail for this offense!

**Purchase / Furnish Alcohol to a Minor**

**Fines:**
Up to $4,000.00 and Up to 1 yr. in Jail

Furnishing alcohol to a minor or providing a place for a minor to consume alcohol is a serious Class A misdemeanor and is under the jurisdiction of the County Court. **A Class A misdemeanor is one step below a felony.**

Remember if you are having a party at your house or apartment, you are responsible. If one minor is found drinking at your party you are in violation.
A person is Driving While Intoxicated when having a blood alcohol concentration of 0.08 or more while operating a motor vehicle.

**The 1st offense is a Class B misdemeanor**
**Fines:** Confinement in jail for up to 180 days, a fine up to $2,000 and driver’s license suspension 90 days to 1 year

**The 2nd offense is a Class A misdemeanor**
**Fines:** Confinement in jail a minimum of 30 days & up to one year, a fine not to exceed $4,000 and driver’s license suspension 180 days to 2 years

**The 3rd offense is a third degree felony**
**Fines:** 2 to 10 years in prison, a fine not to exceed $10,000, an driver’s license suspension 180 days to 2 years

(Fines do not include court cost and lawyer fees)
Alcohol, Illegal Drugs and Penalties

Possession of Drugs

The possession of a usable quantity of Marijuana (2 oz. or less) is an offense under state law. This offense is a Class B Misdemeanor.

Fine: Confinement in jail for up to 180 days and a fine up to $2,000

Heroin, Cocaine, Methamphetamine, Methadone, Opiates, etc.

Possession of any major illegal drugs carries a State Jail Felony punishment.

Fines: Up to two years in jail and a fine of up to $10,000

Punishments for possession over a usable amount can be as high as: 15-99 years or life and up to $250,000 fine
Methods of Control

- Check IDs and use bracelets to identify those over 21.
- Serve non-alcoholic beverages.
- Limit the start and end times. For example, limit parties to four hours.
- Maintain control of all alcoholic beverages present.
- Do not allow impaired individuals to drive.
- Seek medical assistance as needed and do not leave the person alone.
Hazing & Hate Crimes
“Hazing” is defined as any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of that student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

The state law does not limit or affect an educational institution’s right to enforce its own penalties against hazing.
Hazing Does

- Create a cycle of abusive behavior designed to humiliate, degrade, and embarrass.
- Create a false sense of power and control with an absence of constraints or boundaries.

Hazing Does Not

- Help you to assimilate better into the group/organization.
- Take into account the psychological state of an individual.
- Have boundaries or follow safe-guards that govern actions, or activities.
- Have to be illegal.
Hate Crimes

- HATE BASED BEHAVIOR

The term “Hate crime” is often used to cover a wide range of behaviors and speech, from violent crimes to “bias-related incidents.”

According to Texas law, a hate crime is any criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias against race, ethnicity, religion, nationality, or sexual orientation. Those found guilty of a hate crime are subject to criminal punishment.
Worried about a student in your class? Have concerns but not sure who to call for help? Concerned that your roommate is acting differently? Bothered about the behavior of a co-worker?

- Behavioral Intervention Team (BITeam)
  A Service for Faculty, Students, and Staff of West Texas A&M University

Emergency #911; E-mail: BITeam@wtamu.edu; Referral online: wtamu.edu/BITeam

**Even non-threatening, yet disturbing behavior should be reported**
Sexual Assault
Sexual Harassment
Sexual Abuse-Sexual Harassment

- **Sexual Harassment** is “unwelcome conduct of a sexual nature...[and]...can include unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Federal law prohibits sexual harassment of college students whether the harasser is an employee or another student.

- **Sexual Assault/Abuse** – includes a wide range of unwanted sexual behaviors, including: sexual assault/murder, aggravated sexual assault, which can be forced contact or coercive in nature, and sexual harassment.
Reporting Sexual Abuse and Harassment

- West Texas A&M University provides equal opportunity to all employees, students, applicants for employment, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. West Texas A&M University will promptly and thoroughly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws, Texas A&M University System Policy 08.01 and Regulation 08.01.01, and university rules and/or procedures.

- Any member of the campus community or public who witness, are subjected to, or are informed about of incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff, or students should contact Harvey Hudspeth, 2501 4th Avenue, Canyon, Texas, (806) 651-2116.
Sexual Abuse—Sexual Harassment

If you have been Sexually Assaulted

- Find a safe environment
- Preserve the evidence of attack
- Report the attack as soon as possible
- Seek medical attention
- Find out about your resources:
  Contact WT’s Victim’s Assistance Coordinator at #651-2307

Helping Victims

- Let victims make decisions
- Listen with patience
- Active Listening
- Provide victims with information and referrals
Sexual Abuse—Sexual Harassment

How to Reduce the Risk of Sexual Assault

- Educate Yourself
- Look out for friends
- Stay in Groups
- Never be alone with someone you don’t know
- Decide what your limits are and communicate them clearly
- Do not assume anything
- **TRUST YOUR INSTINCTS**
- Never leave drinks unattended
Watch Your Drink!!!

- Keep an eye on your friends’ drinks
- Date rape drugs can happen
- If you think you’ve consumed a drink containing a date rape drug:
  - Call 911
  - Get to a hospital quickly
Title IX Student Video

Behavior at Parties and Social Events

*Remember that there are alternative forms of transportation available if you’ve had too much to drink... Call a cab or call a friend.
Behavior at Parties

Can Our Organization Be Held Responsible for an Individual’s Behavior?

• YES!

• It can depend on number of members attending BUT most importantly…

• You assume responsibility if the activity is related to the organization.

Organizations may be held responsible when…

• acts of individual members are directly related to the student organization's activities.

• a member is violating local, state, or federal law or University regulations and other members fail to discourage the activity.

Remember … in addition to the group being held responsible, members, officers, and even advisors may be held individually responsible for an individual members actions.
Burglary

- Property Awareness (Did you know...)?
- Your vehicle or dorm room could be burglarized in less time than it takes to read this slide...
- Most commonly stolen items include:
  - Wallets, purses, backpacks
  - Cell phones
  - Radar detectors
  - Portable electronics
  - Small personal items
- Lock your vehicles and roll up windows!
- If your wallet/purse is stolen, you could become a victim again, this time of fraud and identity theft.
- It takes time to straighten out problems with creditors and your credit may be damaged (remember to alert the 3 major credit bureaus).
- If you happen to walk up on your vehicle while a crime is in progress, report it and avoid a violent confrontation (Your life is not negotiable for property!)
With regard to campus safety:

“If you see something, say something...”
PSAP (#911)-Public Safety Answering Point

IMPORTANT INFORMATION ABOUT 911 CALLS:

The UPD Communications Center allows the general public access to a "real" person 24 hours per day. Telecommunicators are trained to handle emergency calls and utilize the computerized dispatch center. The Communications Center’s computerized systems allow telecommunicators to communicate with other police agencies all over the nation and in 150 foreign countries through access of the Texas Law Enforcement Telecommunications System, National Crime Information Computer and Texas Crime Information Computer. To reach the telecommunications center, call (806) 651-2300.
In Case of Campus Emergency:
• Broadcast e-mails
• Local Media Contacts
• Building & Floor Coordinators

• Enroll in the WT Emergency Notification System called Buff-Alert, which will e-mail and text your designated phone number in case of a campus emergency.

**You can also Text crime tips to 50911**
Emergency Operations Plan

- Available at wtamu.edu
Fire and Life Safety
In case of fire, the best way out may not be the way in…

In a fire, seconds count. It is difficult to see through the thick, toxic smoke. People panic and rush to the only way they know out—the entrance. The entrance may not be the best (or quickest) way out, however.

When you enter a building, *any building*, plan an exit strategy. Notice at least two exits you could use in the event of a fire. Get out alive…. [www.haveanexitstrategy.com](http://www.haveanexitstrategy.com)
IF A FIRE BREAKS OUT AND 200 PEOPLE ARE TRYING TO ESCAPE, HERE’S WHAT THE FRONT DOOR WILL FEEL LIKE.

www.haveanexitstrategy.com
Fire and Life Safety

- Events may have inherent physical risks that require contingency plans including:
  - Fire Safety – WT #651-2134
  - Inclement Weather – WT Weather Line #651-2010
  - Campus Emergency – University Police #911
**General Fire/Life Safety Guidelines for Events:**

- First priority is to ensure safety of attendees
- Have some method of accounting for attendees
- Organizations should have Emergency contact numbers for Fire, Police, & Ambulance posted near common phones.
- Prior to any event plan & provide for all facilities:
  - Evacuation routes
  - Shelter
- Know specific location descriptions to direct emergency services.
- The possession of firearms or explosive devices of any kind is forbidden.
Fire and Life Safety

**Fire Safety**

Fire – evacuate building and do **not** allow anyone to re-enter a building until cleared by the proper authority.

There are several common causes of accidental college fires:

- Careless smoking
- Unattended candles, incense, perfume burners
- Cooking
- Overloaded extension cords and power outlets
- Leaves and debris located near buildings
- Improper use of surge protectors
- Unattended cooking grills
Food Safety:

- The group hosting an event is responsible for all food safety preparation and service. Individuals within the group are expected to follow standard food safety and hygiene practices for food served or sold.

- Safety Standards (including proper hand washing, hand sanitizer, and paper towels):
  - Monitor cooking thermometer temperatures:
    - Hot Dogs/Hamburgers 160°F; Chicken 170°F
    - Cold foods to be held at 41°F
  - No cross contamination of cooked and uncooked foods
  - Sanitize all Utensils
  - Portable Fire Extinguishers for Barbecue Grilling
  - Disposable gloves for handled food
Travel

www.wtamu.edu/orgs

https://wtaccess.wtamu.edu/travel/
Student/Group Travel Manifest

(CORE Office can help…the sooner, the better~)

(a) University Police Department – all group travel.
(b) CORE Office – travel that involves only student organizations and clubs.
(c) Department Head – travel that involves field trips, organized teams or performing groups.
General Requirements

- If driving a University vehicle, you must be a WT employee and approved by providing your Driver’s License for a record check and you must attend a session of WT’s driver safety training.

- Must have proof of personal automobile insurance and registration as required by state law, if personal vehicle to be used. (*Plus Personal Vehicle Authorization Form*)

- Safe Driver Training available with Safety Office #806-651-2134.
Travel

Things to Think About

- Anticipate or prepare for bad weather and emergency expenses associated with travel
- Preventable Risks (for example, transportation in open beds of trucks should be avoided)
- Length of trip and number of available drivers
Individuals With Disabilities

- Under state and federal law and A&M System policy, no individual will be excluded from participation in, or be denied the benefit of, or be subjected to discrimination, based on disability under any system program or activity.

- This includes making reasonable accommodations and/or providing services that assist qualified individuals with disabilities to have an equal opportunity to participate.

- If you have any questions or concerns about making accommodations for individuals with disabilities, contact the Office of Disability Services, the WTAMU Accessibility Coordinator, or the Risk Management Office.
Risk Management Training

Next Steps

Within 45 days following completion training, the officers or advisors receiving the training must:

● Report the program content at a meeting of the full membership of the recognized student organization.

● Submit to the Office of Student Activities a signed statement saying the report was made.

● Adopt a risk management policy for the organization.
Questions?

For all policies refer to: The Campus Organizations Handbook and the Code of Student Life; both available at the Office of Student Affairs (JBK) or online at www.wtamu.edu