



Warner College of Natural Resources  
 Human Dimensions of Natural Resources Department  
 Fort Collins, CO 80523  
 Main office: 970-491-6591

## Risk Management Plan

Below you will find items related to risk management, risk assessment, waivers, transportation, emergency response, first aid training, and incident communication planning. You are encouraged but not required to fill in the below questions and points of consideration related to your individual fieldtrip. These items are to provide to you as critical thinking points to assist in assessing risk, minimizing risk, and what to do when communicating incidents or emergencies.

### Hazards:

Identify potential hazards associated with field trip activities.

A potential hazard is something that may cause bodily injury or property damage. Identify the hazard, and describe strategies to reduce or minimize the risk of harm/ damage.

Identify the Hazard. For example, activities occur at high altitude, risk of altitude sickness. Transportation, accidents, weather related hazards, crime, snake bites, etc	Identify strategies to reduce or minimized the risk of harm or damage. For example, plan for a period of acclimation at high altitude, educate participants on symptoms of altitude sickness, have a response plan.	Comments. Other comments here. For example, if additional follow up or planning is needed. Responsibility for implementation. Schedule a review of strategies to improve.

### Waivers

Ensure that participants sign waivers. Participants should be aware that the University does not provide medical coverage for students injured on authorized field trips. A "Liability Waiver" form must be signed by each student going on the trip, prior to departure.

### Transportation

Transportation may be provided by University vehicles. This will be permitted only to the extent consistent with provisions governing the use of University Vehicles which are available from CSU Motor Pool. Please remember when students carpool to off-campus activities in individual cars, the insurance of the car owner is the only insurance in effect. Students are required to get to and from classes or activities on their own. The University claims no responsibility.

University employees who provide rides to students or other in their personal vehicles to off campus activities should understand that their own car insurance is primary coverage in the case of an accident.

Drivers need to refer to Motor Pool regarding use of state vehicles.

## Code of Conduct

All faculty, staff, and students are bound to CSU's code of conduct respective to their position. Familiarize yourself and your students with these:

### Students

### Faculty and Staff

## Emergency Response:

Name of closest hospital/medical facility to site of fieldtrip:

Emergency contact numbers of all participants including trip leaders. List kept with trip leader, *list also provided to HDNR Departmental Office prior to trip.*

## First aid:

Identify persons who are first aid trained. Include name, and certifications. E.g. An individual may be certified in Wilderness First Aid (appropriate for field trips into back country.)

## Communication of Incident:

In preparation for communication of incident or emergency, please consider these questions:

1. In case of emergency how would the emergency be communicated?
2. Does the site have cell phone reception?
3. What are alternative transportation plans if no cell phone reception, or cell phone batteries are dead?
4. Depending on nature of emergency, what is the plan to continue with the field trip? What about support or counseling for other participants? Does the injured individual need to be accompanied by another? Who would you send?

**Communication tree** – in event of emergency please use the below communication tree.

### **Primary**

HDNR Department Head Michael Manfredo: HDNR Office: 970.491.6591 Cell: 970.449.2079

### **Back-up if Primary unavailable**

WCNR Dean John Hayes: Office: 970.491.1649 Cell:

### **Secondary**

HDNR Communications Specialist Wes White: Office: 970.491.1071 Cell: 970.449.3328

