

UNDERSTANDING RISK: PREVENTION PLAN

Step 1: Know the Policies

FAMILIARIZE YOURSELF WITH UNIVERSITY POLICIES, YOUR COUNCIL'S RISK MANAGEMENT/SOCIAL POLICIES, AND YOUR INTER/NATIONAL ORGANIZATION'S RISK MANAGEMENT POLICY.

Campus Resources

STUDENT CONDUCT AND COMMUNITY STANDARDS
[HTTPS://STUDENTCONDUCT.KU.EDU/](https://studentconduct.ku.edu/)

SEXUAL ASSAULT PREVENTION & EDUCATION CENTER
[HTTPS://SAPEC.KU.EDU/](https://sapec.ku.edu/)

HEALTH EDUCATION RESOURCE OFFICE
[HTTPS://HERO.KU.EDU/](https://hero.ku.edu/)

Additional Resources

TEXAS TECH UNIVERSITY STUDENT ORGANIZATION RISK MANAGEMENT GUIDE

TEXAS A&M UNIVERSITY PREFF ASSESSMENT: RISK MANAGEMENT MADE EASY!

Step 2: The Activity/ Event

1 What is the activity/ event?

2 Describe what will happen at the activity/ event.

Step 3: Identify the Risks

PREF OUTLINES THE DIFFERENT KINDS OF RISK THAT CAN HAPPEN AT AN ACTIVITY/ EVENT

Physical Risks. These risks could result in physical injury, or physical inaccessibility.

Reputational Risks. These risks could result in damage to the reputation of your organization, your members, partners for the activity/ event, or even the University.

Emotional Risks. These risks could cause emotional damage to members, attendees, or community members.

Financial Risks. These are risks that involve how financially involved your organization, your members, or others are in the activity/ event.

Facility Risks. These are risks that could result in damage to the facility where the activity/ event is taking place.

For your event/ activity, describe what the associated risks may be.

1 Physical Risks?

2 Reputational Risks?

3 Emotional Risks?

4 Financial Risks?

4 Facility Risks?

Now, identify where on the risk impact/probability matrix those risks land

	Impact			
Probability	Catastrophic	Critical	Marginal	Negligible
Unlikely	Medium Risk	Medium Risk	Low Risk	Low Risk
Seldom	High Risk	Medium Risk	Low Risk	Low Risk
Occasional	High Risk	High Risk	Medium Risk	Low Risk
Likely	Extremely High Risk	High Risk	Medium Risk	Low Risk
Frequent	Extremely High Risk	Extremely High Risk	High Risk	Medium Risk

FOR ACTIVITIES WITH A **LOW OR MEDIUM LEVEL OF RISK**, WHEN POSSIBLE, CONSIDER HOW THE ACTIVITY CAN BE MODIFIED, ADJUSTED, OR SUPPORTED TO REDUCE RISK TO A LOWER LEVEL OF RISK OR NO-RISK LEVEL BEFORE PROCEEDING.

ACTIVITIES WITH A **HIGH LEVEL OF RISK** REQUIRE SIGNIFICANT PLANNING, ALTERATION, OR ADDITIONAL SUPPORT.

ACTIVITIES WITH AN **EXTREMELY HIGH LEVEL OF RISK** SHOULD NOT TAKE PLACE.

Step 4: Creating a Plan

THERE ARE DIFFERENT OPTIONS THAT YOU CAN CHOOSE TO MANAGE RISK.

Risk Acceptance. Not changing activities or behaviors for low levels of risk.

Risk Modification. Making changes to the event to reduce risk.

Risk Transfer. Shifting liability to another party (i.e. third-party vendor, waivers, etc.)

Risk Elimination. Removing part or all of an activity.

For the risks you identified in the matrix, describe what course of action you plan to take to manage those risks.

Step 5: Member Behavior

1 What expectations do you have of members for this activity/ event?

2 How will you hold members accountable during and after?

3 How will you communicate your risk prevention plan and expectations?
