Risk Management in Student Organizations

Presented by:
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Why are you here?

- Texas legislative bill in 2007 requires risk management training for all student organizations. (H.B. 2639)
- It is important to acknowledge your role when it comes to the safety of your members and the campus community.
SNEAK PEEK

- What is Risk Management?
- Areas of Risk Management
- Implementing Risk Management policies in your organization
- Resources and campus contacts
What is Risk Management?

The process of **identifying** potential risks within the activities of your organization, **assessing** the impact that risk can have, and **implementing** strategies to minimize the impact.
Proactive vs. Reactive

- **Being proactive**: identifying and reducing the likelihood of a significant event
  - Thinking ahead and taking initiative
  - Having a plan of action for when something goes wrong

- **Being reactive**: triggered by a significant event
  - Dealing with aftermath/damages on the spot
  - Lack of preparation
Stakeholders

- Students
  - (Members & Non-Members)
- Organization Advisors
- University Faculty & Staff
- Student Involvement @ LBJ SC
- Division of Student Affairs
- Texas State University
- San Marcos Community
Duty To CARE

Five Main Components:
- Train and Document
- Supervise and Document
- Maintain and Document
- Warn of Impending Danger
- DOCUMENT, DOCUMENT, DOCUMENT!
Categories of Risk

- **Physical**: Bodily harm that occurs as a result of an activity
- **Reputational**: Media, perceptions from other members of community
- **Emotional**: Incidents that negatively impact feelings or mental health of others
- **Financial**: Threats to fiscal stability
- **Facilities**: Causing property damage
Areas of Risk Management

- Hazing
- Sexual Misconduct
- Fire Safety & Weapons
- Travel
- Organization Events
- Alcohol & Illegal Drugs
Hazing Myths & Facts

- **Myth #1**: Hazing is primarily a problem for fraternities and sororities.

- **Fact**: Hazing is a societal problem that has been frequently documented across many organizations (not just higher education).
Hazing Myths & Facts

- **Myth #2:** Hazing is no more than foolish pranks that sometimes go awry.
- **Fact:** Hazing is an act of power and control over others—it is victimization.
Myth #3: Hazing is an effective way to teach respect and develop discipline.

Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who have hazed them.
What is Hazing?

- Any intentional action directed against a student(s) that causes embarrassment, humiliation, harassment, or ridicule
- Perpetrators – could be a person acting alone or a group of people
- Can occur ON or OFF campus
- Hazing endangers the mental or physical health of victim
- Often associated with the purpose of initiation, affiliation, holding office, or maintaining membership
- Bystanders have responsibility to intervene - will be held equally accountable
- Under state law, individuals engaging in hazing are subject to criminal offense charges
Hazing Activities

- Excessive form of physical exercise
- Total or partial nudity at any time
- Eating or ingestion of any unwanted substance
- Throwing harmful substance on a person
- Forced consumption of alcoholic beverages either by threats or peer pressure
- Lineups intended to demean or intimidate
- Any type of personal servitude which is demeaning or of personal benefit to the individual members
- Wearing of embarrassing or uncomfortable clothing
- Assigning pranks such as stealing, painting objects, harassing other organizations
- Demeaning names
What can YOU do?

- Educate all your members on what hazing is
- Make a personal and organizational commitment
- Confront inappropriate behavior
- Report it!
  - Dean of Students Office (LBJ SC 5th Floor)
  - Student Involvement @ LBJ Student Center
  - Texas State University Officials
Sexual Misconduct

- Any nonconsensual sexual activity or unwelcome behavior

What does it cover?

- Dating Violence
- Sexual assault
- Sexual exploitation
- Intimidation
Sexual Misconduct

- Explicit or implicit propositions to engage in sexual activity
- Gratuitous comments of a sexual nature such as explicit statements, questions, jokes, anecdotes or remarks of a sexual nature about a person's clothing or body
- Remarks about sexual activities or speculation about sexual experiences
- Deliberate physical interference with or restriction of an individual's movements
- Subtle or overt pressure for sexual favors
Sexual Misconduct

- Develop a formal policy that states zero-tolerance toward any type of sexual abuse, harassment, and/or misconduct.
- Educate your members about inappropriate behavior including verbal harassment and physical and sexual assault.
- Confront inappropriate behavior.
Report It!

Dr. Gilda Garcia
Title IX Coordinator
512-245-2539

Student Involvement @ LBJ SC
LBJ SC 4-11.1
(512) 245-3219
getinvolved@txstate.edu

Dean of Students
LBJ Student Center, Suite 5-9.1
(512) 245-2124
dos@txstate.edu

Texas State UPD
(512) 245-8336

San Marcos Police Department
2300 S Interstate 35
San Marcos, TX 78666
(512) 753-2108

police@txstate.edu
Currently, the possession and/or use of firearms, weapons, and/or explosives are strictly prohibited.

Campus Carry Law
- In effect August 1, 2016
- Campus Carry Task Force Survey
  - Recommendation
Fire Safety

- When hosting events – have a strategy
- Follow fire and health code standards
- No smoking anywhere on campus
- If having open flame, bring a fire extinguisher
- Quad – Do not block fire exits!
Questions to Consider

- Does the location have sprinklers?
- What is the occupancy limit? Do not exceed this limit.
- Are your decorations flammable? If so, get them fire-proofed or do not use them.
- Are the smoke detectors blocked or covered? Ensure that smoke detectors are in good working order and are not covered in any way.
- Do you know where to exit in the event of a fire? Remember the best way out may not be the way you entered.
University Sanctioned Student Travel
UPPS NO. 05.06.03

- All university-sanctioned travel is defined as travel more than 25 miles away from campus:
  - Travel-related event is recognized by the University as professional, educational, or is one in which the student group is serving as a representative of the University
  - Travel is required by a student organization registered at Texas State
  - Faculty or Staff member serving in his or her official capacity supervises the travel, or
  - Institutional, departmental, or organizational resources are used (includes university vehicles, as well as financial resources)
File your travel paperwork

- Student Travel Form (Attachment I)
- Student Group Travel List (Attachment II)
  - The drivers, driver’s licenses and copies of insurance for all drivers should also be included.
- Student Trip Release and Indemnity Form (Attachment III)
- Student Travel Safety Checklist (Attachment IV)
  - Do not need to turn in
- Authorization for Medical Treatment (Attachment V)
  - Required for anyone 18 years or younger
University Sanctioned Student Travel

UPPS No: 05-06-03
Issue No: 2
Effective Date: 11/20/2007
Review February 1, 2010

Attachment I Attachment II

01. POLICY STATEMENT

01.01 The purpose of this UPPS is to provide the university community and specifically, students and student organizations, with access to program participant travel that is twenty-five or more miles away from campus, and is sanctioned by the University.

02. DEFINITION

02.01 In this policy statement, university-sanctioned travel is defined as travel more than twenty-five miles away from campus, which is authorized by the University.

- a. A Texas State University-San Marcos student organization or sponsored program plans to travel and the travel-related event is being sponsored by a representative of the University.
- b. The travel is required by a student organization registered at Texas State.
- c. A faculty or staff member serving in a title or an official capacity supervises the travel, or
- d. Institutional, departmental or organizational resources are used (includes university vehicles as well as financial resources).

03. PROCEDURES
Texas State University-San Marcos
Student Trip Release and Indemnity Agreement

Students:
Name: ____________________________

Sponsoring Student Organization or Department: ________________________________

Academic Year: ____________________

I plan to engage in university-sanctioned travel activities during the academic year indicated above in association with the above listed organization. I am traveling entirely on my own initiative, risk, and responsibility.

In consideration for the permission given to me by Texas State University-San Marcos to take this trip and in further consideration for Texas State University-San Marcos and the organization named above facilitating this trip, I (for myself, my heirs, executors, and successors) hereby agree:

1. To travel with a cellular phone.

2. To check the air pressure on the spare tire and confirm the necessary repair tools, including a lug wrench, for changing a tire are available before departure.

3. To place a copy of all emergency and insurance information on passengers and drivers in the glove box before departure.

4. To travel with a first aid kit.

5. To take a second set of keys and store them outside the vehicle, especially on long trips.

Texas State University-San Marcos
Student Travel Safety Checklist

Name: ____________________________  State: ____________________________

I give my consent for transportation provided by Texas State University-San Marcos to participate in this Texas State University-San Marcos activity in all activities related to the event.

I also give permission to an authorized Texas State University-San Marcos representative to furnish such minor medical care as my son/daughter may require. I further understand and agree that Texas State University-San Marcos and its representatives are not liable for any damages to persons or property, including injury or death, resulting from the activities of Texas State University-San Marcos. I further understand and agree that Texas State University-San Marcos is not liable to persons or property, including injury or death, resulting from the activities of Texas State University-San Marcos. I further understand and agree that Texas State University-San Marcos is not responsible for any damages to persons or property, including injury or death, resulting from the activities of Texas State University-San Marcos.

Please complete the section below:

Name of Insurance Company: ____________________________  Policy #: ____________________________

Name of Family/Physician: ____________________________  Phone #: ____________________________

In case of emergency, contact: ____________________________  Relationship to student: ____________________________

Second Contact: ____________________________  Second Contact Relationship: ____________________________

Driver(s) Name: ____________________________  Relationship to student: ____________________________

Date: ____________________________  Signature:__________________________

Please complete the section below:

Name of Insurance Company: ____________________________  Policy #: ____________________________

Name of Family/Physician: ____________________________  Phone #: ____________________________

In case of emergency, contact: ____________________________  Relationship to student: ____________________________

Second Contact: ____________________________  Second Contact Relationship: ____________________________

Driver(s) Name: ____________________________  Relationship to student: ____________________________

Date: ____________________________  Signature:__________________________
Organization Events

- Organizations and its leaders can be held responsible for member’s behavior at organizational activities and events

You can...

- Conduct thorough event planning
- Discuss policies, laws, and expectations with members
- Discuss reputational risk and its consequences with members
Event Planning

- Goal setting
- Event development
- Meet with organization advisor
- Risk assessment
- Have emergency plans ready
- Seek final approval
- Host event
- Post event evaluation
Food safety training

- Organizations wanting to sell/serve food on campus or at an event **must** have members certified in food handling
  - Free trainings offered by Student Involvement
  - Must sign up for sessions
Alcohol and Drug Policies

- University has policies in place regarding alcohol and drug policies
- Inform members of possible consequences for their behavior
- Have advisor present at all events
- At the end of the day... YOU are responsible for your organization!
If serving alcohol at events...

- Check IDs and use bracelets to identify those over 21
- Do not let anyone in your event that is intoxicated
- Serve non-alcoholic beverages
- Limit the start and end times
- 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
Risk Assessment Matrix

### Managing Risk Worksheet

Be sure to list all aspects of your event, both risky and less risky.

Think through all the things that could go wrong, including worst-case scenarios.

Consider what your organization could do to manage the risk & bring it to a reasonable level.

Some examples include: driving, sports/recreation, collecting money, large events, outdoor events, meetings on campus, concerts, etc.

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**Campus Activities & Student Organizations**

<table>
<thead>
<tr>
<th>Category</th>
<th>Probability</th>
<th>Likelihood</th>
<th>Occasional</th>
<th>Seldom</th>
<th>Unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATASTROPHIC</td>
<td>May result in death</td>
<td>E</td>
<td>E</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>CRITICAL</td>
<td>May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or its institution</td>
<td>E</td>
<td>H</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>MARGINAL</td>
<td>May cause minor injury, illness, property damage, financial loss, and/or result in negative publicity for the organization and/or its institution</td>
<td>H</td>
<td>M</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>IRREVERSIBLE</td>
<td></td>
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</tbody>
</table>

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1. List all aspects of your event activities on back page.
2. Identify risk associated with each activity. Be sure to think broadly about potential risk.
3. Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
4. Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
5. Use the matrix to re-assess the activities, now that you have applied risk management strategies.
6. Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization.
What Now?

- **Accept** the risk: Risk will happen, but you will take it
- **Modify** the risk: The risk is initially high but you can make modifications to reduce the risk
- **Transfer** the risk: waiver forms an insurance
- **Eliminate** the risk: If risk is too high, remove yourself from activity
Implementing Risk Management Policy

- Present Risk Management to organization members
- Presentations will be on website after all sessions are complete
  - http://www.lbjsc.txstate.edu/soc/organization-resources/riskmanagement.html
Contacts to Know

Student Involvement @ LBJ SC
LBJ SC 4-11.1
(512) 245-3219
getinvolved@txstate.edu

Dean of Students
LBJ Student Center, Suite 5-9.1
(512) 245-2124
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Texas State University Police Department
(512) 245-8336
Nueces Building (N LBJ)
police@txstate.edu

San Marcos Police Department
2300 S Interstate 35, San Marcos, TX 78666
(512) 753-2108
“Risk comes from not knowing what you’re doing”

~Warren Buffett
Questions?
Comments?
Check Out

- Must turn in a Risk Management Card
- Hand card to STAFF or SOC representative
- You may represent up to TWO (2) organizations
- Write legibly!!