

Liability Exposure Guidelines for Activities

Certain activities could expose the participants to risk of exposure, danger or harm. The university asks participants to fill out liability forms for these events. If you are unsure of whether you need a liability form, please contact the Assistant Dean of Students (Dayna Coleman Jones) at dcoleman@whitworth.edu or the Student Activities Graduate Assistant (Rachel McKay) at rmckay@whitworth.edu.

Events Taking Place Off-Campus*

-The General Liability Waivers should be used for each participant of events that take place farther than 50 miles from campus or out of state (Idaho). Please make a copy for each participant, have them sign it, then attach all forms with an itinerary of your trip that includes where you're going, where you're staying, what you're doing and all cell phone numbers of trip coordinators to use as emergency contacts. Give all these forms to Graduate Assistant Rachel McKay (office in ASWU workroom) **before you leave campus.**

***Trips to Canada: You'll need all the same liability forms listed above, and you'll need to obtain Whitworth insurance information from Marisha Hamm (x4494) for international travel.**

Events Involving Water of Any Kind

-Canoeing, rafting, boating, and all water sports activities require The General Liability Waivers (attached). Students also have to take a test in the university pool to demonstrate they can swim 2 lengths of the pool without assistance. Proof of this test needs to be given to the event coordinator before the event takes place.

Events Involving Inner City Exposure

-Activities or service projects that involve working in inner city or low income neighborhoods and businesses also need to have The General Liability Waiver (attached) filled out by each participant.

Events Involving High Risk or Exposure to Elements

-Activities that involve high physical risk or exposure to weather will also need to have all the participants fill out The General Liability Waiver (attached).

Participants Under 18 Years of Age

-Ask participants under 18 to have parents sign separate liability form.

Driving Policies

-Don't arrange rides for off campus events unless you take a Whitworth vehicle and you've submitted all your driver's Motor Vehicle Reports to Facility Services and/or your driver is van certified for 15 passenger vans (Van certification is available through Whitworth's Facilities Services).

-You can arrange to rent Whitworth vehicles by contacting Linda in ASWU, lyochum@whitworth.edu, or reserve on-line through Facility Services. Reserve early, as they are booked a lot of the year.

-Students need to be 26 years old to rent vehicles from commercial rental companies.

-Make sure you take a copy of Whitworth's emergency contact numbers to take with you on your trips. Always call with car trouble or accidents of any kind.

Security: 509-777-3256

HUB Information Desk: 509-777-3796

Assistant Dean of Students: 509-777-4565 or 509-879-6759

RISK MANAGEMENT CHECKLIST: **Guidelines for Events Held Off-Campus**

If you are hoping to organize an off-campus event (e.g., service project or recreational trip), we want to be sure that the venture is as safe as possible for everyone involved. For this reason, we ask you to follow the guidelines and answer the questions below. Not all of the items listed below will pertain to all events.

Checklist:

_____1. Please identify the purpose of your trip. (***Attach a brief description of your trip, including a statement of purpose and list of participants.***)

_____2. You, and other participants in this event, will need to **sign a liability waiver form**. Please read the form carefully for information about both risks and responsibilities. (***Copy of liability waiver form attached.***)

_____3. **Complete medical release forms.** Every participant will need to sign a medical release form that enables the event organizer to seek medical attention for him or her in case of an emergency. Each person will also need to provide information about current medical insurance. (***Please see attached emergency notification forms.***)

_____4. **Understand and communicate expectations.** While there are general expectations of all students involved in off-campus ventures (e.g., acting within the scope of expertise, treating others with respect, confidentiality), your specific site(s) may also have unique additional requirements. As the event organizer, you need to gather information about the site(s) from campus staff members and site personnel so you can communicate those expectations clearly and ensure everyone who participates is qualified to be involved.

_____5. Please **pay special attention to medical preparation and diplomatic cautions** when planning international travel. It is expected that State Department guidelines, travel requirements (e.g., passports, visas) and health precautions (such as inoculation) will be followed. No university-sponsored trips may be taken to areas where State Department alerts advise against travel.

_____6. **Arrange for appropriate training.** Whether it involves inviting a member of the Health Center staff to give instruction, or it means acquiring written information, participants should receive basic medical/emergency instruction, and any other training needed to perform responsibilities well.

_____7. **Identify your campus contact staff person** (_____) and have that person's number with you at all times. Also, provide itinerary information to that person, including phone numbers. (***Please attach your itinerary, including names and numbers of places of accommodation.***)

_____8. Make sure that all participants **have current**, appropriate **insurance** coverage (including health and auto-if driving responsibilities are involved). Proof of automobile insurance should be provided to the appropriate staff person, as well as current driver's license information. Also, complete driving record checks on drivers. In instances of international travel, appropriate licenses and local insurance may be required.

_____9. **Rely on commercial transportation** whenever possible. When that is not possible or feasible, follow strict travel precautions: travel in pairs or groups; drive for a maximum of eight hours per day; wear seatbelts; attend to weather information; drive during reasonable driving hours (not the middle of the night); have a means of communication available in case of roadside emergency. In addition, identify an alternate driver when traveling in private cars. In general, drive defensively.

_____10. **Select known work sites and accommodations.** It is important, again, that people be placed in pairs or groups in housing or work settings. It is also important that these be places that you are confident are safe and appropriate.

_____11. As much as possible, **leave personal property at home.**

_____12. Travelling out of state (or out of country) requires that the group be **accompanied** by a member of the faculty, staff or student staff, or accompanied on site by someone approved by the university for this event.

_____13. Please notify your campus contact person of any concerns you have in advance of your trip, or of any difficulties that arise once you're on site. Also, please take any precautions not mentioned above that you believe will minimize your risk or the risk to any students involved in the event you're planning.

Please attach:

- Statement of purpose
- List of participants
- Itinerary (cell phone number of trip's leader)
- List of accommodations (with phone numbers)
- Any additional contact information
- Liability waiver forms
- Emergency notification forms