

## **RSO Risk Management Plan**

The following considerations have been detailed to support student organizations in creating their RSO Risk Management Plan. These are designed to help organization leadership identify a plan for organization operations with risk mitigation and safety in mind. All RSOs are highly encouraged to create a Risk Management Plan and to detail this plan with all organization members.

### Risk Management

- According to the Colorado State University Department of Risk Management and Insurance, risk management is a process that identifies and manages risk.
- Risk can be defined as the combination of the probability of an event and its consequences.
- Risk must include both the positive and negative consequences, including the risk of not being properly positioned to take advantage of favorable consequences.
- Adequate management of risk does not eliminate risk.

### Types of Risk:

- Physical
  - Risks related to physical activities, travel, food, illnesses, bodily injury, etc.
- Reputational
  - Risks related to damaging the character and negative publicity or image of individuals, the organization, and/or the institution before, during, and/or after an event
- Emotional
  - Risks related to the damage, discomfort, discrimination, marginalization, or trauma to an individual's personal feelings and well-being due to content or nature of an event
- Financial
  - Risks that negatively affect the fiscal stability of the organization, its members, or related parties
- Facilities
  - Risks that inhibit the activity from taking place including weather, space, property damage, equipment, etc. or related to any damage caused by an event to venue, equipment, etc.

### Risk Management Plans

- Risk management plans can be an important tool for RSOs to adequately manage and mitigate their risks. Risk management plans should contain at least the following elements:
  - A risk management plan should be in writing
  - A risk management plan must be appropriate and specific to the RSO and encompass any event(s) the RSO holds

- A risk management plan should be facilitated by at least one specific person and incorporated throughout the RSO's operations and communicated with all organization members
- A risk management plan should provide for a process of how risks are identified and managed, and must be consistently applied and reviewed
- A risk management plan should provide for education and training of risk management activities, policies, and engage in open conversation on how the RSO and its members can mitigate risk

### Steps to Take

- Identify potential risks
  - Develop a list of all RSO activities and operations taking place and have an open conversation as a leadership team and organization
  - Make it specific to each activity and/or event
- Assess potential risks
  - What is the probability of the risk(s) versus the impact of the risk(s)?
  - How much control do you have over the risk?
  - What potential challenges or harms would be caused?
  - What benefits and opportunities can arise from the risk(s)?
- Address potential risks
  - What are your options for managing the risk(s)?
  - How can you mitigate and reduce the risk(s)?
- Implement a risk management plan
  - This is where you put your ideas into action and cater it to each specific activity or event by documenting a step-by-step plan for how you are mitigating and reduce risk
- Evaluate the risk management plan
  - After an activity or event is over, revisit your plan and ask your leadership team and organization how things went – this is important for reflection and ensuring future activities and events are thoughtfully planned
  - What are the strengths? What was challenging? What needs to be adjusted or improved? What worked and did not work?
- Meet with SLiCE
  - Reach out to the Assistant Director of Involvement at [Ali.Raza@colostate.edu](mailto:Ali.Raza@colostate.edu) for any feedback, questions, thoughts you have
  - We are here to help and support you and your RSO as you create your plan
- Connect with the Department of Risk Management & Insurance
  - Another great resource available is the [Department of Risk Management & Insurance](#) where staff are able to answer any questions or thoughts related to mitigating and/or reducing risk, discussing any insurance or forms RSOs will need to complete for an activity or event, and talk through hypotheticals

### Organization Considerations:

- What initiatives are essential to your organization's ability to pursue your mission?
- What is most important for your organization to focus on in the current academic year?
- What does a successful semester look like for your organization?
- What planning does your organization need to do to adjust for day-to-day operations?
- How does the size of your organization affect which activities, events, and/or gatherings you might have in-person and/or virtually?
- What health plans need to be in place for the RSO to operate in a healthy and safe manner?
- What new risks might be associated with the way your organization typically operates?
- How will you consider mitigating these risks?
  - Remember, specific plans will be required for all in-person activities, events, and/or gatherings
- What infrastructure will your organization put in place in order to meet the expectation that all in-person activities, events, and/or gatherings will track attendance?
- What aspects of your organization might be impacted by the necessary adjustments for the academic year?
- What relationships exist for your organization on-campus, in a council, with a unit, department, academic college, or national umbrella organization?
- What are their expectations for your operations that must be included in your planning for the spring 2021 semester and beyond?
- How will your organization build and enhance connection, community, and relationship between members if unable to host any in-person activities, events, and/or gatherings?
- How will you welcome and bring new members into your organization?
- What are the promotional opportunities you have to showcase the RSO to incoming and existing students interested in your organization?
- What experiences should your organization attempt to adjust and readjust based on the CSU and RSO expectations, guidelines, and policies?

#### Membership Considerations:

- How will you keep your RSO members and the CSU community safe?
- How do you plan to communicate with and educate your RSO members about steps to mitigate and reduce any potential risk?
- How will you create expectations for your RSO membership responsibility and hold members accountable if they do not adhere to your organization-specific, university, local, state, and federal guidelines (see [the CDC's page on colleges and universities](#)) when conducting the business of the organization?
- Are there RSO requirements from your bylaws or constitution that you may need to temporarily adjust or suspend in order to operate with flexibility under COVID-19 pandemic conditions for the duration of this academic year?
- Do you know which RSO members will be in-person or virtual for the given semester?
- How will your RSO engage members who have chosen to remain fully remote from the CSU campus for the duration of the semester?

Other:

- If your RSO has physical space that supports the business of the organization (office, locker, storage, house, etc.), what expectations will be established for the different spaces?
- If your RSO typically requires transportation for the essential business of the organization, how will you navigate safety practices under COVID-19 pandemic conditions for the duration of the pandemic?