EVERYONE IS A RISK MANAGER

The Risk Management Analysis Simple Process.
(An example of this process applied is located on the last page.)

0. Create a Summary List of Event Activities to run through the RM Analysis Process. Also include what are the benefits of having this event.

1. Identify and Analyze Exposures to Loss
   - List of what are potential risks for this event – what could go wrong.

2. Examine risk management tools to handle exposure
   - List what can be done to make each exposure least risky and still hold event.

3. Select the appropriate tool: accept all risk, limit the acceptance, transfer to other, avoid it
   - Accept all risk for the event
   - Accept some of the risk for the event. (Identify those activities and risks)
   - Transfer the risk to other via indemnification language in contract/agreement, releases or waivers, certificates of insurance with additional insured restriction, etc.
   - Avoid the risk by not doing that activity

4. Implement the chosen tool
   - Choose and Communicate what the tool means, e.g., contract process, waiver process, certificates of insurance process,

5. Monitor the results of the choice.
   - Monitor Results
   - Changes to Implement for next time
<table>
<thead>
<tr>
<th>EVENT SUMMARY WITH PROPOSED ACTIVITIES</th>
<th>Event Contact Information: Name, Email, Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Identify and Analyze</strong></td>
<td>2. Examine risk management tools to handle exposure</td>
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<td>Exposures to Loss</td>
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Simple Risk Management Process Example:

The Risk Management Analysis Process:

1. **Identify and Analyze** Exposures to Loss
2. **Examine** risk management tools to handle exposure
3. **Select** the appropriate tool: accept all risk, limit the acceptance, transfer to other, avoid it
4. **Implement** the chosen tool
5. **Monitor** the results of the choice.

Event Summary:

Singer playing acoustical guitar standing up at the Drake Agora from 7 pm to 8 pm. Open to students only.

Written contract requires Drake to provide for the Singer the sound equipment, appropriate safe stage, secure dressing area, and simple refreshments.

Key Benefit: Students networking outside the classroom.

Risk Management Analysis Scenario:

1. **Identify and Analyze Exposures to Loss-- the Risks:**
   a. Trip and fall, equipment malfunction, beverage safety, inclement weather, electrical surge through sound system, inappropriate secure dressing area

2. **Examine** risk management tools to handle exposure:
   a. accept all risk, limit the acceptance, transfer to other, avoid it

3. **Select** the appropriate tool:
   a. limit the acceptance of risks

4. **Implement** the chosen tool:
   a. ensure safety through personal inspection, policing and securing the site prior to performance, test equipment in Agora for sound quality and inspect equipment for safety, secure dressing room with security person; add to written contract that Singer is required to accept their own general liability and provide certificate of insurance listing Drake as additional insured for Artist’s own negligence. Use Drake catering for beverage provision and delivery. Monitor weather reports and select backup location in case of inclement weather.

5. **Monitor** the results of the choice.
   a. were there any issues with the risk management actions to reduce the risks.
      i. If yes, what should be done differently for this type of event