



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3067 OKLAHOMA CITY COMMUNITY COLLEGE SPONSORED OFF-CAMPUS ACTIVITIES

- 1.0 PURPOSE. To encourage safe practices for off-campus educational activities without unduly limiting the educational value and experience for all Oklahoma City Community College ("OCCC") students, faculty and staff traveling and engaging in college sponsored educational group activities within the United States.
- 2.0 SCOPE. This policy outlines OCCC's administrative requirements for all off-campus college sponsored activities within the United States. Participants in any OCCC off-campus activity sponsored by faculty members, departments, divisions, and registered student organizations are required to sign a General Release, Waiver and Agreement Not to Sue ("Waiver") prior to the date of the off-campus activity. Waiver is located online at: <http://employee.occc.edu/risk/generalall.pdf>. Waiver can also be obtained through the Office of Emergency Planning and Risk Management at OCCC. This policy pertains to off-campus activities within the United States. For international travel policies and procedures please refer to Administrative Policy No. 3066.
- 3.0 DEFINITIONS. For purposes of this policy the following definitions apply:
 - 3.1 Campus – includes the main campus, Capitol Hill Center, Downtown Consortium, Family and Community Education (FACE) Center, Corporate Learning training locations, and all other facilities owned, leased, and/or contracted by OCCC.
 - 3.2 Off-Campus Activity – an activity or event taking place off campus sponsored and organized by an instructional program, College Department or a registered student organization for the benefit of students. Examples include, but are not limited to, course-related field trips, off-campus activities of registered student organizations, service-learning activities and elective clinicals, internships and practicums
 - 3.3 Participants – a student or non-student who attends or participates in an OCCC sponsored off-campus activity.
 - 3.4 Responsible OCCC Official – the faculty member(s) or OCCC employee(s) organizing the off-campus activity and requesting or requiring participation in the off-campus activity.
- 4.0 GENERAL RELEASE, WAIVER, AND AGREEMENT NOT TO SUE
 - 4.1 Participants in Off-Campus Activities accept the risks inherent in such activities.
 - 4.2 The Responsible OCCC Official provides all Participants with the Waiver.
 - 4.3 The Responsible OCCC Official provides all Participants with a copy of this policy and is available to answer any questions Participants may have with respect to the Waiver or this policy.
 - 4.4 All Participants are required to sign the Waiver and return the fully executed Waiver and proof of insurance to the Responsible OCCC Official prior to departing on the off-campus activity. Participants who have not completed a Waiver will not be allowed to attend the off-campus activity.

- 4.5 A parent or guardian of any Participant who is a minor must also sign the Waiver granting permission for the minor to attend the off-campus activity.
- 4.6 The Responsible OCCC Official sends all completed Waivers to the Office of Emergency Planning and Risk Management. The Office of Emergency Planning and Risk Management shall be the official office of record for all off-campus activity Waivers.
- 5.0 **STUDENT/PARTICIPANT INSURANCE.**
Some OCCC programs sponsoring off-campus activities require Participants to carry certain insurance coverage. For all other programs sponsoring off-campus activities the requirement for Participants to carry certain insurance coverage is at the discretion of the Responsible OCCC Official. If insurance coverage is required Participants are required to show proof of coverage. Third-party insurance coverage is available for Participants through the Bursar's office at OCCC. OCCC does not endorse nor require Participants to carry the insurance available through the Bursar's office and which is made available for the convenience of Participants only. Participants purchasing the insurance will be provided with a copy of the insurance policy. All claims must be submitted to the insurance company by the Participants following the guidelines listed in the insurance policy. Additional information on the insurance is available in the Office of Emergency Planning and Risk Management. Coverage is available in three areas:
- 5.1 Professional Liability – insurance company will pay sums which the insured shall become legally obligated to pay as damages because of "bodily injury" or "property damages" to which this insurance applies, caused by an act or omission in the furnishing of professional services.
- 5.2 General Liability – insurance company will pay those sums that the insured becomes legally obligated to pay as damages because of "bodily injury" or "property damage" arising out of an occurrence covered, including contractual liability.
- 5.3 Accidental/Medical – policy covers injury to students while taking part in sponsored activities.
- 6.0 **REPORTING ACCIDENTS AND INJURIES.** All accidents and injuries occurring during an Off-Campus Activity shall be reported to the Responsible OCCC Official or support person. The Responsible OCCC Official or support person must report the accident or injury to the appropriate President's Cabinet Member, the Office of Emergency Planning Risk Management, the Campus Police Department at OCCC within 48 hours of the occurrence or as soon as practical. To report any accident or injury to the Office of Emergency Planning and Risk Management, the Responsible OCCC Official shall call OCCC Director of Emergency Planning and Risk Management at 405-682-1611 ext. 7148. To report any accident or injury to the Campus Police Department the Responsible OCCC Official shall call 405-682-7872.
- 7.0 **PERSONAL LIABILITY AND RESPONSIBILITY.** OCCC faculty and staff have no special duty to protect adult travel participants from their own actions while on their free time or not engaged in OCCC sponsored activity. Similarly, while conducting the sponsored activity or travel OCCC faculty and staff are individually and personally responsible for their own activities engaged in outside the scope of their employment or on their free time and for any intentionally harmful, willful acts or omissions, while conducting the sponsored activity or travel.

8.0 COMPLIANCE WITH OCCC POLICIES AND PROCEDURES, FEDERAL LAWS, AND STATE LAWS. OCCC faculty, staff, and students shall comply with OCCC policies and procedures, Federal, State, and state laws while planning and participating in OCCC sponsored travel.

Effective Date: June 5, 2005
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