



NO. 3045 RISK MANAGEMENT PROGRAM

- 1.0 **PURPOSE:** The Oklahoma City Community College ("OCCC") Risk Management Program is comprised of property, liability and vehicle insurance, including but not limited to Educator's Legal Liability, Business Interruption, Fine Arts Policy, Tort, Employee International Travel, Property Insurance, Vehicle Collision and Physical Damage. OCCC Risk Management's purpose is to assist in providing a safe environment for students, faculty, staff and visitors; and conserve OCCC's assets from the consequences of loss. It is the vision of the OCCC Risk Management to achieve a culture that emphasizes the control of risk in a manner that enhances the quality of OCCC's campus operations, facilities, services and the lives of students, faculty, staff and visitors.
- 2.0 **PROGRAM SCOPE:** OCCC Risk Management Program is responsible for the following functions:
 - 2.1 **Incident Scene:** The Director of Emergency Planning and Risk Management is responsible for ensuring OCCC personnel with incident reporting or investigative responsibilities at the scene of any liability incident, are aware of the actions and information needed in the interest of OCCC with regard to the Oklahoma Risk Management Program. Employees are encouraged to report to the Office of Emergency Planning and Risk Management promptly any potential liability incident in which they are involved or which they witness.
 - 2.2 **Vehicle Accident Reporting:** The Director of Emergency Planning and Risk Management is responsible for assuring that proper steps are taken and information obtained at the scene of any OCCC motor vehicle liability incident.
 - 2.3 **Investigation:** The Director of Emergency Planning and Risk Management investigates each liability incident involving the property or personnel of OCCC and seeks to identify all possible claimants and all known witnesses.
 - 2.4 **Records keeping:** The Director of Emergency Planning and Risk Management keeps orderly records and prepares and keeps a monthly summary of all liability incidents.
 - 2.5 **Reporting incidents to Oklahoma Risk Management Program Administrator:** It is the responsibility of the Director of Emergency Planning and Risk Management to give notice to the Oklahoma Risk Management Division of any liability incident not later than the next working day following the occurrence of any such incident. The Director of Emergency Planning and Risk Management is responsible for completing and furnishing to the Oklahoma Risk Managements Division all required forms and information requested regarding any liability incident involving OCCC property and/or personnel.
 - 2.6 **Training and notice:** The Director of Emergency Planning and Risk Management notifies all employees regarding their responsibilities under the Oklahoma Risk Management Program, including but not limited to, necessary reporting requirements and the various responsibilities under the program.

- 2.7 Risk Management Manual: The Director of Emergency Planning and Risk Management is responsible for maintaining an "Agency Risk Management Procedure Manual." The manual contains the following elements:
 - 2.7.1 Describes the procedures for the conduct of Risk Management activities at OCCC;
 - 2.7.2 Contains samples of all forms in current use;
 - 2.7.3 Describes the proper reporting chain-of-command for routing necessary information to the Risk Management Director;
 - 2.7.4 Identifies all personnel having specified responsibilities for risk management activities;
 - 2.7.5 Contains such other information as shall be required from time to time by the Risk Management Division or deemed pertinent by the Administrator; and
 - 2.7.6 Is updated from time to time to maintain the currency of information contained in the manual and such modifications shall be promptly filed with the Risk Management Division of the State of Oklahoma.
- 2.8 Liaison Duties: The Director of Emergency Planning Risk Management facilitates cooperation between OCCC, the Oklahoma Risk Management Division and legal counsel in cases where a liability incident actually gives rise to a claim for damages against the State of Oklahoma or other covered entity. The Director of Emergency Planning Risk Management will be the primary source of contact for the Oklahoma Risk Management Division and other covered entities.
- 2.9 Forms: The Director of Emergency Planning and Risk Management establishes standard forms for use within OCCC to carry out Risk Management activities.
- 2.10 Vendor Insurance Certificates: Verification of insurance for all vendors doing business on any property owned or leased by OCCC must be sent to the Office of Emergency Planning and Risk Management as the office of record.
- 2.11 Contract Review: Contracts, as defined in Policy 3032, in which liability coverage is required by the contractor must be sent to Director of Emergency Planning and Risk Management for review. The review will only determine compatibility with coverages provided by the Office of Oklahoma State Risk Management and applicable commercial insurance coverages. The Director of Emergency Planning and Risk Management will advise the manager and the Vice President for Business and Finance as to compliance with insurance coverages. In the event of non-compliance, the Vice President for Business and Finance will notify the appropriate President's Cabinet member.

Effective Date: December 20, 1994

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