



No. 3045 **RISK MANAGEMENT PROGRAM**

1. **Purpose.** The Oklahoma City Community College (“OCCC”) Risk Management Program is a systematic program intended to minimize exposure to risk and liability within the OCCC community. OCCC’s Risk Management Program serves faculty, staff and students by working with the State of Oklahoma’s Management Enterprise Services Office of Risk Management (“OMES”) to provide coverage for all OCCC properties and fleet vehicles, Educator’s Legal Liability, Business Interruption and Tort liability. In addition, OCCC’s Risk Management Program assists academic programs in securing liability coverage and coordination for students pursuing education in healthcare, automotive technology, child development, equipment coverage for Digital Cinema Program, student travel and Youth Protection. OCCC’s Risk Management Program is charged with developing, coordinating, and recommending risk management programs, policies, and procedures in loss prevention, property, and casualties to include on-campus accidents and injuries. The office is further responsible for the processing of claims and submission of all required reports. The office conducts business in accordance with OMES Policies, as well as OMES’s Risk Management Division Rules and Regulations.
2. **Definitions.**
 - 2.1. **Claimant:** the person who sustains the injury is the Claimant.
 - 2.2. **OMES:** Oklahoma Management Enterprise Services.
 - 2.3. **Risk Management Program:** Is a program within the office of Legal Affairs.
 - 2.4. **SLIR:** OMES’s Standard Liability Injury Report. There are three(2) types of SLIRs, one for reporting Personal Injury (not involving a vehicle), one for reporting injuries or damage involving a Vehicle, and one for reporting employment matters. If there is an injury to a person and property damage, both forms must be submitted.
 - 2.5. **Scope of Employment Form:** This form is required for any incident of injury or damage to a person or property involving staff or faculty.
 - 2.6. **Casualty/Liability Incident:**
 - 2.6.1. Any liability occurrence or event:
 - 2.6.1.1. Taking place upon or within any real property owned or used by the State of Oklahoma; or,
 - 2.6.1.2. Involving participation by any officer, employee or volunteer of any agency of the State of Oklahoma who may be acting within the scope of his or her employment; or,
 - 2.6.1.3. Involving any vehicle or other personal property owned by an agency or other covered entity and operated by an employee or volunteer of that agency or other covered entity; and,
 - 2.6.2. Any liability occurrence or event:
 - 2.6.2.1. Which results in personal injury or property damage; and,
 - 2.6.2.2. Where there is probable cause to believe that such an occurrence or event may give rise to a claim for damages against the state, an agency, covered entity or any of their employees.

3. **Scope.** The Policy applies to all faculty and staff of OCCC.
4. **Responsible Office.** The Office of Legal Affairs – Risk Management is responsible for administering this Policy and ensuring compliance.
5. **Policy.**
 - 5.1. **Non-vehicle Accident/Injury Coordination:** OCCC's Risk Management Program is responsible for coordinating OCCC personnel who have incident reporting or investigative responsibilities at the scene of any liability incident, are aware of the actions and information needed involving any injury or damage to persons or property on OCCC's campuses. Staff and faculty are required to report any potential liability incident in which they are involved or which they witness to OCCC's Legal Affairs.
 - 5.2. **Vehicle Accident Reporting:** For any incident involving a vehicle, OCCC's Campus Police Department must be contacted. All OCCC fleet vehicles are required to have an Accident Information Form (with instructions on reporting incidents) and an In Case of Accident Card (with instructions) in each vehicle. If an employee is involved in an accident while driving a fleet vehicle, the employee must return the completed Accident Report Form to OCCC's Office of Legal Affairs. The employee must also provide the In Case of Accident Card to any other non-OCCC drivers.
 - 5.3. **Management of College Insurance Policies:** OCCC shall maintain general liability insurance throughout each fiscal year. Limits of coverage shall be determined by OCCC Risk Management. OCCC may also purchase additional policies through state coverage or through the public marketplace for areas where significant risk of liability exists.
 - 5.4. **Preparation of OCCC Property Surveys:** OCCC Office of Legal Affairs – Risk Management shall, as necessary, engage with appropriate parties across the campus to conduct routine preparation of annual property surveys.
 - 5.5. **Communication of Liability Incidents with OMES:** OCCC Office of Legal Affairs – Risk Management shall be the main point of contact between the State OMES Risk Management Division and the campus. OCCC Employees must communicate all casualty/liability incidents to the Office of Legal Affairs. The Office of Legal Affairs shall be responsible for collecting any additional information required by OMES and keeping records of liability incidents on campus.
 - 5.6. **Maintenance of Risk Management Manual & Procedures:** OCCC Office of Legal Affairs – Risk Management is responsible for maintaining an "Agency Risk Management Procedure Manual." The manual shall:
 - 5.6.1. Describe the procedures for the conduct of Risk Management activities at OCCC;
 - 5.6.2. Contain samples of all forms in current use;
 - 5.6.3. Describe the proper reporting chain-of-command for routing necessary information to the Risk Management Director;

- 5.6.4. Identify all personnel having specified responsibilities for risk management activities;
 - 5.6.5. Contain such other information as shall be required from time to time by the Risk Management Division or deemed pertinent by the Administrator; and
 - 5.6.6. Be updated from time to time to maintain the currency of information contained in the manual.
 - 5.6.7. Forms: OCCC Risk Management shall establish standard forms for use within OCCC to carry out Risk Management activities. All necessary forms shall be accessible from OCCC's Office of Legal Affairs.
- 5.7. **Risk Management Records Keeping:** OCCC Office of Legal Affairs – Risk Management shall maintain a list of liability incidents on campus as well as any associated files. Any communications within the college and completed forms created for OMES must be maintained to comply with State data retention requirements and policies.
- 5.8. **OCCC Employee Risk Management Trainings:** OCCC Office of Legal Affairs – Risk Management shall prepare and conduct trainings for designated employees across campus to assist campus employees in their responsibilities and duties to recognize and report liability incidents on campus.

Effective Date: December 20, 1994
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