

MEMORANDUM

Date: January 8, 2002
To: CSUB Faculty and Staff
From: Barbara Brenner
Safety & Risk Manager
Subject: Off Campus Programs - Risk Management Procedures

International and extended domestic off campus travel includes risks that must be considered in academic program planning. Risk Management staff have reviewed current literature and CSU Executive Orders 590, 715 and 744. The attached materials are provided to assist in compliance with the CSU Executive Orders and the management of risks involved in extended travel. Careful program design, proper insurance and use of the attached forms are necessary to reduce liability exposures from off campus programs. Most of these forms require some program specific details to be added by the program manager prior to distribution to participants.

The attached Off Campus Academic Program package contains:

1. Orientation Package
2. Participation Agreement and Release
3. Medical Disclosure and Waiver Form
4. Insurance Requirements
5. Emergency Management Plan
6. Resources

Electronic copies of these documents and forms are available on the CSUB Safety and Risk Management website. To access this information, go to the bottom of the CSUB homepage. Click on Administration, BAS Departments, Safety and Risk Management and finally Risk Management.

Written approval of the Cabinet Officer, responsible for the sponsoring department, must be obtained if any of the recommended insurance coverage will not be purchased for group or individual travel. If you need additional information or have any questions about these materials, feel free to contact the Risk Management Office at ext. 2066.

Cc: James George
Michael Neal