RISK MANAGEMENT RED FLAGS

To assist managers and supervisors with performing risk analysis of their programs and activities, the following list of “red flags” is provided. If these red flags fit your activity or you have any other reason to suspect an unusual risk and you haven’t already discussed risk analysis with UAA Risk Management Support, please call 786-1351 or e-mail ayssg@uaa.alaska.edu.

Keep in mind that we have professional health and safety and risk management personnel to assist you with defining, controlling, mitigating and transferring risks in many ways. Our risk assessments not only consider safety and liability, but also meeting the business needs of the university which can include such things as: risk tolerance, public relations, development, effects on other activities, socio-political considerations, goals and objectives at many levels, costs, national and local actuarial data, insurance and alternatives, etc.

1. **Transportation of people** using non-common carriers including the use of university vehicles to transport students, guests, and visitors and using personal vehicles to transport passengers on university business are red flags. Airlines, bus lines, trains, taxis, shuttles, and cruise ships are classified as common carriers and do not always raise a red flag. For more information, review the material found at [http://ehsrms.uaa.alaska.edu/traveltransportationsafetystart.htm](http://ehsrms.uaa.alaska.edu/traveltransportationsafetystart.htm).

2. Involvement of **minors** (under the age of 18) in any university program or activity. Please review the material found at [http://ehsrms.uaa.alaska.edu/minorsafetystart.htm](http://ehsrms.uaa.alaska.edu/minorsafetystart.htm).

3. Use of **hazardous materials** in any program or activity.

4. Performing **hazardous activities** (contact sports, extreme sports, trampolines and blanket tosses, some dances and parties, wilderness events, ice or mountain climbing, bonfires, use or carrying of firearms, archery, heavy lifting and moving of materials, theatrical or artistic activities that are similar to athletic activities, assemblies of 50 more people from outside groups or student clubs/Greeks using UA facilities, etc.).

5. Contracts, grants, and memoranda of agreements with outside entities that include **insurance or indemnification clauses** that have not been approved by General Counsel or Risk Management. Keep in mind that UA cannot, under any circumstance, name additional parties insured on our self-insurance policy.

6. **Paying OJT student** salaries through the university system when they are actually working for other entities (Making them UA employees when they really aren’t – “Kelly Services” or employment brokering).

7. **Foreign travel** by both employees and students (includes Mexico and Canada).

8. **Renting vehicles** for university activities and for use by non-employees. Generally, non-employees are not permitted to drive UA owned or leased vehicles.

9. Applying **TAs** and **TRs** to non-university employees. Student field trips are usually OK. UAA’s Travel folks in Accounting Services can provide advice on these matters.
UNIVERSITY SELF-INSURANCE COVERAGE

The university is self-insured through a risk pool of funds. While we have coverage for claims that exceed our self-insured retention (deductible), those retentions are very high and we seldom need the services of our excess carriers. The cost of replenishing the risk pool is accomplished by annual assessments to each MAU based on various risk factors and claims history. That assessment is taken off the top of the MAUs’ initial budget. When more costs are assessed, then less funding trickles down to the department level. In addition, claims paid out of the risk pool sometimes need to be paid back to the risk pool over a ten-year period in a manner similar to a bank loan, which increases the annual assessment even more.

The following list is not comprehensive and only represents the common inclusions and exclusions. There are also relatively minor exceptions to many of the items. Contact Risk Management Support at 786-1351 or ayssg@uaa.alaska.edu if you need to explore exceptions.

COVERED ITEMS (all must be in the course and scope of employment):

1. **Auto physical damage** (includes rentals): $2,500 per incident deductible for UA owned or leased vehicles under five years old, 100% of the cost is the responsibility of the controlling department for vehicles over five years old.
2. **Auto liability** (includes rentals): 100% with no deductible
3. **University property**: $2,500 per incident deductible for cases involving forced entry. If no forced entry is evident, 100% of the cost is the responsibility of the controlling department.
4. **Professional liability** (includes medical malpractice): 100% with no deductible.
5. **Structures and building equipment**: 100% with no deductible.
6. **Employment practices costs** (grievances, suits, settlements, etc.): $5,000 department deductible.
7. Most **contracts and agreements** as long as they are consistent with Procurement, Risk Management, and General Counsel guidelines: 100% with no deductible. Because we are self-insured, we cannot under any conditions name additional insureds on a contract.
8. **Fiduciary trust** violations: 100% with no deductible
EXCLUDED ITEMS:

1. **Personal property** of any kind. Check with your personal insurance agent for coverage under your home owner/renter or auto policy.
2. **Acting outside of the course and scope** of employment including the results of criminal behavior.
3. University owned or leased **vehicle property values** for vehicles over five years old (liability still covered at 100% with no deductible).
4. **Business interruption** costs.
5. Events and activities of **student clubs, Greek organizations**, and other student social groups. Greek organizations are required to provide current certificates of insurance naming UA additional insured on their parent organization’s policy.
6. Any **personally owned vehicle** coverage of any kind.
7. Damage to university property during **authorized personal use**.
8. The university may assign all claims costs to the responsible department if it is determined that there was **negligence** on the part of department administration in following prudent risk control practices.

SUPPLEMENTAL POLICIES:

3. **Special Event Insurance** for non-UA qualifying groups, but it can be purchased separately at [http://info.alaska.edu/risksafety/b_insurance/insurance-coverage/event-insurance/](http://info.alaska.edu/risksafety/b_insurance/insurance-coverage/event-insurance/).
4. **Art Exhibits** are not covered unless they are declared by completing the form found at [http://ehsrms.uaa.alaska.edu/SW/Forms%20Library/Risk%20Management%20and%20Insurance%20Forms/art.pdf](http://ehsrms.uaa.alaska.edu/SW/Forms%20Library/Risk%20Management%20and%20Insurance%20Forms/art.pdf) and submitted to the System Office of Risk Services.