



Administration and Finance

Operations Detail: **RISK MANAGEMENT – 02**

ENVIRONMENTAL HEALTH & SAFETY – 04

**RISK MANAGEMENT AND ENVIRONMENTAL HEALTH & SAFETY
Academic and Co-curricular Student Activities & Events**

October 2023

1.0 PURPOSE

The purpose of this operations detail is to assist student organizations with the planning of an activity or event by providing an overview of the risk and safety assessments required for event approval. **This operations detail applies to academic student activities supported by a faculty advisor as well as co-curricular club activities.**

2.0 BACKGROUND

This operations detail outlines the [Risk Management \(RM\)](#) and [Environmental Health & Safety \(EHS\)](#) assessment requirements for student activities and events that take place both on and off of campus. These requirements apply to all formally chartered and officially recognized student clubs, councils, groups, associations, and societies including fraternities and sororities, as well as academic activities supported by a faculty sponsor.

RM and EHS support the *learn by doing* character of CPP's polytechnic identity and understand the value and importance of such activities. RM and EHS will partner closely with student organizations and faculty advisors to support these activities while also promoting a safe environment for the campus community.

3.0 AUTHORITY

[CSU Executive Order 1039, California State University Environmental Health and Safety Policy](#)

[California State University Motor Vehicle Program](#)

[CPP Presidential Order, Use of University Buildings, Facilities or Grounds](#)

[California State University Campus Risk Management Policy](#)

4.0 PROCEDURES

Student organizations and/or Academic Colleges are responsible for contacting the Office of Risk Management (RM) and the Office of Environmental Health & Safety (EHS) to consult on a range of activities and event types that take place both on and off of campus. Please note that some student activities, events, and travel may require insurance. Please contact the Office of Risk Management for more information.

Academic and Co-curricular Student Activities

The table below provides a general overview of the different student activity categories, approving offices, and approval time estimates for each category. The activity categories listed below are not mutually exclusive and approval timelines may vary depending on the type of activity.

In order to prevent delay or cancellation, it is imperative for student organization leaders or academic advisors consult with RM and EHS at the onset of planning a student activity. The organization should also consult with RM and/or EHS before the reaching out to or coordinating with any outside organizations/agencies.

Student Activity Characteristic	Examples (Not Limited)	Requires RM Approval	Requires EHS Approval	Estimated Review/ Approval Time
Hazardous Chemicals/Materials	<ul style="list-style-type: none"> • Fireworks/explosives • Chemical experiments • Biohazard exposure • Transportation of hazardous materials 	✓	✓	1 to 2 months
Mechanical Equipment/Devices & Inflatables	<ul style="list-style-type: none"> • Aircrafts (drones, balloons) • Carnival rides • 3d printers 	✓	✓	1 to 2 months
Field Research Events	<ul style="list-style-type: none"> • Medical Summer Undergraduate Research Programs • IRB Board approved research 	✓	✓	1 to 2 months

Student Events

The table below provides a general overview of the different student event categories, approving offices, and approval time estimates for each category. The event categories listed below are not mutually exclusive and approval timelines may vary depending on the type of event.

All campus events should be registered in 25Live which will route to RM for the following areas:

Student Event Characteristic	Requires RM Approval	Requires EHS Approval	Estimated Review/ Approval Time
Events involving external vendors or exhibitors	✓		2 to 3 weeks
Serving Food/Beverages	✓	✓	2 to 3 weeks
Amplified Sound	✓		2 to 3 weeks
Sporting Events, Contact-Related Sports, Physical Activities	✓		1 month
Controversial Speakers	✓		1 month

Student Travel

For activities and events involving travel, student organizations should contact the Office of Risk Management a minimum of one month in advance to begin the driver authorization process. For more information on driver authorization, see [Driving on University Business](#) on the Risk Management website.

5.0 DEFINITIONS

Student Organization

For the purpose of this operation detail, a student organization refers to any formally chartered and officially recognized student club, council, group, association, or society including fraternities and sororities. It also applies to any pedagogical activities with a faculty sponsor.

Student Activity/Event

For the purpose of this operation detail, a student activity or event is defined as any activity or event carried out by a recognized student organization or that is under the sponsorship or guidance of an Academic College/faculty sponsor.

External Vendor

An external vendor is a third-party person or organization that sells and/or makes goods and services available to the CPP community.

Amplified Sound

Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced. Additionally, amplified sound may include sound that is enhanced with the aid of a device such as a megaphone, and the like.

6.0 CONTACTS

This operations detail is owned, administered, interpreted, and revised as necessary by the [Office of Risk Management](#) and the [Office of Environmental Health & Safety](#) in the Division of Administrative Affairs.

Risk Management

riskmanagement@cpp.edu

Mike Yu

Executive Director of Parking, Transportation & Administrative Services

myyu@cpp.edu

Joe Encarnacion

Risk Manager

encarnacion2@cpp.edu

Environmental Health and Safety

ehs@cpp.edu

Erick Guandique

Director of Environmental Health & Safety

eguandique@cpp.edu

7.0 REVISION TRACKING

Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
10/13/2023	Natalie Schroeder	Initial Draft	All

Review/Approval History

Revision Date	Approved by	Summary of Revision	Section(s) Revised
10/20/2023	Mike Yu	Initial Draft	