



Off-Site Risk Management Checklist (Clery-Aligned)

This checklist supports Clery Act-aligned safety and security risk management for University-sponsored, off-campus, or experiential learning activities.

Activity Information

Description of Activity (include location, nature of activity, and duration):

Name of Person or Group Leading the Activity (Responsible Employee):

Activity Location (city/state, site name):

Activity Start Date: _____ Activity End Date: _____

Clery-Aligned Risk Management Checklist

Please indicate Done or Not Applicable (N/A) for each item.

- Done N/A Syllabus includes off-campus activity description, objectives, locations, and schedule as applicable.
- Done N/A Department Head and/or Dean has been notified and acknowledged the activity.
- Done N/A Third-party placement agreements or contracts are on file, if applicable.
- Done N/A All assigned vehicle drivers have Risk Management approval, if applicable.
- Done N/A A site-specific risk assessment addressing foreseeable safety and security risks has been conducted.

- Done N/A The site has been evaluated and determined to be appropriate and reasonably safe.
- Done N/A An Emergency and Incident Response Plan has been developed, when appropriate.
- Done N/A Students have been informed how to report crimes, safety concerns, or emergencies.
- Done N/A Students received orientation on risks, personal safety, and reporting procedures.
- Done N/A Students were advised that some incidents may be Clery-reportable and subject to CSA reporting.
- Done N/A Appropriate University training and safety resources have been provided.
- Done N/A Required Activity Release and Indemnity forms have been collected.
- Done N/A Scope of student work, including prohibited activities, has been communicated.
- Done N/A Students are encouraged to promptly report safety or criminal concerns.
- Done N/A Ongoing monitoring and regular check-ins are planned.

Campus Security Authority (CSA) Reporting Reminder

Faculty, staff, and activity leaders may be considered Campus Security Authorities (CSAs) under the Clery Act. Any Clery-reportable crime disclosed in good faith during this activity must be promptly reported to Lamar University Police Department or Campus Safety in accordance with University policy. CSAs are not responsible for investigating incidents or determining crime classifications.

Faculty / Activity Leader Acknowledgment

I certify that reasonable care has been exercised in planning and supervising this off-site activity, that foreseeable risks have been evaluated, and that appropriate safety, reporting, and emergency procedures consistent with Clery Act best practices have been implemented.

Name: _____

Title: _____

Signature: _____ Date: _____

This checklist supports Clery Act-aligned risk management practices and does not replace University policies, required approvals, or emergency notification obligations.