OUHSC Sponsored Campus Run/Walk Check List

Please note it is the responsibility of the person/department/group hosting the event to gather the required information; contact the identified individuals, as applicable, for assistance; and submit all information to the OUHSC Office of Enterprise Risk Management (ERM) within the guidelines listed below. Failure to do so may result in your event being canceled or rescheduled. Masking is mandatory in patient-care areas and is strongly encouraged in all other OUHSC facilities. For the most up-to-date information related to the University's COVID-19 Safety Protocols, please refer to
https://www.ouhsc.edu/coronavirus.

1. **Notification of Event:**
   - **Minimum of 3 months** advance notice is strongly recommended
   - Contact the **OUHSC ERM Office** at 405-271-3287 or risk-management@ouhsc.edu and provide the following:
     - Proposed date(s) and time
     - Location
     - Purpose
     - Number of anticipated participants
     - Description of pre-event and post-event activities
     - Will alcohol be served at this event? (if yes, please see Section 4)
   - ERM will submit your information to the Provost's Office for approval
   - *Following CDC guidelines, the University recommends COVID-19 vaccination for everyone eligible. Vaccines are available throughout the community, at no cost.*

   Understanding that your proposed date may conflict with other scheduled University activities, it is recommended that you have an alternative date for this event in mind

2. **Special Events Permit from the City of Oklahoma City**
   - Information and permit can be obtained at https://www.okc.gov/government/special-event-permits
   - Residents and businesses abutting the event site **MUST** be notified, per OKC permit rules
     - For OUHSC facilities coordinator contact information, please contact Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
   - Send copy of completed permit to ERM for review prior to submission to the City **at least two months prior to event**
     - **The University requires someone with appropriate signatory authority to sign this document**. Determine if there is someone in your department who has signatory authority to sign the permit. If you have questions regarding signatory authority, contact ERM for assistance.
   - *Minimum Insurance Requirements*: ERM will provide a copy of OUHSC's Verification Letter of Liability to provide to the City as proof of insurance

3. **Route & Map of the Race**
   - Discuss Route Plan with OUHSC's Director of Emergency Preparedness
     - Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
   - Include any and all routes
   - Indicate start and finish locations
   - *Avoid areas of ingress/egress to clinics/hospitals and parking lots of clinics/hospitals*

4. **Required Law Enforcement Presence for Event**
   - Contact OUHSC Police Department:
     - Captain Dalton Jackson (405-271-6963, Dalton-Jackson@ouhsc.edu)
     - Captain Richard Adams (405-271-3211, Richard-Adams@ouhsc.edu)
   - Determine number of intersections that need traffic control, and number of officers needed.
   - Request officers for event **at least 2 weeks in advance**
     - https://www.ouhsc.edu/police/Resources-Links/Request-Police-Services-for-Special-Events
   - **Requests for Alcohol at an Event:** *Requires Law Enforcement Presence*
     - Review Making Alcohol Arrangements paperwork at https://students.ouhsc.edu/Portals/1063/Assets/MakingArrangementsForAlcohol2019REV.pdf
       - Determine and submit Alcohol Service Permission Request letter to the appropriate office for the location of the event
     - Contact OUHSC PD to submit a separate request for law enforcement presence at the event
   - Determine approximated cost for all required law enforcement
   - Determine if OKC PD presence is necessary

5. **Event Parking**
   - Work with OUHSC's Parking and Transportation to determine parking location availability and cost
   - Contact:
     - Brian Wilburn (405-271-3685, Brian-Wilburn@ouhsc.edu)
     - Doug Myers (405-271-3685, Douglas-Myers@ouhsc.edu)

6. **University Release of Liability Forms**
   - Contact ERM for a copy of the University Release form if you do not have one
     - The release can be tailored to your event
   - Release must name and release the **Board of Regents of the University of Oklahoma**
   - Release may include more than one activity
     - Separate release(s) may also be made available the day of the event near these activities
   - Prior to use, provide a copy of the release language to ERM and Legal Counsel (Rachel McCombs) to review.
     - Email both risk-management@ouhsc.edu and Rachel-McCombs@ouhsc.edu
   - Release of Liability Forms must be completed by all participants **prior to the event**
     - Keep all completed forms

7. **Minors on Campus (MOC) Guidelines**
   - If this event is marketed toward minors, or if there is a potential for minors to be present during this event, the Minors on Campus Policy and certain MOC forms will apply.
     - Complete a Minors on Campus Event Request form at https://risk.ouhsc.edu/Minors-on-Campus
   - Prior to the event, all individuals providing supervision during this event must complete the required Minors on Campus Annual Training. Please contact your department's payroll coordinator to have an ePAF submitted to allow access for this training if it has not already been completed within the past year.
     - See MOC Policy regarding Minors on Campus training for students, volunteers and/or 3rd party participants.
   - All members of your team who will be working with or supervising minors during this event are required to complete an annual criminal and sex offender background check. Please notify your department supervisor of this requirement and contact HR for assistance receiving this background check.
   - If this is a public event, in which minors may be present, it is recommended to post the below **Minors on Campus Guidelines for Visitors** during the event (i.e. restrooms, food areas, activity areas)
     - **The parent or guardian should provide line of sight supervision of minors at all times.**
     - **A parent or guardian must assure that minors are not disruptive to others.**
     - **Parent or guardian must not leave minors unattended, including at athletic events or other University activities.**
     - **Minors are not allowed in High Risk Areas**.

8. **Food Trucks**
   - All Food Truck Vendors are encouraged to wear a mask and comply with CDC guidelines
     - Hand sanitizer must be available for Food Truck guests.
     - Individuals attending the event should comply with CDC Guidelines regarding masking.
   - Ensure inspections of all food trucks by the OUHSC's Fire Code official, Lee Noll.
     - Contact Lee Noll (405-271-5522 x47427, Lee-Noll@ouhsc.edu)
   - If the truck will be parked on a city street, complete The City of Oklahoma City's Block Party Application
     - See link for application procedure and other required forms: https://www.okc.gov/Home/ShowDocument?id=2944
     - Application Deadline is 30 days prior to event
       - Vendor List Deadline is 10 days prior to event
   - If truck will be parked in University parking area, contact OUHSC's Parking and Transportation to determine which parking location is available and costs associated. See contact information listed in Section 5

Provide all requested event information to the OUHSC Office of Enterprise Risk Management

Please sign and return the Acknowledgement Form on Page 3 within 7 days of receiving this checklist.

Acknowledgement Form

I have read and acknowledge the above Requirements and agree to abide by all Requirements. I understand that it is my responsibility to gather the requested and required information and to submit all information to the Office of Enterprise Risk Management (ERM) at least one week out from the scheduled event date. Failure to do so may result in this event being cancelled or rescheduled.

Event Coordinator Signature: *Date:*

Event Coordinator Printed Name:

Event Coordinator Email:

Event Coordinator Phone Number: