



August 13, 2015

To: Members of the Faculty

From: Vlad Bolsakov, VP for Risk Management

**RE: Faculty Liability Issues**

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Risks exist in virtually every environment and activity. The academic environment isn't immune to risks. In general, following university safety rules, using safety equipment, and providing student supervision are measures that ensure indemnification is provided in the event of an incident. Failure to implement such measures may jeopardize institutional and personal indemnification.

Here are some guidelines for promoting a safe learning environment and ensuring indemnification:

- Inform students of hazards that exist in the classroom, labs, studios and filming sets, and precautions needed to safeguard against such hazards.
- Exercise a degree of supervision over student activities commensurate with the degree of hazard involved.
- Enforce all applicable safety practices and procedures.
- Inform students of campus emergency procedures. This includes response to emergency evacuation, location of the nearest emergency exits, and reporting injuries.
- Lead classroom evacuation in the event of emergencies or alarm activation.
- Minimize risks associated with field trips and other off-campus activities by informing students of risks inherent to the activity, exercising a degree of supervision over activities commensurate with the degree of risk involved.
- Obtain liability sign-offs for field trips and other off campus activities. Remember to consult with Risk Management regarding field trips and off campus projects.
- Ensure that no alcohol or controlled substances are available during university-sponsored field trips and/or off-campus projects.
- Remember that faculty liability does not terminate at the end of the workday. Socializing with students outside of work hours must be done in a safe and professional manner.