

Please check correct entity

## Risk Identification, Assessment and Mitigation

**Requestor please complete sections A & B when requesting an exception to the standard insurance requirements for an activity or service. (Return to the University Corporation)**

Name of Service Provider/Vendor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

- A. 1. Description of Possible Activities and Service (Who, What, When, Where, How and Why)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What are the potential risks and who could be harmed? (personnel, vendor/agency personnel). \_\_\_\_\_  
\_\_\_\_\_
3. Are crowds or bystanders likely to get involved? \_\_\_\_\_  
\_\_\_\_\_
4. What property could be damaged and how severely? \_\_\_\_\_  
\_\_\_\_\_
5. Is there a possible pollution exposure? \_\_\_\_\_  
\_\_\_\_\_
6. Will inherently dangerous activities be involved? \_\_\_\_\_  
\_\_\_\_\_

**B. Based upon the preceding risk identification and evaluation the department is requesting an exception and amendment to standard practices described in Executive Order 849 with regard to insurance requirements. The exception requested is indicated below.**

1. Exception to insurance coverage requirement (indicate whether an exception to General Liability or Worker's Compensation coverage is requested): \_\_\_\_\_  
\_\_\_\_\_
2. Exception to the insurance minimum limits: \_\_\_\_\_  
\_\_\_\_\_
3. Exception to the indemnification or endorsement requirements: \_\_\_\_\_  
\_\_\_\_\_
4. I am requesting an exemption based on the following reasons: \_\_\_\_\_  
\_\_\_\_\_

Requestor/Department Head \_\_\_\_\_ Date \_\_\_\_\_

**Corporation Use Only** Sections C & D to be completed by the University Corporation (*after* signed by Requestor)

### C. Mitigation: Risk Management Control Strategy

Techniques/Strategies: Avoidance, Prevention, Reduction, Segregation, Physical or Contractual Transfer or Combination

Strategy Utilized: \_\_\_\_\_

### D. Assessment of Mitigation Strategy Utilized: Evaluation of methods used to control risk

\_\_\_\_\_

### Approvals for Exception & Amendment

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date