**INSTITUTE OF INDUSTRIAL ENGINEERS**

**UNIVERSITY OF WISCONSIN MADISON CHAPTER**

**RISK MANAGEMENT PLAN**

**Updated July 25 2011**

*The risk management plan was developed to establish protocols to manage situations which have the potential to violate the  IIE Code of Conduct, established in Article V. of the IIE Bylaws.*

**Scenario:** Consumption of alcohol by underage members at an on campus event.

**Effect:** Violation of Student Organization Codes of Conduct and IIE Code of Conduct.

**Cause:** Lack of preparation by IIE and lack of appropriate controls by university host.

**Current Controls:** Inform members that are underage that consumption of alcohol is prohibited.

**Recommended Actions:** Provide and fund non- alcoholic beverages to event attendees.  Make appropriate arrangements with hosts/ party serving alcohol to check id’s prior to event, and that underage students would be attending.  Warn underage attendee caught consuming alcohol underage of IIE Code of Conduct and consequences associated with UW Non- Academic Misconduct Violation.  Inform hosts of underage drinker if violator does not cease action.

**Responsibilities:** Event planner and associated officers.

**Scenario:** Damage of property on campus and/or off campus event

**Effect:** Violation of Student Organization Codes of Conduct and IIE Code of Conduct.

**Cause:** Lack of preparation by IIE officer board.

**Current Controls:** Inform members that inappropriate behavior that results in the damage of property will be the responsibility of that member to provide retribution. If there is lack of knowledge on who damage the property, IIE organization is responsible to provide retribution.

**Recommended Actions:** Inform members that they are representing UW-Madison and IIE organization and therefore should act responsible.  Development of ‘travel agreement’ to inform attendees of their responsibilities.

**Responsibilities:** Event planner and associated officers.

**Scenario:** Member experiences a medical emergency

**Effect:** N/A

**Cause:** N/A

**Current Controls:** Assess the current condition of the member and see if EMS or other authorities are needed.

**Recommended Actions:** Associated officer accompanies member to need medical facilities and provides updates to current officer board.  Members also provide emergency contact information on ‘travel agreement’ before attending out of town trip.

**Responsibilities:** Associate officers and event planner

**Scenario:** IIE member becomes intoxicated at an off-campus event.

**Effect:** Represents IIE poorly.

**Cause:** Lack of preparation by IIE and poor judgment of member.

**Current Controls:** Ask member to leave establishment, providing a safe mode of transportations.

**Recommended Actions:**  Have a discussion with the IIE member at a later date about appropriate conduct at IIE-sponsored events and outline expectations for members at general meetings.  Also discussion of regulations with host (bar/ restaurant/ hotel).

**Responsibilities:** Event planner and associated officers.

**Scenario:** IIE member engages in illegal activity (i.e. theft, assault, vandalism, drug use, sexual harassment)

**Effect:** Jeopardizes chapter as an organization, may jeopardize health of involved individuals,  may result in the detaining of the individual by law enforcement officials.

**Cause:** Lack of preparation and perception by IIE officers and and reckless behavior by individual(s).

**Current Controls:** Assess situation, a mediate between all involved parties, until inappropriate behavior is terminated and rectified. Get appropriate level of authority involved, if required.

**Recommended Actions:**  Conduct an internal review meeting with all officers and involved members, then determine whether or not member should remain in chapter. Notify appropriate department advisers and student organization officers.

**Responsibilities:** All officers are responsible for assessment and intervention, all members and any third party attendees are responsible for being alert towards applicable situations.

**Scenario:**  IIE member steals money and/or merchandise from the IIE concession stand at the Kohl Center.

**Effect:**Could lead to the immediate removal of the member; IIE may be stripped of the right to run the concession stand, losing a large part of its fundraising finances; represents IIE very poorly.

**Cause:**Lack of preparation by IIE as a group; lack of moral standards and ethics by the individual member.

**Current Controls:**Inform all members of the importance of the IIE concession stand; discuss morals and ethics as a group.

**Recommended Actions:**  Officers should meet privately with individual to discuss punishment; possible removal of member from IIE; meet with appropriate members of supervision at the Kohl Center to discuss the situation and assure the incident will NOT happen again.

**Responsibilities:**All IIE officers – specifically Fundraising Officer(s).

**Scenario:** IIE member gets involved in a conflict (verbal or physical) with another person (member or not).

**Effect:** Reflects poorly on IIE and could cause both financial and reputation repercussions.

**Cause:** Misunderstanding, high tempers etc...

**Current Controls:** Try to catch the conflict early and remove IIE member(s) from the situation

**Recommended Actions:** Remove IIE member(s) in conflict from the situation and try to determine the cause of the conflict from both parties (if appropriate). With information gained talk to member at a later time when tempers are down.

**Responsibilities:** All IIE members particularly officers who witness a conflict.

**Scenario:** IIE member acting as a poor ambassador of the Madison chapter (poor behavior reflecting on the Madison chapter in off-campus event)

**Effect:**Misrepresents the Madison chapter

**Cause:** Unclear expectations of behavior and conduct

**Current Controls:**Talk to IIE member about behavior, ask to leave if necessary.

**Recommended Actions:**  Approach member during the event, but also afterwards as a follow-up to ensure that the member is aware of his/her actions and it wasn’t just a slap on the wrist.

**Responsibilities:**Associate officers and event planner

**Scenario:** IIE Officer fails to intervene or stop a member (non-member) are behaving poorly or breaking other bylaws

**Effect:**Misrepresents the Madison chapter, Officer could not be allowed to host event,

**Cause:** Under the influence of alcohol, Does not feel it is there place to step in and stop a friend, Lack of ethics.

**Current Controls:** Inform officer that is their duty to intervene if not under the influence.  If under the influence deal with other member (non-member). Get appropriate authority if needed.

**Recommended Actions:**  Approach officer during the event, but also follow up with them after.  Hold a meeting to discuss officers duties when hosting or overseeing an event. If reoccurring event, remove officer.

**Responsibilities:**Officers, All IIE members

**Scenario:** IIE Member is involved in an automobile accident when he/she is the designated driver to an IIE event.

**Effect:** Possible insurance issues that could involve injury or property damage to a second party.

**Cause:** Either not being a cautious driver, or unavoidable.

**Current Controls:** Inform members to be safe drivers, and make sure all drivers are up to date with legal insurance issues.

**Recommended Actions:** Get in touch with campus officials and supervisors, and driver’s insurance company. (Also the local law enforcement, if appropriate)

**Responsibilities:** Be a responsible driver and make sure all possible drivers have up to date insurance.

**Scenario:** Guest of IIE member causes damage to property where an IIE event is being held

**Effect:** Insurance issues, tarnishes image of IIE as it will be the accused party, banned from venue

**Cause:** A guest of an IIE member shows up to an event and is not too concerned with the image or reputation of IIE and so chooses to act in a disrespectful and possibly dangerous manner

**Current Controls:** Inform other members

**Recommended Actions:** If an individual acts in a way that is unacceptable, regardless of whether the person is under the influence or not, he/she including the IIE member whose guest they are should be asked to leave the event. If the problem persist and the individual refuses to leave the premises, campus security should be contacted.

**Responsibilities:** Designated officers should monitor event to try and prevent anything from happening. If something does happen, they should notify other officers that are the designated monitors and try to handle the situation. Officers should also be responsible for having emergency numbers if such a situation arises.

**Scenario:** Extended bus ride- members are consuming alcohol on bus.

**Effect:** Suspension as a registered student organization.

**Cause:** Lack of controls to prevent consumption of alcohol on bus.

**Current Controls:** State that students who are of age can drink- students who are not of age are told not to drink.

**Recommended Actions:** Prohibiting consumption of alcohol on bus for all members. Any alcohol brought on trip by members of age must be kept concealed in lower compartment. Inclusion of code of conduct before trip, and providing activities to keep members busy and social during bus ride.

**Responsibilities:** President, Vice President, External Relations Officers, Officers whom played a role in planning event.