



# REED COLLEGE

## OFFICE OF RISK MANAGEMENT

3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199  
phone: 503-777-7788

## Tree Climbing Event Protocol

### Purpose and Scope

Tree climbing is a physically demanding activity with inherent risks. This protocol ensures safety and compliance for organizing tree climbing events.

### Vendor Requirement

- All tree climbing activities must be managed and overseen by a third-party vendor specializing in tree climbing (e.g., Tree Climbing Planet).

### Event Proposal Submission

- **Timeline:** Submit the event proposal to Facilities Operations and Risk Management at least **1 month** before the event date via email.
- **Proposal Details:** Include the following in your proposal:
  - Purpose of the tree climbing activity
  - Name of the vendor
  - Location of the event
  - Date and time of the event

### Arborist Inspection

- **Feasibility Check:** Facilities Operations will consult with an arborist to assess the feasibility of inspecting the designated tree.
- **Inspection Timing:** The inspection must occur **within 24 hours** prior to the event.
- **Cost Responsibility:** The event organizer is responsible for the costs associated with the arborist inspection (inspections can range up to \$500).

### Risk Management Review

- Following Facilities Operations' consultation with the arborist, Risk Management will review the event proposal to determine if the event can proceed.
- Please note that if the event is conditionally approved. Facilities Operations or Risk Management reserve the right to cancel the event up until the day of the event based on any unforeseen risks or issues.

### Vendor Contract

- **Contract Agreement:** If both Facilities Operations and Risk Management approve the event proposal:
  - A [contract](#) must be drafted.



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- The contract must be signed by:
  - The vendor
  - The event organizer
  - Risk Management

### Waivers

- **Participant Waivers:** Obtain and collect signed waivers from all participants at the time of the event.

### Additional Requirements

- **Safety Measures:** Ensure all safety measures and guidelines established by the vendor are adhered to.
- **Emergency Procedures:** Have emergency procedures and first aid provisions in place.