

Checklist for Department/Faculty Offices Setting up an Off-campus Activity

In Preparation for Sending Students on a Queen's University Study/Work/Travel Abroad Program

- DETERMINE THE RISK LEVELS ASSOCIATED WITH YOUR PLANNED ACTIVITIES:** Review the Off-campus Activity Safety Policy at <https://www.safety.queensu.ca/ocasp> to determine the level of risk associated with your planned activities. If your unit creates a *Department List of Low-Risk Activities* (DLLRA – see [The Policy](#)) you must forward it to the Off-campus Activity Safety Policy (OCASP) office.
- DETERMINE WHO IN YOUR UNIT WILL ACT AS THE PERSON IN AUTHORITY** and will review/approve the Safety Planning Records for higher-risk activities undertaken by your unit.
- DETERMINE WHO IN YOUR UNIT WILL ACT AS THE PROGRAM EMERGENCY CONTACT(S)** who will act with the Emergency Management Committee in the event of a large-scale emergency affecting the unit's students, staff or faculty.
- CONTACT THE OFF-CAMPUS ACTIVITY SAFETY POLICY (OCASP) OFFICE**
If this is the first time that your unit has facilitated an off-campus activity contact the OCASP office at ehssa@queensu.ca to learn more about your unit's responsibilities, to set up your unit's programs in the OCASP 2.0 on-line Planning Tool and to request the appropriate numbers of pre-departure packages for distribution to your participants.
- DISTRIBUTE PRE-DEPARTURE PACKAGES**
Distribute Pre-Departure Packages to program participants and remind them that they are **required** to comply with the provisions of the Off-Campus Activity Safety Policy (OCASP) <http://www.safety.queensu.ca/ocasp> General pre-departure orientation for all off-campus activities is delivered in an on-line format embedded in the OCASP 2.0 Planning Tool. Sending units can request customized in-person pre-departure sessions by contacting ehssa@queensu.ca.
- In the event of students traveling individually**, ensure that they are aware of their responsibilities regarding the provisions of the Off-Campus Activity Safety Policy (OCASP).
- In the event of a group activity**, ensure that the **Principal Investigator/Activity Coordinator** is aware of and complies with the provisions of OCASP.
- FOLLOW UP WITH NON-COMPLIANT STUDENTS/FACULTY/STAFF**
The Principal Investigator, Activity Coordinator and/or the Person in Authority is responsible for following-up with those students who have not completed their OCASP requirements and for ensuring 100% compliance with the Policy.
- REQUEST OCASP COMPLIANCE REPORT FROM THE OCASP ADMINISTRATOR**
The OCASP Administrator (ocasp@queensu.ca) can provide the Department/Faculty office with a list of students who have completed their OCASP requirements.

In all cases, the Department/Faculty Office is responsible for monitoring/ensuring OCASP compliance.

For more information on facilitating University-sanctioned off-campus activities please visit <http://www.safety.queensu.ca/ocasp> or contact ehssa@queensu.ca