Appendix B
SGS Participation Guidelines & Safety
Dissertation on the Lake

In order to participate, all forms must be reviewed, signed and submitted by Friday 19th August.

**Part 1 – Queen’s University Biological Station – Waiver Form**
Please ensure you have read the revised January 2014 Queen’s University Biological Station User’s Guide for Elbow Lake - [http://elbowlakecentre.ca/eleec_user_guide_2014.pdf](http://elbowlakecentre.ca/eleec_user_guide_2014.pdf). All participants must sign the “Elbow Lake Environmental Education Centre’s” Agreement & Waiver Form on arrival at the camp.

**Part 2 – Queen’s School of Graduate Studies Participation Guidelines**
To ensure the safety of all participants, a number of safety measures will be in place during the retreat:

1. **Swimming** – It is strongly suggested that you do not swim alone or that you ask someone to watch you from the shore. Please let your cabin mate/colleague know where you are.
2. **Hiking** – It is suggested that you do not hike alone. Please let your cabin mate/colleague know where you are and when you expect to return.
3. **Boating** – canoes, kayaks and pedal-boats are available for your use. It is also strongly suggested that you do not boat alone. Should you wish to use one of the water vessels, please ensure you always have a life vest on and take one of the safety kits provided for each vessel. Please let your cabin mate/colleague know where you are and when you expect to return.
4. **Alcohol** – is only permitted in your cabin. Please respect those who do not drink alcohol.
5. **Smoking** – No smoking anywhere on the grounds of the Elbow Lake Biology Station.
6. The SGS will purchase some firewood to be used in the fire pit (the only designated areas for an open fire) at night should you wish to have a camp fire. If however the weather conditions are not favourable for open fires, we will abide by the Elbow Lake Biology Station requirements and not light a fire. Currently there is a fire ban in place.
7. **Fire procedures** – in the unlikely event of a fire, whether in one of the buildings or a bush fire, assemble in the area designated by Elbow Lake Biology Station management at the beginning of the retreat.
   - Ticks and poison ivy are common at Elbow Lake. First aid kits are available at the station if required.
   - As it is summer we all need to be aware of the heat. Bring along sun screen, a hat and keep hydrated.

**Part 3 – Off Campus Activity Safety Form**
As with any Queen’s off-campus activity it is a requirement that certain details are known in the case of an emergency and that you understand all risks. Please complete the Queen’s OCASP Participant online form and confirm that you have familiarized yourself with potential risks related to the off campus activity. This online form will be sent to you directly by OCASP.

There are two parts to completing this online form:

1. Review the information
2. Complete your emergency and personal details

**Instructions/steps for Participants to follow in order to sign off on the OCASP record are:**

**Part 1:**
1. Participants will receive an email from OCASP@queensu.ca with the subject line: **[OCASP] Request for Participant Sign-off.** The Planners name in the email will show as Colette Steer as the Activity Leader.
2. Included in the email will be a link that is specific to you as a participant. You must login to OCASP using this link.

3. To initiate the review process click on the “View” button to enter the record. Review each page by clicking on the Continue button at the bottom of each page.

Part 2:

4. At the end of the review process you will return to the original screen; however, this time you will see additional text indicating you completed the review process and are now required to provide Emergency Support information specific to you as a Participant in the activity. Click on Continue to enter your personal details.

5. Scroll through each page and enter your personal information/details into the fields that have not been “greyed out”.

6. The Acknowledgement and Consent page is the last screen. Please review the statements and click on “I Agree”. At this point the system will indicate you have successfully signed off on the record.

Part 4 – SGS Information Form

To help in our planning of the retreat, please complete the SGS Information Sheet and return to Colette Steer at steerc@queensu.ca.

Part 5 – Transport to and from Elbow Lake

The SGS will provide transport to and from Elbow Lake. Should you wish to take your own car, however, please be aware of your liability as detailed below.

“The University does not provide insurance for the use of private vehicles on any University business, including private vehicles used by individuals for class field trips or internships. Users of private vehicles on university business must ensure that they have third-party liability coverage of at least $1,000,000 (this is a standard feature of most insurance policies). It is recommended that vehicle operators review the information relating to automobile insurance which is available at http://www.queensu.ca/humanresources/policies/insurance/auto.html.”

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**Checklist – Have You**

<table>
<thead>
<tr>
<th>What</th>
<th>Tick off when completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read the QUBS User’s Guide for Elbow Lake</td>
<td></td>
</tr>
<tr>
<td>Understood the potential risks at Elbow Lake</td>
<td></td>
</tr>
<tr>
<td>Completed the OCASP Participant sign off</td>
<td></td>
</tr>
<tr>
<td>Completed the SGS Information Sheet</td>
<td></td>
</tr>
<tr>
<td>Completed the photo waiver form to give to Colette</td>
<td></td>
</tr>
<tr>
<td>Sent in your cheque or money order to SGS</td>
<td></td>
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</tbody>
</table>

All documentation (apart from the signing of the QUBS waiver form) must be completed by:

**Friday 19th August.**
SGS Information Form

Dissertation on the Lake Camp

Participant Name in Full: ________________________________________________________________

Would your family, partner or best friend like to come to dinner on Wed 31st August?  YES  NO
If YES – please write the name(s) and relationship to you of those visiting and any dietary restrictions they may have.

Payment – part of your participation requires you to contribute $75 towards camp expenses (the rest is covered by the SGS). Please send to the SGS office, c/o Colette, a cheque or money order (cash or credit cards not accepted) for $75, payable to the School of Graduate Studies.

I have read and agree to abide by all the rules and regulations as set out by Queen’s University, the School of Graduate Studies and the Elbow Lake Environmental Education Centre.

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Name Signed Date

Please return to Colette Steer at steerc@queensu.ca

Deadline to complete all details for participation – Friday 19th August