

## Completion of Online Form – Low-Risk Activity

### Manageable – Low Risk

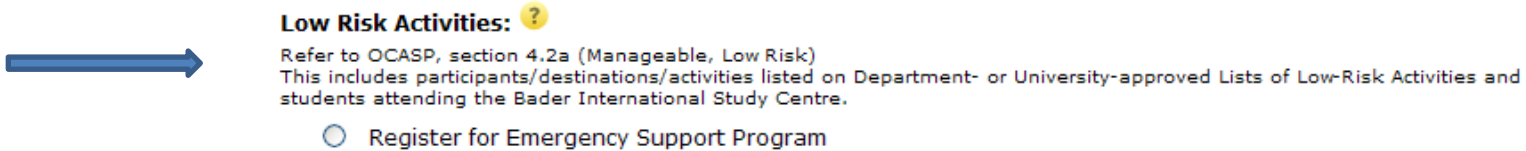
This refers to an off-campus activity that entails hazards no greater than those encountered by the participants in their everyday lives (Refer to OCASP Section 4.2 for a more comprehensive definition). Your off-campus activity is “Low Risk” if it is included in one of the following groupings:

- University List of Low-Risk Activities (ULLRA) [Refer to OCASP Section 4.2]
- Department List of Low-Risk Activities (DLLRA) [Refer to your department Person-In-Authority]
- Bader International Study Centre (BISC)

Completion of the online form for low-risk activities allows for effective emergency response support. The information you provide will identify who is at risk, how they can be reached, the appropriate Queen’s offices that require notification, and the individual(s) personal emergency contacts.

### Completion of Online Form

1. Log into OCASP V2.0, the Queen’s University off-campus activity planning tool. The url is <https://webapp.queensu.ca/safety/ocasp>
2. From the **Planner menu** select:



**Low Risk Activities:** ?

Refer to OCASP, section 4.2a (Manageable, Low Risk)  
This includes participants/destinations/activities listed on Department- or University-approved Lists of Low-Risk Activities and students attending the Bader International Study Centre.

Register for Emergency Support Program

*Once you begin the completion of a form, your menu expands to include an option to “continue” with an existing record. If you have to return to an in progress form, make sure to use the “Continue with” selection.*

3. Provide the information required. Items of note:
  - Fields with an asterisk are mandatory fields.
  - To avoid loss of data, and to ensure the security of information provided your session will time out after 10 minutes of inactivity. A message box will appear – if you respond to the prompt your session remains active, otherwise OCASP 2.0 +will automatically save your changes and exit the application.
  - Hover over help is available for fields that display the “question mark” icon.
  - Based on your “University Status” you may be required to complete online Pre-Departure Training (PDT). It is part of the form completion process, therefore if you are required to do PDT, you will not be able to “submit” your form until it is completed.
4. “Submit” your online form:
  - Once you complete the information collection process, you are taken to a summary page which will highlight any incomplete sections in red.
  - All mandatory fields must be completed for you to proceed, the information is then submitted as “complete” and no further action is required.

**Questions? Contact the OCASP Administrator.**  
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