Registering Low Risk Travel in START

Below is information on registering low risk activities in START, including details if there is an Administrative Assistant etc. who may be required to register senior leadership. This may look like a lot of steps but it really only takes about 5-10 minutes to complete.

1. Login to START from this website: **Off-Campus Activity Safety Policy (OCASP) | Office of Risk and Safety Services (queensu.ca)**. There is a yellow quick access button at the top of the page.
2. Once you enter START click on "**Planner of an Off-Campus Activity**"
3. Select **Register for Emergency Support Program** under the **Low-Risk Activity category**. When completing the record, you will click on the **Continue** button at the bottom of each page to advance to the next page.
4. Personal Details Page: START is NetID driven so you will see that your personal details have been captured from PeopleSoft. You will need to include your telephone number and select your University Status from the drop down menu. If you have administrative staff registering senior staff change the name to the Queen's staff/faculty member that you are registering in START. Check the box at the bottom of the Personal Details page indicating you are completing the record on behalf of another staff or faculty member who is travelling.
5. Activity Details Page: Enter the departure and return dates of the travel; the type of activity (conference, business meeting etc.) and the Department Overseeing Activity is listed in the drop-down menu. You will need to select if you (or the individual you are registering) is travelling outside of Canada and if not, if it is considered a remote location (i.e., Pickle Lake, Nunavut etc.), the city and the location that the activity will take place at. The Add Location button is used when there is travel to two separate cities or countries in the same trip. For individual travel, click No when asked if there are any additional participants. If the travel is low risk and located within Canada and you want to register a group of staff/faculty, you can do so by indicating they DO have participants. Add the additional group members "**By Participant**" and be sure to select "**Add Participant**" after entering their name, email address and Participant/Team Member as their role to save it to the record.
6. Emergency Response Page: Enter a telephone number where the individual travelling can be reached, such as the institution they are travelling to, a cell phone number, conference centre etc. At the bottom of the page, we require emergency contact information for two people. When completing on behalf of other staff you should include departmental contacts such as the Department Head, Supervisor, Department Manager etc. and the address/phone numbers should be the address/phone number for the department.
7. Click **Continue** to go to the **Summary page** which will either show in green that the record is ready to be submitted or in red there are errors. If it is green click on Continue to go to the **Consent page**, click the **checkbox** at the bottom of the page and then click on **I Agree**. This will complete the record submission. If it is red and indicates errors, scroll down, and look for the section that is pink, click **Edit** and complete the field that was inadvertently missed. Below is a screenshot showing that the **City of Activity** field has been missed. Enter the information into the field, click on **Continue** to go back to the summary page which should now be green.

Activity Details	Edit ✏️
Departure Date:	2023-12-01
Return Date:	2023-12-02

**Please note: Personal trips conducted during this timeframe are not within the scope of OCASP. You are solely responsible for your own safety during personal travel.

I am undertaking one of the following activities:	Conference
Department Overseeing Activity:	Environmental Health and Safety
Will you be travelling outside of Canada?:	No
Will you be travelling remotely within Canada?:	No
City of Activity:	

8. Once you have completed the record you will receive a confirmation email.

Again, this may seem like a lot of steps, but it should take no more than 5-10 minutes to complete the first record. If senior leadership are travelling multiple times in a year, a copy of this initial record can be made which would only require you to update the dates and location.

Making a Copy of a Previous Low Risk Record
To make a copy you will login to START but this time select Continue with an Existing or Archived Emergency Support Program. Next you will put your cursor over the three dots to the bottom right of your record. At this point you will see three options: View, Copy or Delete. Click on Copy and it will automatically take you into the newly copied record. Go through each page and update the travel dates, location etc. as required. Once the record has been updated click on Continue at the bottom of each page until the record is submitted. It will be a very quick process for subsequent trips. I also included a quick screenshot below for copying a record.