**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 and the Risk Assessment Procedure at [OCASP](https://www.queensu.ca/risk/safety/OCASP) to determine the level of risk associated with your planned activities.
* **Determine who in your unit will act as the Person in Authority**: who will review/approve the risk level assigned to the activity and (if the activity is high-risk) will approve any Safety Planning Records submitted through the [Off-Campus Activity Safety Registration Tool](https://webapp.queensu.ca/safety/ocasp/), including assessing the appropriateness and completeness of the activity-specific training or certification (e.g., wilderness first aid) proposed.

The full responsibilities of a Person in Authority are outlined in the [Off-Campus Activity Safety Policy](https://www.queensu.ca/secretariat/policies/administration-and-operations/campus-activity-safety-policy).

* **Determine who in your unit will act as the Program Emergency Contact**: who will work 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 [Off-Campus Activity Safety Registration Tool](https://webapp.queensu.ca/safety/ocasp/), to determine if there is any required training, and to request the appropriate numbers of pre-departure packages for distribution to your participants.
* **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).

General pre-departure orientation for all off-campus activities is
delivered in an on-line format embedded in the [Off-Campus Activity Safety Registration Tool](https://webapp.queensu.ca/safety/ocasp/). Sending units can request customized in-person pre-departure sessions by contactingehssa@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 Planner is aware of and complies with the provisions of OCASP.

**Follow-up with Non-Compliant Students/Faculty/Staff:** The Principal Investigator/Activity Planner and/or the Person in Authority is responsible for following-up with those students who have not completed their OCASP requirements. The Person in Authority is responsible under the OCASP to impose an appropriate level of sanction on any member of a Department/Unit under their supervision who does not comply with this Policy and/or the accompanying Procedures and [Guideline](https://www.queensu.ca/secretariat/policies/administration-and-operations/campus-activity-safety-policy/support-when-travelling) .

**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 the [OCASP Website](http://www.queensu.ca/risk/safety/OCASP) or contact [ehssa@queensu.ca](file:///C%3A%5CUsers%5Cjefferss%5CDownloads%5Cehssa%40queensu.ca)