

Completion of the Acceptance Process – Participant

Overview

Queen's University has a responsibility to promote the preparedness and well-being of all members of the University community during their participation in University-sanctioned off-campus activities.

What is the Queen's University Off-Campus Activity Safety Policy (OCASP)?

Through this policy, Queen's establishes a framework for risk assessment, planning, preparation and support of all University-sanctioned off-campus activities, and it defines the responsibilities of various individuals throughout the process.

Group Activity – What is it?

A group activity is a University-organized or University-sanctioned academic/extra-curricular off-campus activity involving one or more members of the University community that takes place beyond the boundaries of Queen's campuses, which is "led" by a Queen's faculty/staff member or authorized individual.

Examples include: Queen's courses that include field trips and athletic events.

Who Does What?

Planner

The Activity Coordinator is the "Planner" - the individual responsible for the planning, preparation and execution of the sanctioned group activity. Examples include Graduate students leading field research, course instructors and team coaches. Responsibilities also include successful completion of the online form (Safety Planning Record), and ensuring that all participants comply with OCASP by completing the participant online form.

Participant

You are an individual who is participating in the group activity. As a participant you **must** comply with the requirements set out in the OCASP **prior to** the departure date (refer to OCASP section 5.7 for a comprehensive list of participant responsibilities). You will be required to:

Step One - Review the Planner's Safety Planning Record - this identifies all the elements of the off-campus activity in which you will be participating;

Step Two - Complete the Participant online form. The information you disclose enables Queen's to support you in the event of an emergency. And thirdly;

Step Three - Provide your "Consent" which confirms you have familiarized yourself with, and acknowledge the potential risks related to the off-campus activity.

These steps must be fully completed. The Planner can see the progress of their participant compliance on the Summary Page of their record; the status will switch to complete once you have completed all steps.

Please refer to the following page for help relating to the information collection process. The screens on which these fields are located, appear as subtitles. This will facilitate the completion of your participant acceptance of the group activity.

Questions? Contact the OCASP Administrator.

Email: ocasp.coordinator@queensu.ca

Tel: (613) 533-6000, ext. 78064

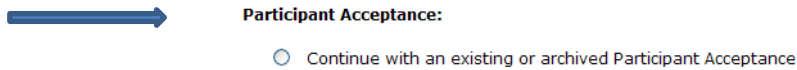
Completion of the Acceptance Process – Participant (cont.)

Initiating your Participant Acceptance

Once you receive email notification requesting you to participate in the Planner's approved off-campus activity, **you must click on the unique URL** included in the email to initiate the participant acceptance process.

Once the process has been initiated, to access your record:

1. Log into OCASP 2.0, the Queen's University off-campus activity planning tool. The url is <https://webapp.queensu.ca/safety/ocasp>
2. From the **Planner menu** select:



STEP ONE - Review the Planner's Safety Planning Record:

To begin, click the "View" button. Review each screen, clicking the "Continue" button to advance. Once you click the "Return" button you have concluded the review of the Safety Planning Record, and are returned to "Participant Acceptance" screen.

Planner	Activity Type	Country of Activity	Departure Date	View
Antonietta Ferguson	Conference	Canada	2012-06-17	View



STEP TWO – Complete the Participant Online form:

On completion of "Step One" noted above, the Participant Acceptance screen will now include the following message and a "Continue" button to initiate this step:

You have completed your review of the activity. You are now required to provide Emergency Support information specific to you as a Participant of this activity. Click Continue to proceed.

Relevant to all screens

- Some fields are pre-populated based on the information provided by the Planner in the Safety Planning record.
- Fields with an asterisk are mandatory fields and hover help is available for fields that display the "question mark" icon.
- 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.
- 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 finished. Pre-departure training is strongly recommended for all.

STEP THREE – Provide your "Consent"

- This confirms you have familiarized yourself with, and acknowledge the potential risks related to the off-campus activity.

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