OCASP Submission Checklist

STOP!

BEFORE YOU SUBMIT THIS SAFETY PLANNING RECORD FOR APPROVAL MAKE SURE THAT YOU ARE AWARE OF/HAVE DONE ALL THE FOLLOWING:

(print this off and use it as a checklist)

☐ Entered the correct ACADEMIC YEAR (eg. 2014-15) of your activity
☐ Added all the steps in journey (both to and from your travel destination)
☐ Done a comprehensive risk assessment of your activity and YOUR destination
☐ Noted IN YOUR "PLAN" you will carry photocopies of travel documents (PASSPORT, AIR TICKETS, ETC.)
☐ Noted that if you are travelling within Europe you will get your passport stamped at the Schengen Area
☐ Entered the contact information for the Canadian embassy IN YOUR HOST COUNTRY
☐ If you are not Canadian, have entered the contact information for the Embassy of your country of citizenship
☐ IF TRAFFIC DRIVES ON THE LEFT -- You will be extra cautious as a driver and as a PEDESTRIAN
☐ If you are placed in quarantine contact both your home and host universities/organizations immediately
☐ Verified your travel insurance will cover AIR EVACUATION to your home country
☐ Verified your travel insurance will cover HIGHER RISK ACTIVITIES
☐ Noted that if planning on mountaineering or skiing visit the National Association for the Study of Snow and Avalanches
☐ If re-entering Canada using a non-Canadian passport you will have all of the documents needed to re-enter

☐ How will we contact you in the event of an emergency? is the contact information for the international student centre at your host university.

AND REMEMBER TO CARRY THE QUEEN'S UNIVERSITY EMERGENCY CONTACT CARD WITH YOU AT ALL TIMES DURING YOUR TIME AWAY. THIS CARD ALLOWS YOU OR ANYONE ASSISTING YOU TO CALL QUEEN'S UNIVERSITY "COLLECT" FOR ASSISTANCE. IF YOU DO NOT HAVE AN EMERGENCY CONTACT CARD, PLEASE PICK ONE UP IN YOUR DEPARTMENT OR FACULTY OFFICE, AT QUIC OR PRINT IT OFF HERE!