

OCASP CHECKLIST

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

- All Undergraduate exchanges are considered higher risk and you are required to complete the higher risk Safety Planning Record and submit it for approval. Do **NOT** complete any other records since the Low Risk and the Preliminary Risk Assessment records are not required. **Fall and full year exchanges MUST be initially submitted by July 4th for Fall Exchange and October 10 for Winter Exchange.**
- Add all the steps in journey to the itinerary page (both to and from your travel destination). If your travel plans have not yet been finalized use anticipated departure and return dates or the term dates of your exchange program. Also indicate the airport you intend to fly out of and into, both ways. The dates at the top of the page must match the dates in your steps. **There must be a minimum of two steps – your departure step and your return step. If there are any steps that are personal travel you must indicate in the description that they are personal travel and you are aware that you are solely responsible for your own health and safety on personal travel.**
- Do a comprehensive risk assessment for your host country. Below are some examples of items that we would need to see on all OCASP records. This is not a full list of all potential hazards so you need to carefully review the GAC profile for your host country and add any additional items specific to your host country. Any potential hazards/risks noted by GAC must be identified in your risk assessment. This means anything that has the potential to impact you in a negative way, cause you harm/injury or that is very different than what you would expect to encounter in your everyday lives while in Canada. **We do not know who you are or your personal circumstances. If there are any potential hazards/risks that you do not feel are relevant you must still identify them and in your risk management plan indicate why they are not relevant to you.**
- When completing your risk assessment, you need to provide very detailed information on what the potential hazard is, how it could impact you, how you plan on mitigating the risks, how you will stay informed on what is happening in your host country and what actions you will take if any of these do occur. We need you to address each potential hazard/risk in separate boxes under the appropriate category as it will be easier for the reviewer/approver to review and ensure your risk assessment is comprehensive. Click on ADD NEW to add additional boxes in the various categories of the risk assessment page. **Do not copy the risk management plans directly from GAC. They must be in your own words, in first person (i.e. I will, I will not) and they must be fully detailed as above, so the reviewer/approver can clearly see that you have contemplated all potential hazards.**

- Safety and Security:
 - Crime – both violent and petty crime. If there are higher risk regions, cities identified in the profile you need to include you are aware of these areas.
 - Spiked food and drugs: Cases of individuals being unwittingly drugged and robbed/assaulted have increased significantly over the past few years. It is not just the strangers trying to give you food/drinks that have been spiked or individuals spiking food/drinks that have been left unattended in public. There are also sophisticated perpetrators that work in teams with one individual distracting your attention from your food/drinks while another individual spiked them. They could pretend to know you or bump into your chair/table which momentarily distracts your attention.
 - Terrorism
 - Demonstrations or protests that can turn violent without notice.

- Potential hazards driving a vehicle in your host country (i.e. different driving style than you are used to, traffic signs in another language, different laws).
- Public transportation
- Entry/Exit Requirements. Anything that would stop you from entering or leaving your home country need to be addressed.
 - Passport or visa requirements
 - Are you required to bring documents from Queen's confirming you are going on exchange?
 - Are the limitations or restrictions on what can be imported or exported? This could be related to printed materials, mobile devices, currency etc.
 - Are there any requirements related to registering with the local authorities upon arrival?
- Covid-19 related concerns:
 - Will your travel insurance cover you for covid related illnesses? Does it provide emergency medical evacuation back to your home country in the event of a serious illness or injury?
 - Indicate if there any current restrictions or requirements related to Covid-19 for your host country.
 - Most countries have removed the Covid-19 restrictions/requirements but this could change. Are you vaccinated and have you confirmed that your proof will be acceptable for immigration at your host institution if you are asked to present this while on exchange?
- Health:
 - Any current outbreaks or health concerns in your host country?
 - Any laws related to any prescription medication you have to take or over the counter medication you plan to take with you? If you are bringing prescription medication, how will you replenish them while abroad and what documentation is required?
 - Special needs or allergies: Do you wear a medic alert bracelet in the event you are unable to communicate with health professionals? Are you required to have any documentation related to any additional equipment/medication (epi pen, insulin, syringes) you will need to travel with?
 - If you are covered by the AMS or the SGPS supplementary insurance policy you **MUST** contact them prior to travelling abroad or your policy will be void. This policy also has an automatic default for 120 days unless you tell StudentCare.ca that you will be abroad, or have the potential to be abroad, longer than 120 days. If you are covered by a different private insurance policy make sure you contact them as they will often have similar clauses or exclusions. When you are talking with your provider discuss your personal health circumstances to ensure that you will be fully covered for the full duration of time that you will be abroad. **Do not forget this step or you may not be covered while you are abroad.**

- Participating in recreational activities that are not a mandatory part of your exchange is at your own risk. You will be personally responsible for your own health and safety if you choose to participate and for ensuring that your insurance policy will cover any higher risk activities such as skiing, scuba diving, mountaineering etc. ***Be sure that this is addressed on your record before submitting.***

- Laws and Culture:

- Note the specific laws and cultural norms that may be different than what you would normally be exposed to or that may carry much more severe penalties than in Canada or your home country.
- Illegal drugs: Cases of unwitting drug mules have increased significantly over the past decade. This is also relevant to you in public places with unattended luggage or other personal belongings.

- Natural Disasters and Climate:

- Note all naturally occurring disasters that could occur during the timeframe that you are abroad. Be sure to include how you will stay informed and that you will check on protocols within your host institution related to natural disasters.

If you are a Canadian citizen, include the contact information for the Canadian embassy in your host country. If you are not a Canadian citizen, include the contact information for the Embassy of your country of citizenship

Traffic on the left – this needs to be addressed as both a driver and a pedestrian coming from Canada where the traffic is on the right.

Have you verified your travel insurance will cover emergency evacuation to your home country in the event of a serious illness or injury? Have you confirmed with your provider if there are any exclusions, particularly any for preexisting conditions, in your policy? How do you access your insurance coverage while abroad?

If re-entering Canada using a non-Canadian passport indicate which documents will be required to re-enter Canada?

Include the contact information for the international student centre at your host university in “How will we contact you in an emergency?”