## Checklist of actions to be taken for an off-campus activity

This checklist is to be reviewed jointly by the Person in Authority and the Activity Coordinator. It is designed to assist in the planning and safe execution of off-campus activities.

| **Actions** | **Required** | **Person****responsible** |
| --- | --- | --- |
|  | **Yes** | **No** | **N/A** |  |
| **For all activities** |  |  |  |  |
| Prepare information documents for the organization and functioning of the activity |[ ] [ ] [ ]  Click here to enter text. |
| Establish and maintain contact with the suppliers of travel services |[ ] [ ] [ ]  Click here to enter text. |
| Purchase travel services in accordance with Bylaw 10 on Procurement1. Establish parameters to be communicated to the bidders
2. Provide the information to the College’s purchasing agent who will begin the tendering process
3. Select the lowest cost provider that best meets the established criteria
4. Complete the Contract Negotiation Form
5. Make payments using the Cheque Requisition Form
 |  |  |
|  |[ ] [ ] [ ]  Click here to enter text. |
|  |[ ] [ ] [ ]  Click here to enter text. |
|  |[ ] [ ] [ ]  Click here to enter text. |
|  |[ ] [ ] [ ]  Click here to enter text. |
|  |[ ] [ ] [ ]  Click here to enter text. |
| Establish a specific code of behaviour for the activity, if the Dawson Code of Conduct is not deemed sufficient |[ ] [ ] [ ]  Click here to enter text. |
| Determine the selection criteria for participants |[ ] [ ] [ ]  Click here to enter text. |
| Recruit participants |[ ] [ ] [ ]  Click here to enter text. |
| Approve the participants or request approval from the Person in Authority |[ ] [ ] [ ]  Click here to enter text. |
| Provide orientation and training sessions to ensure that each participant is aware of the risks, their responsibilities and safety issues |[ ] [ ] [ ]  Click here to enter text. |
| Collect consent and release forms from all participants |[ ] [ ] [ ]  Click here to enter text. |
| Collect emergency contact and health information forms from all participants |[ ] [ ]   | Click here to enter text. |
| Determine the level of emergency skills that activity leaders should possess |[ ] [ ] [ ]  Click here to enter text. |
| Arrange training of activity leaders in emergency skills |[ ] [ ]   | Click here to enter text. |
| Provide the Person in Authority with copies of all pertinent documents concerning the trip and the participants (see the checklist of required documents) |[ ] [ ] [ ]  Click here to enter text. |
| Establish a clear chain of leadership that is communicated to and understood by all participants |[ ] [ ] [ ]  Click here to enter text. |
| Ensure that the needs of participants with medical conditions and disabilities are considered in the activity plan |[ ] [ ] [ ]  Click here to enter text. |
| Develop a safety and communication plan for participants |[ ] [ ] [ ]  Click here to enter text. |
| Prepare a list of persons to be contacted at Dawson College in the event of a critical incident or emergency |[ ] [ ] [ ]  Click here to enter text. |
| Provide the dean or director and Dawson Security with a list of all participants and their contact information |[ ] [ ] [ ]  Click here to enter text. |
| Provide participants an opportunity for post-activity debriefing and completion of the Feedback/Evaluation Forms |[ ] [ ] [ ]  Click here to enter text. |
| Ensure that the Post-Activity Critical Incident Report is completed by the Off-Campus Activity Leader and submitted to the Person in Authority if a critical incident has occurred |[ ] [ ] [ ]  Click here to enter text. |
| Submit a report on the off-campus activity within three weeks of the activity’s completion |[ ] [ ] [ ]  Click here to enter text. |
|  |  |  |  |  |
| **For an activity taking place outside Quebec but within Canada** |  |  |  |  |
| Collect copies of participants’ travel papers (proof of supplementary medical insurance, etc.) |[ ] [ ] [ ]  Click here to enter text. |
|  |  |  |  |  |
| **For an activity taking place in a remote area of Canada** |  |  |  |  |
| Determine the contents of the emergency kit |[ ] [ ] [ ]  Click here to enter text. |
|  |  |  |  |  |
| **For an activity taking place outside Canada** |  |  |  |  |
| Determine the level of the [Global Affairs Canada](https://travel.gc.ca/travelling/advisories) warnings and advisories for the travel destination (only levels one and two are permissible) |[ ] [ ] [ ]  Click here to enter text. |
| Consult the [Global Affairs Canada Country Travel Reports](https://travel.gc.ca/travelling/advisories) for the travel destination to determine the entry/exit requirements for the country and any particular health notices |[ ] [ ] [ ]  Click here to enter text. |
| Contact a local travel health clinic to determine what vaccinations and medical precautions are required or recommended for the country and regions to be visited |[ ]   |[ ]  Click here to enter text. |
| Establish the process for obtaining vaccinations |[ ] [ ] [ ]  Click here to enter text. |
| Collect copies of participants’ travel papers (passport, visa to enter the foreign country, permanent resident card, study permit, visitor visa to re-enter Canada, proof immunization, proof of supplementary medical insurance, etc.) |[ ] [ ] [ ]  Click here to enter text. |
| Obtain consent letters confirming that minors have permission to travel |[ ] [ ] [ ]  Click here to enter text. |
| Provide orientation sessions to assist participants in dealing with the adjustment to a new culture |[ ] [ ] [ ]  Click here to enter text. |