



## PROCEDURES

Procedures Name	<b>Off-Campus Activity Involving Students</b>
Procedures Number	C.3.7
Approval Body	President
Policy Sponsor	Vice President, Academic & Research
Next Scheduled Review Date	February 2025
Effective Date	April 19, 2022

1. Classes that are regularly held off-campus as an integral, formal, and scheduled component of a field-based course and identified as such in the course outline and/or program content guide, are not considered to be off-campus activities. Contact the Director Safety, Security and Risk Management for a site risk assessment.
2. All off-campus activities are discussed with students at the beginning of the course, including fitness requirements and health risks (e.g., allergies).
3. All off-campus activities involve some level of risk. Any activity, including recurring activities, must be reviewed for additional risk factors specific to the activity.
4. It is the participant's responsibility to assess their fitness to participate in off-campus activities and to seek accommodations in advance based on any physical, psychological, medical, or dietary considerations that could affect their ability to participate in the activities and/or their ability to endure the potential physical demands of the activity.
5. Students should contact Disability Services regarding accommodations.
6. An employee considering an off-campus activity will determine who is responsible for the off-campus activity, i.e. the Group Leader(s).
7. The Group Leader must complete an Off-campus Activity Plan as follows:
  - a. For Risk Levels 1 or 2: at least 72 hours prior to the start of the off-campus activity.
  - b. For Risk Levels 3 or 4: at least 3 weeks prior to the start of the off-campus activity.For risk assessment level guidelines, refer to the Risk Assessment Guide.
8. The Off-campus Activity Plan will include:
  - a. Group Leader(s) contact information during the activity (such as a cell number)
  - b. Location of the off-campus activity
  - c. Time and duration of the off-campus activity
  - d. Cost (if any)
  - e. Any rules of conduct or special requirements expected of each participant, such as appropriate attire, supplies or equipment
  - f. A complete list of all participants and a contact number for each
  - g. A Risk Assessment to ensure the safety of participants.

- h. Accessibility review to ensure access for all participants.
  - i. The approval of the appropriate signing authority:
    - i. For Levels 1 and 2 Risk: the Department Leader
    - ii. For Levels 3 and 4 Risk: a Responsible Administrator
9. All participating students must complete and sign a Student Waiver of Liability for Off-campus Activity form before embarking on an off-campus activity. Group Leaders are responsible for collecting and submitting all signed student waiver forms to the Department Head, to be stored in the department office.
  10. If there is a disclosed injury during an off-campus activity, an incident report must be completed by the Group Leader and sent to the Department of Safety, Security and Risk Management (DSSRM).
  11. College insurance is only available to participants if the College sanctions the off-campus activity. Approval of the Off-campus Activity Plan is evidence of College sanction. Students participating in voluntary or non-sanctioned activities are not covered by College insurance.
  12. All College policies apply while employees and students are participating in an off-campus activity.

## TRAVEL

13. Whenever possible, off-campus activities should begin and end on campus.
14. If transportation is arranged by or on behalf of the College, all participants should utilize that method of travel.
15. There may be instances where transportation is not provided by the College or the student declines the transportation organized by the College. In these instances, students are responsible for their own transportation to and from the off-campus activity site as well as ensuring that they have adequate insurance coverage in the event of accident or mishap travelling to and from the off-campus activity site.
16. The College may coordinate transportation through Volunteer Drivers, who have completed and passed appropriate screening protocols, as outlined below:
  - a. Volunteer Drivers must be employees of the College.
  - b. Volunteer Drivers may not be utilized under the following circumstances:
    - i. Where extreme weather driving conditions are present and/or anticipated,
    - ii. When a travel route entails a higher degree of skill level than a volunteer driver would typically have (e.g., active logging roads),
    - iii. If a driver possesses a *Learner (L)* or *Novice (N)* driver's license designation.
  - c. If a rental vehicle will be used, the Volunteer Driver must have the appropriate licensing AND previous experience driving the model of vehicle under similar conditions (i.e., passenger and/or equipment loads.)
  - d. To register as a Volunteer Drivers, a *Driver's Abstract* must be obtained from ICBC. It is highly recommended that this request be submitted as soon as possible, as it may take several days/weeks to obtain the Abstract.
  - e. At least 5 days prior to the off-campus activity date, Volunteer Drivers must submit a completed *Volunteer Driver Form* and their *Driver's Abstract* to their Responsible Administrator.

- f. The Responsible Administrator will review the completed *Volunteer Driver Form* and *Driver's Abstract* and will consult with the Director, Safety, Security and Risk Management with any questions or concerns.
- g. At the conclusion of the event, the Responsible Administrator will forward the completed *Volunteer Driver Form & Driver's Abstract* documentation to the Safety, Security & Risk Management Department for secure records storage.

## **ACCOMMODATIONS**

17. For overnight or longer activities, provisions must be made to accommodate individuals in case of an emergency.
18. A list of off-campus activity destinations and, if appropriate, addresses and phone numbers of any hotels or accommodation being used must be provided to the department office and to all participants.
19. For off-campus activity involving international travel, refer to policy B.2.1 International Travel Risk and Security.

## **RISK ASSESSMENT**

### Pre-Off-Campus Activity Briefing

20. Pre-off-campus activity briefing sessions must be conducted by Group Leader so that everyone is aware of what is being planned and what the objectives and expected outcomes are for the participants.
21. These sessions give students a chance to share their thoughts and ideas about the off-campus activity, to make suggestions or request specific activities, and to identify any concerns they may have. It will also allow students to identify any special needs they may have so appropriate measures can be taken to address these needs.
22. A pre-off-campus activity briefing may include, but is not limited to information regarding:
  - a. Appropriate clothing and/or other kit required
  - b. Fitness requirements
  - c. Safe equipment use or practice using specialized equipment
  - d. Travel plan/itinerary
  - e. Hazards and barriers with health implications (e.g. severe allergies)
    - i. Should students self-identify privately to the Group Leader that there are barriers, the Group Leader will discuss an emergency plan of action with the student, the Director Safety, Security and Risk Management and possibly Disability Services.
    - ii. The information received may necessitate a re-evaluation of the risk assessment.
  - f. Sufficient drinking water and snacks
  - g. Clear communication procedure in case of emergency
  - h. First aid kit and training

## **RELATED RESOURCES**

### C.3.7 Off-Campus Activities Involving Students Policy