

OCASP Document Printout

Departmental Copy

Planner:	Student One
Activity Dept:	Faculty of Education
Nature:	Practicum
Category:	Academic
Departure:	14-Aug-2007

Document Status: APPROVED (as of 11-Dec-2007)

Department/Unit: <i>Faculty of Education</i>	Activity Planner: <i>Your Name Here</i>		
Category of Field Activity: <i>Academic</i>	Exchange Coordinator: <i>studentone@qlink.queensu.ca</i>		
Nature of Field Activity: <i>Practicum</i>	Student Group:		
Location of Field Activity: <i>Norway - Kingdom of; NHH; 0 from Bergen</i>			
Travel Itinerary: <i>Departing 14-Aug-2007</i> <i>Arriving 1. AC848 - Pearson YYZ - London Heathrow LHR on 14-Aug-2007 and departing on 15-Aug-2007</i> <i>Arriving 2. SK502 - London Heathrow LHR - Copenhagen Airport CPH on 15-Aug-2007 and departing on 16-Aug-2007</i> <i>Arriving 3. SK2872 - Copenhagen Airport CPH - Bergen BGO on 16-Aug-2007 and departing on 16-Aug-2007</i> <i>Arriving 4. SK2863 - Bergen BGO - Copenhagen Airport CPH on 20-Dec-2007 and departing on 20-Dec-2007</i> <i>Arriving 5. LH3071 - Copenhagen Airport CPH - Frankfurt FRA on 20-Dec-2007 and departing on 20-Dec-2007</i> <i>Arriving 6. LH470 - Frankfurt FRA - Toronto Pearson YYZ on 20-Dec-2007 and departing on 20-Dec-2007</i> <i>Returning 20-Dec-2007</i>			
Mode(s) of Transportation: <i>Commercial Carrier: Air Canada</i>			
Chain of Responsibility:			
Leader Name	Leadership Role	First Aid?	Other Training?
<i>Student One</i>	<i>Participant/Team Member</i>	<i>N</i>	
Participants other than Leadership: <i>0</i>			
Training Requirements: <i>Took part in pre-departure session facilitated by QUIC.</i>			

<p>Disabilities or Special Needs: <i>Not Applicable</i></p>														
<p>Immunization or Prophylaxis Requirements: <i>All routine Canadian immunizations</i></p>														
<p>Emergency Procedures: <i>Queen's University Campus Security @ 1-613-533-6111 Canadian Embassy in Norway 613-944-4000 (in the National Capital Region and outside Canada) 613-944-9136 (TTY) Emergency numbers in Norway Police - 112 Medical - 113 Fire - 110 Non-urgent - 02800</i></p>														
<p>University Contact Details: <i>Peter Chin, Practicum Coordinator (613) 533-6202</i> <i>Wayne Myles, Director QUIC(613)533-2604</i></p>	<p>Local Field Contact Details: <i>NHH 47 55 95 93 00</i></p>													
<p>Emergency Contact: <i>Student One Mother</i> <i>Address</i> <i>Phone numbers</i> <i>Email address</i></p>	<p>Emergency Contact: <i>Student One Father</i> <i>Address</i> <i>Phone numbers</i> <i>Email address</i></p>													
<p>Hazards and Risk Analysis:</p> <table border="1"> <thead> <tr> <th>Hazard Identified</th> <th>Risk Analysis</th> <th>Risk Management Plan</th> </tr> </thead> <tbody> <tr> <td><i>Additional Health Information</i></td> <td><i>Tick-borne encephalitis occurs in wooded areas from spring to autumn.</i></td> <td><i>In your own words, describe your risk management plan.</i></td> </tr> <tr> <td><i>Exit/Entry Requirements</i></td> <td><i>1) Schengen Area - The member states of the European Union (EU) (not including the United Kingdom and Ireland) along with Norway and Iceland make up the Schengen Area, which aims for common rules regarding visas, asylum rights and controls at the external borders. -2) A new EU legislation on the amount of cash that can be carried has been implemented on June 15, 2007. nvertible assets in their possession.</i></td> <td><i>In your own words, describe your risk management plan.</i></td> </tr> <tr> <td><i>Local Laws and Customs</i></td> <td><i>Some substances, legal in other European countries (e.g., khat), are prohibited in Norway. The possession of even small amounts of drugs for personal</i></td> <td><i>In your own words, describe your risk management plan.</i></td> </tr> </tbody> </table>			Hazard Identified	Risk Analysis	Risk Management Plan	<i>Additional Health Information</i>	<i>Tick-borne encephalitis occurs in wooded areas from spring to autumn.</i>	<i>In your own words, describe your risk management plan.</i>	<i>Exit/Entry Requirements</i>	<i>1) Schengen Area - The member states of the European Union (EU) (not including the United Kingdom and Ireland) along with Norway and Iceland make up the Schengen Area, which aims for common rules regarding visas, asylum rights and controls at the external borders. -2) A new EU legislation on the amount of cash that can be carried has been implemented on June 15, 2007. nvertible assets in their possession.</i>	<i>In your own words, describe your risk management plan.</i>	<i>Local Laws and Customs</i>	<i>Some substances, legal in other European countries (e.g., khat), are prohibited in Norway. The possession of even small amounts of drugs for personal</i>	<i>In your own words, describe your risk management plan.</i>
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use can result in arrest. If drugs are discovered in your possession upon arrival in Norway, you will be charged with importation rather than simple possession. Penalties include detention, heavy fines, and/or deportation.

Local Laws and Customs

Photography at airports, railway stations, naval bases, air bases, military installations, public water and energy plants, police stations, harbors, mines and bridges is prohibited in the host country. Laws are strictly enforced and all restrictions should be observed. If in doubt, look for an official and ask for permission.

Local Travel

Narrow and winding roads may be hazardous and impassable, especially in winter and in mountainous areas. Penalties for driving under the influence of alcohol or drugs are severe. Roadside checks for alcohol are frequent, and submission to a breathalyser test is mandatory.

Natural Climate and Disasters

Avalanches and rockslides present a risk. The weather in mountainous areas is highly unpredictable. You should also note that you will verify with your health insurance provider whether they will cover you if you participate in skiing or mountaineering.

Safety and Security

Loss of pertinent ID/documentation. Petty theft, such as pick pocketing and car robbery occurs, especially in the summer tourist season. Exercise caution during excursions to mountainous and isolated areas.

Ensure I'm covered by my insurance provider.

I have reviewed and initially approved the Plan described above, such that it may now be submitted to a Person-in-Authority for approval:

Faculty Exchange Coordinator: ***Student One***

Signature/NetID: ***WWWW***

Dated: ***07-Aug-2007***

I certify that this Safety Planning Record accurately describes the scope of the Off-Campus Activity, identifies the foreseeable hazards, and documents the plans that have been put in place to manage the associated risks.

As a participant of the Off-Campus Activity I acknowledge that:

- I am aware of the foreseeable risks associated with this off-campus activity and I consent to assume them;
- I am aware that I have certain responsibilities as a Participant under the Off-Campus Activity Safety Policy and I consent to assume them;
- I am in a satisfactory state of health to undertake the off-campus activity and I have received all of the prescribed immunizations;
- I am aware that I will need supplementary health insurance and that I am responsible for obtaining required visas and travel documents for participation of international activities;
- I will act in a safe and responsible manner through the course of the off-campus activity, taking into account instructions received and the welfare of others.

Document Creator/Activity Planner: ***Student One***

Signature/NetID: ***WWWW***

Dated: ***07-Aug-2007***

I certify that I have reviewed and approved the above Off-Campus Activity Plan:

Unit Head/Person-in-Authority: ***Faculty of Education - Person In Authority***

Signature/NetID: ***OCASP system***

Dated: ***08-Aug-2007***