


Procedure Name:	OFF-SITE EDUCATIONAL PROGRAM AND FIELD TRIP	
Approved By:	President's Council	
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Procedure Holder:	VP, Academic, Students, and International	
Operational Lead:	Dean of Learning and Teaching	
Procedure Number:	EDU-012P	

OFF-SITE EDUCATIONAL PROGRAM AND FIELD TRIP PROCEDURE

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) delivers a variety of instructional activities beyond the classroom to enable profound opportunities for positive transformation in the learner and places where the learning happens (experiential place-based learning [EPBL]).
- 1.2 These procedures provide a framework around which to craft a duty-of-care plan. They are designed to mitigate risks, identify safety best practices, and delineate an effective emergency response, while at the same time prioritizing the quality of the learning experience.
- 1.3 This document outlines the procedures; for more detailed information, refer to the *Off-Site Learning Handbook*.

2.00 APPENDICES

- 2.1 Appendix A: Level 1 First Aid Kit
- 2.2 Appendix B: Level 2 First Aid Kit
- 2.3 Appendix C: Level 3 First Aid Kit
- 2.4 Appendix D: Marine First Aid Kit
- 2.5 Appendix E: Scope of Field Experience
- 2.6 Appendix F: Hazard Management Strategy Table
- 2.7 Appendix G: Trip Attendance Sheet
- 2.8 Appendix H: Participant Emergency Contact Sheet
- 2.9 Appendix I: Activity Risk Assessment and Safety Plan
- 2.10 Appendix J: Activity Risk and Safety Plan Checklist
- 2.11 Appendix K: Assumption of Risk, Informed Consent, Release of Liability, and Waiver of Claims
- 2.12 Appendix L: Off Campus Serious Injury Reporting and Procedures

3.00 DEFINITIONS

- 3.1 See definitions in EDU-012, *Off-Site Educational Program and Field Trip Policy*.
- 3.2 **Tilde (~):** As a mathematical symbol, the tilde means "approximately." In this procedure, the tilde replaces the word "about" in appendices A and B.

4.00 PLANNING AN OFF-SITE ACTIVITY

- 4.1 Most problems can be avoided by taking the proper precautions before heading off site. The sections indicated below can be found in the *Off-Site Learning Handbook*.
 - a. Determine the type of off-site activity. Activities are defined in Types of Off-Site Activities in the *Off-Site Learning Handbook*.
 - b. Determine the roles and responsibilities of all participants. Refer to Roles and Responsibilities in the *Off-Site Learning Handbook*.
 - c. Complete documentation for activities, including:
 - i. Activity Risk Assessment (Appendix I)
 - ii. Safety Plan (Appendix I)
 - iii. Off-Campus Activity Waiver (Appendix K)
 - iv. Off Campus Student Emergency Contact Information Form (Appendix H).
 - d. Compile all documents and send them to the Program Lead or the Project Specialist.
 - e. Bring copies of the Participant Emergency Contact Sheet (Appendix G) and the Safety Plan (Appendix H) along on the activity.
 - f. Create a trip plan using the Activity Risk Assessment and Safety Plan (Appendix H). This includes:
 - i. assessing risks (refer to Trip Plan, subheading Risk Assessment)
 - ii. identifying hazards (refer to Trip Plan, subheading Identifying Hazards)
 - iii. planning for control measures (refer to Trip Plan, subheading Control Measures)
 - iv. creating an itinerary (refer to Trip Plan, subheading Creating an Itinerary)
 - v. planning and selecting appropriate first aid requirements and kits (refer to Trip Plan, subheading Selecting Appropriate First Aid Requirements – WorkSafe BC)
 - vi. determining transportation needs (refer to [FAC-006, Vehicle Usage Policy](#) and [FAC-006P, Vehicle Usage Procedure](#)).

5.00 LIABILITY AND MEDICAL COVERAGE

- 5.1 In the event of an incident, all participants must be aware of the need for adequate medical coverage. Refer to the section on Liability and Medical Coverage in the *Off-Site Learning Handbook* for more information.

6.00 COMMUNICATIONS AND REPORTING AN INCIDENT

- 6.1 For communications protocols, refer to the section on Communications in the *Off-Site Learning Handbook*. Also, refer to Appendix L: Off-Campus Serious Injury Reporting and Procedures in the event of an incident.

7.00 COMMON EMERGENCY PROCEDURES IN THE FIELD

- 7.1 For the following situations, refer to the section referred to in the *Off-Site Learning Handbook*:
- a. For procedures for the driver of the vehicle to follow in the event of an accident or bus/van breakdown, refer to the Transportation section and also the Transportation section in Appendix J.
 - b. In the event that a participant goes missing, refer to Missing Persons Procedure.
 - c. For medical emergencies, refer to the Field Medical Emergencies Procedure.
 - d. When air ambulance services are required, refer to Field Medical Emergencies Procedure, subsection Emergency Directions for Air Ambulance.
 - e. When someone goes overboard, refer to Field Medical Emergencies Procedure, subsection Person Overboard.
 - f. For guidelines for discussing and debriefing emergency situations, refer to Managing the Group in an Emergency Situation, subsection Do's and Don'ts in Supportive Conversations.

8.00 PRACTICUM, CLINICAL, AND FIELD SCHOOL CONDUCT

- 8.1 Expectations for learner behaviour in off-campus settings are outlined in the course syllabus and/or the student handbook that is issued with the program.
- a. Expectations for learner non-academic behaviour are outlined in [ADM-009, Student Non-Academic Conduct Policy](#) and [ADM-009P, Student Non-Academic Conduct Procedure](#).
- 8.2 In the event that a learner violates the terms of the practicum, clinical, or field placement, the Instructor/Site Supervisor is responsible for discussing and providing direction to correct the learner's conduct or ask the learner to leave for the remainder of the day.
- a. In some programs, learners will be provided with a learning contract to correct their behaviour or facilitate a return to the course.
 - b. Breach of this contract could result in further discipline.
 - c. When a learner is removed for the remainder of a day, but can continue in the course, the Instructor will document the reason for removal, provide it to the Program Coordinator or Academic Head or Department Chair, and meet with the learner to discuss corrective behaviour.
- 8.3 If the learner's actions are deemed to be a significant violation of the conditions of the placement by the Instructor or Site Supervisor, the learner will be immediately removed from the learning environment.
- a. Learners will be notified at the time of removal that they have violated the conditions of the learning environment and are not welcome back for the remainder of the course.
 - b. If the learner's actions have resulted in being required to withdraw from the course, a report must be provided to the Program Coordinator or Academic Head or Department Chair, Student Services, the Registrar's Office, and the Dean.

- c. The learner will meet with the Program Coordinator or Academic Head or Department Chair and Dean to review the nature of the violation.
 - d. Student Records will withdraw learners who have been removed from practicums and clinical or field schools with no refund.
 - e. Removal from a course could result in restricted enrolment in subsequent courses or a requirement to withdraw from the program.
- 8.4 As these programs are short-term in nature, there may not be time for a formal appeal of the course removal; however, learners can appeal any restrictions to future enrolment.
- a. Timelines are outlined in [EDU-004, Academic Integrity and Appeals Policy](#)

9.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 9.1 [ADM-001, Honoraria Policy](#)
- 9.2 [ADM-001P, Honoraria Procedures](#)
- 9.3 [ADM-009, Student Non-Academic Conduct Policy](#)
- 9.4 [ADM-009P, Student Non-Academic Conduct Procedure](#)
- 9.5 [ADM-011, Records Management Policy](#)
- 9.6 [ADM-011P, Records Management Procedure](#)
- 9.7 [CMTN Boat Manual --2023](#)
- 9.8 [EDU-004, Academic Integrity and Appeals Policy](#)
- 9.9 [FAC-006, Vehicle Usage Policy](#)
- 9.10 [FAC-006P, Vehicle Usage Procedures](#)
- 9.11 [FAC-007, Boat Use Policy](#)
- 9.12 [FAC-007, Boat Procedure](#)
- 9.13 [Honoraria Payment Request Form](#)
- 9.14 [IDG-001, First Peoples Elder and Cultural Knowledge Holder Policy](#)
- 9.15 IDG-001P, [First Peoples Elder and Cultural Knowledge Holder Guidelines \(Procedures\) for respectful Engagement](#)
- 9.16 Off-Campus Serious Injury Reporting and Procedures Guidelines
- 9.17 *Off-Site Learning Handbook*

10.00 HYPERLINKS

- 10.1 Note that when a document or website is updated (e.g., WorkSafe BC), its hyperlink may not lead to the updated item. When this happens, the reader is advised to search further for the item in question.

11.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	May 9, 2007	EPC Taskforce	President's Council

Appendix A: Level 1 First Aid Kit

Number Required	Item
1	Blanket
24	14 cm (~5.51 in.) x 19 cm (~7.48 in.) wound cleansing towelettes, individually packaged
50	Sterile adhesive dressings, assorted sizes, individually packaged
10	10 cm (~ 3.94 in.) x 10 cm (~3.94 in.) sterile gauze dressings, individually packaged
4	10 cm (~ 3.94 in.) x 16.5 cm (~6.5 in.) sterile pressure dressings with crepe ties
2	7.5 cm (~ 2.95 in.) x 4.5 m (~14.8 ft.) crepe roller bandages
2	7.5 cm (~2.95 in.) conforming gauze bandages
1	2.5 cm (~ 0.98 in) x 4.5 m (~14.8 ft.) adhesive tape
2	Cotton triangular bandages, minimum length of base 1.25 m (~4 ft.)
2	Quick straps (a.k.a. fracture straps or zap straps)
1	Windlass-style tourniquet
1	14 cm (~ 5.51 in.) stainless steel bandage scissors or universal scissors
1	11.5 cm (~ 4.53 in.) stainless steel silver forceps
1	Pocket mask with a one-way valve and oxygen inlet
6	Pairs of medical gloves (preferably non-latex)
6	Medical masks (also known as procedure or surgical masks)
2	Face shields (or safety eyewear)
1	Waterproof waste bag
	First aid records

Note: A kit that meets the requirements for an Alberta Number 1 first aid kit is acceptable as a Level 1 first aid kit in BC (with the addition of a tourniquet, medical masks, and face shields). A kit that meets the CSA Z1220-17 Type 2 Basic kit (any size) with the addition of a tourniquet, medical masks, and face shield is acceptable as a Level 1 kit in BC. – [WorkSafeBC](#) February 4, 2022

Winter Driving Kit: https://www.bcforestsafe.org/wp-content/uploads/2021/02/frm_xWinterDrivingKit.pdf

Appendix B: Level 2 First Aid Kit

Number Required	Item
1	Blanket
24	14 cm (~5.51 in.) x 19 cm (~7.48 in.) wound cleansing towelettes, individually packaged
50	Sterile adhesive dressings, assorted sizes, individually packaged
20	10 cm (~3.94 in.) x 10 cm (~3.94 in.) sterile gauze dressings, individually packaged
4	10 cm (~3.94 in.) x 16.5 cm (~6.5 in.) sterile pressure dressings with crepe ties
4	20 cm (~7.87 in.) x 25 cm (~9.84 in.) sterile abdominal dressings, individually packaged
6	Cotton triangular bandages, minimum length of base 1.25 m (~4 ft.)
2	5 cm (~1.97 in.) x 4.5 m (~14.8 ft.) rolls of adhesive tape
4	7.5 cm (~2.95 in.) X 4 m (~13 ft.) conforming gauze bandages
4	7.5 cm (~2.95 in.) x 4.5 m (~14.8 ft.) crepe roller bandages
1	14 cm (~5.51 in.) stainless steel bandage scissors or universal scissors
1	11.5 cm (~4.53 in.) stainless steel silver forceps
4	Quick straps (a.k.a. fracture straps or zap straps)
1	Windlass-style tourniquet
1	Pocket mask with a one-way valve and oxygen inlet
6	Pairs of medical gloves (preferably non-latex)
6	Medical masks (also known as procedure or surgical masks)
2	Face shields (or safety eyewear)
1	Waterproof waste bag
1	Penlight or flashlight
	Patient assessment charts
	First aid records

Note: A kit that meets the requirements for an Alberta Number 2 first aid kit is acceptable as a Level 2 first aid kit in BC (with the addition of a tourniquet, medical masks, and face shields). A kit that meets the CSA Z1220-17 Type 3 Intermediate kit (medium or large) with the addition of medical masks and face shield is acceptable as a Level 2 kit in BC.

Appendix C: Level 3 First Aid Kit

A Level 3 first aid kit includes an oxygen kit with the following contents:

Number Required	Item
1	Portable oxygen therapy unit containing: <ul style="list-style-type: none">• cylinder of compressed oxygen• pressure regulator• pressure gauge• flow meter• non-rebreathing mask• nasal cannula
1	Oropharyngeal airway kit
1	Manually operated, self-inflating bag-valve mask with an oxygen reservoir
1	Digital pulse oximeter
1	Portable suction unit

Note: A kit that meets the requirements for an Alberta Number 3 first aid kit is acceptable as a Level 3 first aid kit in BC (with the addition of a tourniquet, medical masks, face shields, and oxygen kit, as described above). A kit that meets the CSA Z1220-17 Type 3 Intermediate kit (large) and all contents of the standard Table A.1 with the addition of medical masks and face shields is acceptable as a Level 3 kit in BC.

Appendix D: Marine First Aid Kits

Every small commercial vessel must have on board one of the following items:

- a waterproof container holding all the items listed below in this appendix
- a first aid kit that meets the requirements set out in [the Marine Occupational Safety and Health Regulations](#) or provincial regulations governing workers' compensation, with the addition of a resuscitation face shield and two pairs of examination gloves (if not included in the kit)
- for a period of three years from the coming into force of the amended [Small Vessel Regulations](#) on April 29, 2010, a first aid kit that met the requirements of the *Small Vessel Regulations* as they read immediately before that day on which the amended regulations came into force.

Required Contents

Items required in a marine first aid kit, in line with the [Small Vessel Regulations](#) are:

- an up-to-date first aid manual or up-to-date first aid instructions, in English and French
- 48 doses of analgesic medication of a non-narcotic type
- six safety pins or one roll of adhesive first-aid tape
- one pair of bandage scissors or safety scissors
- one resuscitation face shield
- two pairs of examination gloves
- 10 applications of antiseptic preparations
- 12 applications of burn preparations
- 20 adhesive plasters in assorted sizes
- 10 sterile compression bandages in assorted sizes
- 4 metres of elastic bandage
- two sterile gauze compresses
- two triangular bandages
- a waterproof list of the contents, in English and French.

Appendix E: Scope of Field Experience

Class		Day		Multi-Day	
Non-Remote	Remote	Non-Remote	Remote	Non-Remote	Remote
Appropriate footwear and clothing.	Appropriate footwear and clothing.				

Appendix F: Hazard Management Strategy Table

Activity	What are the risks?	Risk Score Before	Field School Leader Risk Hazard Management Measures	Risk Score After Control Measures

Appendix G Trip Attendance Sheet

All participants attending the field trip indicated must be listed on this attendance sheet.

Trip Name: _____ Destination: _____ Date: _____

Purpose of Trip: _____ Departure Time: _____ Est Return Time _____

Name (Printed)	Role (e.g., Student)	Signature

Appendix H: Participant Emergency Contact Sheet

Note: This information is to be collected from everyone participating in the activity.

Name: _____ Student No. (if applicable): _____

Address: _____

City/Town: _____ Postal Code: _____

Home Phone No.: _____ Cell Phone No: _____

Email Address: _____

Emergency Contact No. 1: _____

Relationship to Learner: _____

Email Address: _____ Cell Phone No.: _____

Address: _____ City: _____

Home Phone No.: _____ Work Phone No: _____

Emergency Contact No. 2: _____

Relationship to Learner: _____

Email Address: _____ Cell Phone No.: _____

Address: _____ City: _____

Home Phone No.: _____ Work Phone No: _____

Family Physician: _____ Phone No.: _____

BC Health Care No.: _____

Are there any medical conditions or concerns that we should be aware of? If so, please note them:

Emergency Medication (e.g. EpiPen): _____

Please list any allergies: _____

Please use space below signature if required.

I hereby give consent for Emergency Medical Treatment and permission is given to contact emergency contacts if necessary. All information will remain confidential. This information will be kept and destroyed in accordance with CMTN's Records Management Policy.

Signature

Date

Appendix I: Activity Risk Assessment and Safety Plan

Destination(s):	
Reason for Visit:	
Date(s):	
Anticipated Number Of Participants	No. of Students: No. of Employees: No. of Other Guests:

SUMMARY OF POTENTIAL HAZARDS

(e.g., tripping, motor vehicle accident)

HAZARD MITIGATION PROCEDURES

(Expected behaviours on the activity [e.g., stay together as a group])

EMERGENCY RESPONSE PROCEDURES

- Assess the situation.
 - Ensure no danger to first responders.
 - Administer first aid and standard protocols for life-threatening injuries.
 - Call for help (911)- activate emergency evacuation procedures.
 - Ensure safety and well-being of uninjured parties.
 - State further anticipated emergency procedures here (related to remote location, etc.).
-

CONTACT INFORMATION (NAME AND NUMBER)

On Trip (Leader)	
Offsite: Program Contact	
Program Dean	

Appendix J: Activity Risk and Safety Plan Checklist (7 July 2023)

No.	Particulars	
1	<p>Course Information – Are the following items in the plan?</p> <ul style="list-style-type: none"> • Names of faculty • Department name • Course name and number • Course instructor name • Number of CMTN participants on site • Field work activity summary • Site supervision summary 	<input type="checkbox"/>
2	<p>Have the required forms been completed and stored with the appropriate designate?</p> <ul style="list-style-type: none"> • Student waiver forms • Off-campus emergency contact form 	<input type="checkbox"/>
3	<p>Field Work Site Information – Are the following items in the plan?</p> <ul style="list-style-type: none"> • Date of departure • Date of return • Amount of time or number of days on site • Name of field work site • Address of site or GPS location • Description of site 	<input type="checkbox"/>
4	<p>Field Work Participant Contact Information</p> <p>Does the plan detail name, position, email address, and phone number for each CMTN participant on site?</p>	<input type="checkbox"/>
5	<p>Accommodations and Meals</p> <p>Does the plan detail the accommodation name, type, address or GPS location, and phone number?</p>	<input type="checkbox"/>
6	<p>Transportation</p> <p>Does the plan detail mode of transportation, details of the vehicle and source of transportation to and from site, and also on site?</p>	<input type="checkbox"/>
7	<p>Communications</p> <p>Does the plan detail the mode of communication, the phone number or equivalent, and the frequency of communication with the group on site and with “outside”?</p>	<input type="checkbox"/>

No.	Particulars	
8	Field Work Itinerary Does the plan detail a breakdown of how the time will be spent (getting to site, on site, and coming home)	<input type="checkbox"/>
9	Training Requirements Does the plan document the training courses and safe work procedures reviewed by the participants?	<input type="checkbox"/>
10	Equipment Does the plan detail the equipment, tools, and materials to be used, and whether standard operating procedures are available?	<input type="checkbox"/>
11	Other Important Information Does the plan detail how incidents will be reported within 48 hours?	<input type="checkbox"/>
12	Risk Assessment Does the plan detail a risk assessment for all key activities and tasks, complete with a pre- and post-control risk rating?	<input type="checkbox"/>
13	Emergency Contact Information Does the plan detail CMTN-specific and field site-specific emergency contact information?	<input type="checkbox"/>
14	First Aid Does the plan detail the names of first aid attendants and their level of training?	<input type="checkbox"/>
15	Emergency Procedures Does the plan detail a list of potential emergencies and outline a procedure for each?	<input type="checkbox"/>
16	Safe Work Procedures Does the plan detail a procedure for: <ul style="list-style-type: none"> • before commencing work at the site • commencing work • conducting work • finishing-work? 	<input type="checkbox"/>
17	Signatures Has the plan been signed off by the supervisor, department head and instructor/faculty?	<input type="checkbox"/>

Appendix K: Assumption of Risk, Informed Consent, and Release of Liability and Waiver of Claims (June 2021)

Read this document carefully before signing. It affects your legal rights.

Name of Field School: _____

Student Name (printed): _____

Student Number: _____

Birthdate (mm/dd/yyyy): _____ Age: _____

I, the Student named above, intend to participate in the following field trip and activity (the “**Field Activity**”) provided through Coast Mountain College (the “**College**”), on the terms and conditions as set out below:

Acceptance of Risk (Applicable to all Students)

1. I am aware that I may be exposed to risk(s) of bodily injury (including death) and property damage arising from or relating to my participation in the Field Activity (collectively, the “**Risks**”), including those referred to in any orientation or procedural information made available to me by the College (the “**Information**”).

The Risks may include (but are not restricted to) those associated with:

- (a) motor vehicle travel on highways, secondary roads, and rural roads or tracks that may be rough and unpaved;
- (b) urban transportation including cycling and walking;
- (c) urban locations such as businesses, warehouses, or other facilities which may present workplace hazards requiring personal protective equipment;
- (d) coastal, river, and marine environments, including docks and shorelines, such as immersion in cold water, hypothermia, drowning, or any injuries arising from or relating to swimming, offshore boating, and/or the use or operation of small watercraft, such as canoes, kayaks, and rafts;
- (e) forest and alpine environments with hazardous terrain that may include steep, slippery, snowy, or icy surfaces, such as falls from heights, attacks by wildlife, open fires, food spoilage, and/or getting lost;

- (f) remote locations lacking electronic communications and prompt access to first aid, emergency medical assistance, or evacuation; and/or
- (g) unpredictable and severe weather.

By participating in the Field Activity, I understand and accept that any or all of the above risks or hazards may reasonably arise in the course of the Field Activity, at no fault of the College.

2. I understand and agree that I am primarily responsible for my own safety during the Field Activity and that I will at all times during the Field Activity take reasonable and appropriate care of myself.
3. I hereby represent that I possess the ability, fitness, qualification, and skill reasonably required for safe participation in all parts of the Field Activity.
4. I hereby represent that to the best of my knowledge, I do not suffer from any disability or other physical or mental condition or ailment that may affect my ability to fully participate in the Field Activity.
5. As a condition of my participation in the Field Activity, I will, prior to the Field Activity:
 - (a) ensure that I am familiar with all of the Information;
 - (b) ensure that I am familiar with all written instructions and information provided to me by the College concerning any aspect or part of the Field Activity; and
 - (c) seek clarification from a qualified employee of the College with respect to anything in the Information or written instructions or information provided to me by the College relating to the Field Activity upon which I am in any way uncertain or unclear.
6. I will strictly comply with all rules and practices employed by the College and/or the personnel responsible for the conduct and/or oversight of the Field Activity ("**Activity Personnel**") for the purposes of managing and mitigating risks of injury.
7. I will immediately advise Activity Personnel if, at any time during the Field Activity, I become in any way concerned that I may not be able to safely begin or continue any part of the Field Activity.
8. I will not wear, use, or do anything that could reasonably pose a hazard to others, including but not limited to ingesting any substance that could impair my judgment or conduct.
9. I will at all times during the Field Activity strictly comply with any and all directions provided to me by Activity Personnel relating to or concerning safe and appropriate participation in any aspect of the Field Activity.
10. If I am under 19 years of age, I have had full opportunity to obtain advice and guidance from my parent(s) or guardian(s) with respect to all of the Risks and the terms of this document.

Insurance and Other Responsibility

11. I understand and agree that the College does not and will not provide, and is under no obligation to provide, any form of insurance or other resource that would cover or compensate me for personal injury (including death), property damage, other losses including (without restriction), disability and loss of income or third party-liability claims against me.

Service Providers and Private Transportation

12. I understand and agree that the College is not responsible for the acts or omissions of any third-party vendor providing facilities or services for the Field Activity, including food, lodging, travel, gear or equipment, and I hereby release the College and all of its officers, agents, servants, and employees (collectively, the “**Releasees**”) from any and all claims arising from or relating to any act(s) or omission(s) of any and all such third-party vendors.
13. I understand and agree that, in the event that I obtain transportation in a private vehicle, none of the Releasees are in any way responsible for the safety or reliability of that vehicle or its driver or for the status of their insurance and I hereby release the Releasees from any and all claims arising from or relating to my transportation in or use of private vehicles or third-party drivers.

Waiver and Release of Liability

14. In consideration of my participation in the Field Activity, I, on my own behalf and on behalf of my estate, heirs, agents, administrators, and assigns, hereby RELEASE, remise, and forever discharge the Releasees of and from any and all actions, claims, causes of action, and liabilities resulting or arising from, or in any way related directly or indirectly to, the Field Activity, including but not limited to any negligence of any Releasee, breach of contract by any Releasee, breach of duty of care by any Releasee, and breach of any statutory or other duty by any Releasee, including any duty that may be owed under the Occupiers Liability Act (collectively, “**Released Claims**”).
15. I, on my own behalf and on behalf of my estate, heirs, agents, administrators, and assigns, hereby agree not to commence, maintain, continue, or assign any legal proceeding of any kind as against any of the Releasees that in any way arises from or relates to the Field Activity or the Released Claims.
16. I hereby agree not to commence, maintain, continue or assign any claim or proceeding against any person or entity in respect of anything hereby released by me which may result in a claim or proceeding against any of the Releasees. If I do so, I will indemnify and save harmless those Releasees from any and all resulting liabilities, obligations, costs, expenses, and disbursements.

This Form Must be Signed by All Field Activity Participants Whether or Not Aged 19 or Over

I have read and understand this agreement and enter into it of my own free will. I am aware that by signing this agreement I am acknowledging and accepting certain risks, and I am waiving certain legal

rights which I or my heirs, executors, administrators and assigns might otherwise have against the Releasees.

Signed this _____ day of _____, 20_____.

I confirm that I am 19 years or older

Signature of Student

Signature of Parent/Legal guardian (if under 19)

Signature of Witness

Appendix L: Off-Campus Serious Injury Reporting and Procedures

Step 1: Notice of Incident Off-Campus Received:

PRIORITY – Safety First, Well-Being, then Academic, and finally Housing:

- Medical treatment provided (call 911 and RCMP if necessary).
- Notify by phone or email:
 - First: Registrar & Associate Vice-President Students (AVP Students)
 - Second: Director of Student Health Services
[If unknown, Registrar's Office to determine the program the student is in for appropriate Dean and Housing information, if applicable]
 - Third: Dean and Executive Director of Communications.
 - Objective — Safety of students (and immediate family for sensitive situations).
- Dean to contact Instructor(s) to provide pertinent information, respecting student's privacy.
- If student is in Housing, notify Director of Ancillary Services.

Step 2: Call to Emergency Contact:

- Registrar & AVP Students or Designate to call or contact student.
- If required, CMTN Designate to call emergency contact on record (Registrar & AVP Students or Designate):
 - If there is no emergency contact on record, if student is able, please ask for information from the student.
 - Delicate situations should be handled by Executive Director of Communications.
 - Objective — wellbeing of students (and immediate family for sensitive situations).
- Submit Accident/Injury report to student file (Registrar & AVP Students).

Step 3: Director of Student Health Services to:

- Work with Dean to determine wellbeing plan for student and classmates/ roommates.
- Follow up with Instructor for class wellness plan.
- Activate any necessary wellness plan (group counselling, etc.).
- Dean to further follow up with Emergency Contact and student.

Step 4: Academic Assessment Needs (If Required):

- Once student's wellbeing has been established:
 - Dean to work with Registrar's Office to assess and provide academic options, as required/appropriate, ensuring appropriate policies and procedures are adhered to.
 - Dean to contact student with information and/or options.
 - Student makes decision – informed decision.
 - Dean to work with program/department and Registrar's Office to implement option.
 - Dean to inform Director of Ancillary Services about decision (if student is in Housing).

Step 5: Housing Needs:

- Director of Ancillary Services to work with student or approved family members to determine cause of action in line with academic assessment outcomes.

General:

- **Maintain communication and documentation:** Keep relevant parties involved informed about the progress and outcome of the situation. Document all conversations, actions, and decisions made during the response process for future reference.
- **Maintain confidentiality:** Respect student privacy and ensure that information is only shared with individuals who have a legitimate need to know. Adhere to applicable laws and regulations regarding the sharing of student information.
- **Collaborate with parents or guardians:** If the student is a minor, involve their parents or guardians in the conversation. Keep them informed about the incident and work together to address any necessary actions or consequences.
- **Review and learn from the incident:** Once the situation is resolved, the Registrar and AVP Students and the key CMTN personnel involved take the opportunity to reflect on the incident and identify any lessons learned. Determine if any changes to policies, procedures, or preventative measures are necessary to mitigate similar incidents in the future.

Last Updated on October 15, 2023