# Off Campus Pre-Departure Event/Activity Checklist

# < Event Title>

| **Step** | **Action** | **√/NA** | **Who** | **When Done** | **Evidence Sighted** |
| --- | --- | --- | --- | --- | --- |
|  | Lodge an Off-Campus Event Expression Form |  |  |  |  |
|  | Receive internal approval from *MGA* for off campus event/activity to be conducted. |  |  |  |  |
|  | Receive internal approval from *Faculty* for off campus event/activity to be conducted. |  |  |  |  |
|  | Confirm SEM and/or Event Leaders have completed Incident Management Scenario (IMS) training. |  |  |  |  |
|  | Complete an **Event Risk Management Plan** inthe Safety And Risk Analysis Hub (S.A.R.A.H) |  |  |  |  |
|  | Confirm the **Local Incident Response Team Leader** for the event timeframes and that they have a current **Local Incident Response Plan** and **Local Incident Management Protocols** |  |  |  |  |
|  | Prepare pre-departure information briefing materials for staff and participants in accordance with **Off Campus Events Briefing Pack** elements. |  |  |  |  |
|  | Complete **Event Itinerary and Event logistics plan** |  |  |  |  |
|  | Complete **Event Key Contact Information Sheet** |  |  |  |  |
|  | Complete **Participants’ personal details sheet** including event staff and volunteers (Student name and ID number, contact details, medical conditions, International or Domestic, MRS, Next of Kin and emergency contact details) have been collected and are stored in accordance with Privacy Act. |  |  |  |  |
|  | Identify whether any participants are under 18.  If YES (ie, any participants are under 18 years old):   * Ensure Child Safety Plan completed * Obtain guardianship sign off and transfer * Ensure all staff attending have had their working with children check confirmed. |  | YES/NO |  |  |
|  | Confirm pre-event departure briefing has been delivered to event staff and volunteers. |  |  |  |  |
|  | Confirm pre-event departure briefing and materials have been delivered to all participants. |  |  |  |  |
|  | Confirm all participants have viewed the **Monash University Respect at Monash** Moodle Unit (or prior to 2019 have viewed the Consent Video and completed the Respect and Responsible Moodle unit) |  |  |  |  |
|  | **Confirm all participant have been made aware of the**[**Alcohol and Other Drugs at Monash University Events: Guidelines**](https://www.monash.edu/__data/assets/pdf_file/0016/147040/alcohol-drugs-events.pdf)**which apply to all Monash University events, including off campus activities conducted by, or affiliated with Monash University.** |  |  |  |  |
|  | Confirm participants have received the pre-departure email | √ |  |  |  |
|  | Confirm that all applicable elements on this Pre Event Checklist have been completed as required and that the event is approved to proceed | **√** |  |  |  |

| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <Approver/ Approvers title>      Version 1, last updated 10 January 2023 | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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