

# FRESHMEN ORIENTATION CAMP 2019



NAME:  
PILLAR:  
OG:  
CONTACT NUMBER:

OG  
HANDBOOK

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## **ORIENTATION GROUP ( \_\_\_\_\_ )**

Group Name:

Group Size:

### **Special Diet**

| Name | Diet |
|------|------|
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |

### **Special Schedule**

| Name | Day | Away From | Away To |
|------|-----|-----------|---------|
|      |     |           |         |
|      |     |           |         |
|      |     |           |         |
|      |     |           |         |
|      |     |           |         |
|      |     |           |         |
|      |     |           |         |

### **Attendance**

|               |  |  |  |
|---------------|--|--|--|
|               |  |  |  |
| Matriculation |  |  |  |
| Day 1         |  |  |  |
| Day 2         |  |  |  |
| Day 3         |  |  |  |

### **Absentees**

| Name | Day | Reason |
|------|-----|--------|
|      |     |        |
|      |     |        |
|      |     |        |
|      |     |        |
|      |     |        |
|      |     |        |
|      |     |        |

## Introduction

Thank you for volunteering to be an OGL! You now have the following responsibilities:

- Creating the first impression the Freshmores will have of SUTD
- Creating the first experience they have here
- Being a representative of SUTD

It is important that we welcome the incoming batch with open arms and pass on the culture of SUTD. It is important that the Orientation Committee and OGLs have one voice to inculcate a culture to our next batch of students which gives them a sense of belonging towards SUTD. This involves understanding common phrases like **Stay Up Till Dawn**, slangs like **DSBJ** as well as the coherence to adhere to school rules and regulations. Hopefully through this experience, you will not only be able to experience being a leader but also enjoy this break from academics and find meaningful friendships along the way. Please read up on the next few pages as a guide for your OGL journey!

## During the start of orientation

- Be familiar with all the names of the freshmen in your orientation group
- Play some icebreaker games to hype up the mood of your OG
- Be familiar with all the medical conditions of your OG members (asthma, heart disease etc)
- Be familiar with all the dietary preferences of your OG members
- Report the number of freshmen who are vegetarian to your respective house heads
- Tell them more about SUTD to get them familiar with the school
- Most importantly, make sure to HAVE FUN and BE SAFE!

## Checklist

|   | Mat Day | Day 1 | Day 2 | Day 3 |
|---|---------|-------|-------|-------|
| Create a Whatsapp/Telegram group and ensure that everyone is inside |         |       |       |       |
| I have all necessary contact numbers                                |         |       |       |       |
| The number of members tallies                                       |         |       |       |       |
| I know special needs of my group                                    |         |       |       |       |
| Members are feeling well  |         |       |       |       |
| Members are in proper attire  |         |       |       |       |
| Members are well-hydrated   |         |       |       |       |
| Absentees have been reported  |         |       |       |       |
| I am aware of the rules of the location                             |         |       |       |       |
| Make sure they are informed about announcements                     |         |       |       |       |

## Additional Checklist

|   | Checklist |
|---|-----------|
| Ensure international students sit among local students during gatherings (Eg. Meals, Icebreakers, House time) |           |
| All students share interesting things about themselves (Eg. Their previous school, home country and culture)  |           |
| Get to know all freshmores in your Orientation group  |           |
| Groupings consists of international and local students when playing games to encourage interaction            |           |
| Organised a night bonding activity with your Orientation group  |           |
| Come up with your own OG cheer  |           |

## OGL Guidelines

### Objective as an OGL

- Create a **comfortable environment** for members to get to know one another
- Foster strong bonds among Orientation group members especially **between local and international students**
- Cultivate a **sense of belonging** to the school among the members
- Take care of the **well-being and safety** of the members

### Code of Conduct

- **Approachable, Responsible and Enthusiastic**
- Remain **positive** and **supportive**
- Ensure the **safety** of the members
- **Adhere to instructions** given by the Orientation Committee
- Ensure that all the activities are carried out according to the **schedule**
- Refrain from **criticizing** the school, 5<sup>th</sup> rows or the other orientation groups
- Prevent **inappropriate** activities/forfeits
- Avoid **social discrimination** (physical, verbal and emotional) against any specific race, religion or language at all cost
- Adhere to the school and housing's **code of conduct**
- Ensure any tattoos are covered
- STRICTLY NO SMOKING within campus and 500m radius outside campus

### Safety and Welfare

- Ensure that the members are **well hydrated** and have taken meals at appropriate times
- Ensure that the members have **sufficient rest**
- Ensure **inclusiveness** of every member and encourage **active participation**
- Ensure that the members' **emotional well-being** is taken care of
- Be sensitive to any member's **racial/religious practices** and accommodate to any needs (e.g. dietary restrictions, prayer time)

- Take note of members' **medical or any special needs** and special attention should be given to them
  - Students with **existing medical conditions** are to bring their own medications and/or medical equipment (e.g. inhalers)
  - Avoid any **hazardous acts** (e.g. climbing over walls, jaywalking, jumping into the sea)
  - Ensure that all members are in **proper attire** for various activities (e.g. removal of hard objects during games)
  - Stop **wild acts/physical abuse** within the OG
- (i) Safety and Welfare of International Students:
- Ensure that the international students are **comfortable** with the local members
  - Ensure that the members are aware of and receptive to any difference in **cultural background** present within the OG
  - Assist international students in **adjusting** to living in Singapore
  - Pay **extra attention** to see if they are comfortable with the activities and other members in all situations
- (ii) Members falling sick/get injured
- Should any members fall sick or get injured during orientation, report to **Nicholas** (Welfare Director) or **Safety ICs** (Welfare Subcommittee members) (**Contacts can be found on page 16**). Students will be advised to seek medical treatment immediately or rest in the hostel
  - Ensure injured and sick members are **monitored** until they are attended to
  - If injured or sick member returns, take **special care** to cater to needs when necessary
  - If a student wishes to rest at the hostel, OGLs are to **follow up** on them from time to time to check on their condition
  - If a student wishes to see the doctor, two student leaders (Welfare Subcommittee members or OGLs), a male and female will accompany him/her to the nearest panel clinic. **Refer to Appendix II for a list of clinics**
- (iii) Fire Escape Plan
- All OGLs are to be familiar with the evacuation plan. In case of emergency, they will lead the Freshmores to safety calmly
  - In the event of a fire/emergency, listen out to the announcements. The assembly point will be the **School Field (Blk 61)**
  - OGLs are to remain calm and guide OG through **evacuation route**
  - At the assembly point, OGLs are to account for members in the OG and report your strength to **Nicholas**
- (iv) Amazing Race and Finale Night
- Each checkpoint will be equipped with a **student first aider**. However, it should be noted that these student first aiders would only be **stationed at a fixed location** instead of moving around

- Should an emergency occur, for Amazing race, OGL will call for an ambulance and inform **Nicholas**. For Finale Night, OGL will contact **Nicholas** who will be stationed at the first aid point.
- Should any members feel unwell during the race, **a student leader** will accompany them back to school.
- Student First Aiders will be on standby on Finale Night location to provide any medical assistance
- OGLs are to **ensure route taken is safe and free from hazards** (e.g. no jaywalking)

#### Responsibility

- Report any **absentees** and provide legitimate and substantial reason(s) to **Nicholas**
- Ensure that absentees' needs, if anything, are taken care of
- Be **present in all the activities** organized during the orientation
- Complete any assigned tasks **punctually**
- Ensure that all members **behave appropriately** in public
- Ensure that all members **uphold the image** of the university at all times
- **Be familiar** with the university campus and the places you plan to bring your members to
- Ensure your members' safety in and out of school
- Ensure full attendance and any missing students should be reported immediately by doing head counts frequently

| <b>DOs</b>                                    | <b>DON'Ts</b>                            |
|---|--|
| Complete the checklist frequently             | Criticize specific groups                |
| Be present at all activities                  | Allow inappropriate activities/behaviour |
| Be approachable, responsible and enthusiastic | Disregard safety                         |
| Remain positive and supportive                | Break any laws, rules and regulations    |
| Encourage active participation                | Let any member be excluded               |

## **Suggested Icebreakers**

Descriptions of the games are available through this link:

[https://docs.google.com/document/d/1lyLPBp4NFS\\_fzEFma0Ycllx88\\_qhXfehvRtVirUnBRw/edit?usp=sharing](https://docs.google.com/document/d/1lyLPBp4NFS_fzEFma0Ycllx88_qhXfehvRtVirUnBRw/edit?usp=sharing) – the link will be shared with you via the OGL Telegram group.

| SN | Name                    | Logistics      | Remarks                                 |
|----|-------------------------|----------------|---|
| 1  | 2 Truths 1 Lie          |                |   |
| 2  | Duck Duck Goose         |                | Be mindful of running                   |
| 3  | 7-Up                    |                |   |
| 4  | Forest and the Squirrel |                | Be mindful of running                   |
| 5  | MRT Game                |                | Ensure participants do not hit too hard |
| 6  | Blow Wind Blow          |                |   |
| 7  | Concentration           |                |   |
| 8  | Group counting          |                |   |
| 9  | Poker Card Facts        | Poker cards    |   |
| 10 | Broken Telephone        |                |   |
| 11 | Never Have I Ever       |                |   |
| 12 | Magic Word              | Token/object   |   |
| 13 | Superlatives            |                |   |
| 14 | 10 Common things        |                |   |
| 15 | Who Done it?            | Papers, Pens   |   |
| 16 | M&Ms/Skittles           | Skittles, M&Ms | Be careful of food allergies            |

## **Suggested Forfeits**

| SN | Name                  | Description  |
|----|-----------------------|--|
| 1  | Chicken Dance         | Do the chicken dance (with music?)                         |
| 2  | Walk Around Sing Song | Sing out loud while walking around                         |
| 3  | Where's My Treasure   | Pretend to be digging and say, "where's my treasure".      |
| 4  | Pirate Parrot         | Pretend to be a pirate parrot e.g. "arrgh me maties"       |
| 5  | Imitate OGL           | Imitate the talking style and unique quirks of OGL         |
| 6  | Duckwalk              | Do the duckwalk, saying "quack" repeatedly                 |
| 7  | Frog Jump             | Jump like a frog and say, "ribbit"                         |
| 8  | Elephant Walk         | Hands in front as the trunk, and do trumpet sound          |
| 9  | Barrel Roll           | Roll around like a barrel, mimicking the sound of a barrel |
| 10 | Sing Meme Songs       | Sing Meme Songs  |
| 11 | Be a Rock             | Curl up and be unmoving, like a rock                       |

\*Do **not** force any member to act against their will

\*OGLs are not allowed to conduct any unapproved forfeits and NONE of the suggested forfeits are to be executed during AMAZING RACE.



## **Programme Outline**

### **Day 0 Programme, 15<sup>th</sup> May (Wednesday)**

| Time      | Event   | Location          | Remarks  |
|-----------|---|-------------------|--|
| 0800-1500 | Matriculation Day   | Various Locations | -OGL to keep track of students<br>-OGL to introduce students to SUTD culture |
| 1500-1730 | Fifth Row Showcase  | Campus Centre     | -OGLs encouraged to introduce Freshmores to the various fifth rows           |
| 1730-1830 | OG Time   | Various Locations | -OG Interaction<br>-Learn Cheers<br>-House interaction                       |
| 1830-1900 | 1 <sup>st</sup> SP Letter Exchange, SP Mask Decoration, Time Capsule Letter | MPH               |  |
| 1900-2000 | Dinner  | MPH               |  |
| 2000-2200 | Orientation Opening Ceremony  | Auditorium        |  |

### **Day 1 Programme, 16<sup>th</sup> May (Thursday)**

| Time      | Event                            | Location          | Remarks  |
|-----------|----------------------------------|-------------------|--|
| 0800-0900 | Breakfast                        | MPH               | -Continue to decorate masks  |
| 0900-1200 | Dry Station Games                | Various Locations |  |
| 1200-1330 | Lunch                            | MPH               | -Check on well-being of students<br>-2 <sup>nd</sup> SP Letter Exchange<br>-Continue to decorate masks   |
| 1330-1530 | House Interaction/<br>Mass Dance | ISH               | -Auryx and Nova (House Interaction -> Mass Dance)<br>-Pyxis and Vela (Mass Dance -> House Interaction)   |
| 1530-1900 | Dry Mass Game                    | Various Locations | -Always look out for safety of Freshmores and remind them to hydrate   |
| 1900-2000 | Dinner                           | MPH               | -Students to wash up   |
| 2000-0000 | Night Activities                 | Various Locations | -OGs will be going for their Nightwalk in rosters<br>-While waiting for their turn, they will be engaged in Pre-Wet Mass Game Construction Phase I & Arena Games |

### Day 2 Programme, 17<sup>th</sup> May (Friday)

| Time      | Event   | Location                          | Remarks   |
|-----------|---|-----------------------------------|---|
| 0800-0900 | Breakfast +<br>Amazing Race<br>Briefing             | MPH                               | -OGLs to take attendance and check on well-being of students<br>-3 <sup>rd</sup> SP Letter Exchange<br>-Amazing Race Safety Briefing<br>-Creative Media Video |
| 0900-1000 | SUTD 10 <sup>th</sup><br>Anniversary<br>Phototaking | Field<br>beside<br>Building 3     |   |
| 1000-1730 | Amazing Race  | Various<br>Locations<br>(Outside) | -Check on well-being of students<br>-Keep track of each OGs<br><b>-OGs to have lunch on their own</b>   |
| 1730-2000 | Dinner and<br>travelling back to<br>SUTD            | Various<br>Locations<br>(Outside) | <b>-OGs to have dinner on their own</b><br>-OGs to make their way back to school<br>-Students to wash up and <b>be ready by 1950</b>                          |
| 2000-2300 | SP Games  | Various<br>Locations              | -OGLs to follow Matrix given  |

### Day 3 Programme, 18<sup>th</sup> May Saturday

| Time      | Event   | Location             | Remarks  |
|-----------|---|----------------------|--|
| 0830-0930 | Breakfast                                     | MPH                  | -OGLs to take attendance and check on well-being of students<br>-Collection of Time Capsule Letter                 |
| 0930-1200 | House<br>Interaction/<br>Mass Dance/<br>Cheer | ISH                  | -Auryx and Nova (Mass Dance -> House Interaction)<br>-Pyxis and Vela (House Interaction -> Mass Dance)             |
| 1200-1330 | Lunch   | Various<br>Locations | -Creative Media Video<br>-Instruct students to change to dark coloured T-shirt & change to slippers                |
| 1330-1630 | Wet Station<br>Games                          | Field                | -Ensure safety of students   |
| 1630-1830 | Wet Mass<br>Games                             | Field                | -Ensure students are consistently hydrated while at the field<br>-Encourage all Freshmores to participate actively |
| 1830-2000 | Wash Up and<br>Dinner                         | Field                | -Check on well-being of students<br>-Students to wash up   |
| 2000-2200 | Finale  | MPH                  |  |
| 2200-     | Debrief and<br>Clean Up                       | MPH                  | All OGLs to help with cleaning up the location   |

**\*\*All outdoor activities are to stop immediately if there is lightning alert or a bad haze condition. Be contactable to receive any further instructions.**

## **Safety Protocol for Freshmore Orientation 2019**

### **I. General Rules**

1. No violence or rowdy behaviour will be tolerated during all orientation activities.
2. Students are to **keep hydrated at all times**. OGLs are to remind students to hydrate themselves before every game.
3. Students are to be in **proper attire for all activities**. (**Covered shoes, removal of hard objects**).
4. Students are to stop all activities should they feel unwell and seek medical assistance immediately.
5. Students with existing medical conditions are to bring their own medications and/or medical equipment (e.g. inhalers). OGLs are to ask students for pre-existing medical conditions
6. OGLs are to prioritise safety at all times.

### **II. OGLs**

1. All OGLs should know and be aware of important phone numbers as mentioned in the OGL checklist.
2. OGLs are to inform respective house heads and subcomm member, who will relay the information to **Nicholas** (Welfare Director), and **Philia and Evan** (Project Directors) if any participant needs to be taken out from the activities.
3. All OGLs are to be familiar with the evacuation plan. In case of emergency, they will lead the Freshmores to safety.
4. All OGLs are to read and understand this Safety Protocol, and take the necessary action to provide for the safety and welfare of the students wherever possible.

### **III. Amazing Race**

1. Each checkpoint will be equipped with a first aid kit. However, it should be noted that student first aiders would only be stationed at a fixed location instead of moving around.
2. Should an emergency occur, OGL will call for an ambulance and inform **Nicholas**.
3. Should any members feel unwell during the race, a student leader will accompany them back to school.
4. Student first aiders will be on standby on Finale Night to provide any medical assistance.
5. OGLs are to ensure route taken is safe and free from hazards (e.g. no jaywalking).

### **IV. Bad Weather Plan**

1. Wet Weather
  - a. Outdoor activities will be suspended and/or moved indoors in rainy weather, when the lightning alert is on. Programmes Director (**Ying Xuan**) will give further instructions.
2. Haze

- a. In the case of the 3-hour PSI being >100, outdoor activities will be suspended and/or moved indoors. Refer to **Appendix I. Ying Xuan** will give further instructions.

## V. Medics & Safety measures

1. First Aiders
  - a. There will be 7 certified first aiders during Orientation. Each student first aider will be equipped with a first aid box.
2. Ambulance Service
  - a. 1 fully equipped ambulance with 2 professional medics will be on standby for day games and wet games. Time and dates are as follows:
    - i. Thursday, 16th May 2019, 0900 hrs to 1200 hrs and 1500 hrs to 1900 hrs
    - ii. Friday, 17th May 2019, 2000-2300 hrs
    - iii. Saturday, 18th May 2019, 1330 hrs to 1830 hrs
  - b. The Ambulance would be stationed at the sports complex's pick-up and drop-off point during the above stated timings.
  - c. Ambulance Service Provider: Singapore Emergency Ambulance Services <http://www.sgambulance.com.sg/services/ambulance-and-medical-first-aid-coverage>
3. Students falling sick/sustaining injury
  - a. In the event that a student falls ill during the orientation, OGLs will have to report to the **Nicholas** (Welfare Director) or **Safety ICs** (Welfare Subcommittee members). Students will subsequently be advised to seek medical treatment immediately and rest at home/hostel.
  - b. If a student wishes to rest at home, the student's parent/guardian has to come down to school to accompany the student back home.
  - c. If a student wishes to rest at the hostel, OGLs are to follow up on them from time to time to check on their condition.
  - d. If a student wishes to see the doctor, 2 student leaders (Welfare Subcommittee member or OGL) of the opposite genders will accompany him/her to a clinic. **Refer to Appendix II for a list of clinics.**

## VI. Fire Escape Plan

1. In the event of a fire/emergency, listen out to the announcements. The assembly point will be the **School Field (Blk 61)**
2. OGLs are to remain calm and guide OG through evacuation route to the assembly point.
3. At the assembly point, OGLs are to account for members in the OG and report your strength to your respective house heads. House heads will send strength to **Nicholas**.

## Appendix I – Health Advisory for General Public and Workers

| <b>3-hour PSI</b>                     | <b>Healthy persons</b>   | <b>Elderly, pregnant women, children</b>   | <b>Persons with chronic lung disease, heart disease, or stroke</b>                |
|---------------------------------------|--|--|---|
| <b>&lt;100<br/>(Good/Moderate)</b>    | Normal activities  | Normal activities  | Normal activities   |
| <b>101- 200<br/>(Unhealthy)</b>       | Minimise prolonged** or strenuous*** outdoor physical exertion   | Minimise prolonged** outdoor activity  | Avoid all outdoor activity. If outdoor activity is unavoidable, wear an N95 mask. |
| <b>201 – 300<br/>(Very Unhealthy)</b> | Avoid prolonged** or strenuous*** outdoor physical exertion. Wear N95 mask if prolonged** and strenuous*** outdoor activity is unavoidable | Avoid outdoor activity. If prolonged** outdoor activity is unavoidable, for adults, use an N95 mask. | Avoid all outdoor activity. If outdoor activity is unavoidable, wear an N95 mask. |
| <b>&gt;300<br/>(Hazardous)</b>        | Minimise all outdoor exposure. Wear N95 mask if outdoor activity is unavoidable  | Avoid outdoor activity. If outdoor activity is unavoidable, for adults, use an N95 mask.             | Avoid all outdoor activity. If outdoor activity is unavoidable, wear an N95 mask. |

Taken from National Environment Agency

## Appendix II – Nearby Clinics and Hospital

- The selected clinics are within close proximity to school and are accessible by the buses available near the school.
- A pair of student leaders (one male and one female), will accompany the sick Freshmore to the clinic/hospital.
- [https://www.mycg.com.sg/s/axa\\_msp\\_panel\\_nov17.pdf](https://www.mycg.com.sg/s/axa_msp_panel_nov17.pdf)

| Clinics  | Address / Directions  | Contact Number                 | Operating Hours  |
|--|---|--------------------------------|--|
| Northeast Medical Group (Covered By Insurance) | 30 Simei Street 3<br>#02-01<br>Singapore 529888<br><br>Bus: 5, 20, 38<br>MRT: Simei | Tel: 67838638<br>Fax: 67835638 | Weekday: 8.00am - 11.00pm<br><br>Weekend: 8.00am - 11.00pm |
| Central 24-HR Clinic (Bedok) (Not Covered)     | Blk 219 Bedok Central<br>#01-124 Singapore 460219<br><br>Bus: 24                    | Tel: 62476122<br>Fax: 62476123 | 24 Hours   |
| Tampines 24-Hr Family Clinic (Not Covered)     | Blk 201D, Tampines Street 21<br>#01-1151<br>Singapore 524201<br><br>Bus: 20         | Tel: 6786 7228                 | 24 Hours   |

| Hospital                | Address/Directions  | Contact Number | Operating Hours |
|-------------------------|---|----------------|-----------------|
| Changi General Hospital | 2 Simei Street 3,<br>Singapore 529889<br><br>Bus: 5, 20, 38 | Tel: 67888833  | 24 Hours        |

In the event of an emergency, we will call for an ambulance.

**Appendix III – Important Numbers during Orientation**

|                                 |           |
|---------------------------------|-----------|
| Evan (Project Director)         | 8539 2185 |
| Philia (Project Director)       | 8103 3351 |
| Nicholas (Welfare Director)     | 8168 6815 |
| Timothy (Welfare Executive)     | 9160 5145 |
| Jing Han (Welfare Executive)    | 9627 2170 |
| Kelly (Welfare Executive)       | 8435 5658 |
| Yan Hao (Welfare Executive)     | 9278 5316 |
| Tharun (Welfare Executive)      | 9763 1532 |
| Jesslyn (Welfare Executive)     | 9028 8593 |
| Douglas (Welfare Executive)     | 8323 1723 |
| Ying Xuan (Programmes Director) | 8518 0980 |
| Guardhouse                      | 6303 6666 |
| Ambulance (Emergency)           | 995       |
| Ambulance (Non-Emergency)       | 1777      |
| Fire                            | 995       |
| Police                          | 999       |

## **Notes**