

Field Activity Plan

Faculty:		Plan issue date:	
School:		Plan review date:	
Department:		Approval: (Name and Signature)	
Summary description of field activity and scope			

Project Supervisor

Name:	Signature:	Date:
Phone:	Email:	

Activity: Key Roles

Contact Details

Field activity leader:	Name: Mobile: Email:
Deputy field activity leader:	Name: Mobile: Email:
Activity administration contact: (Home base contact)	Name: Mobile: Email:

Field Activity Details

Programme / course / research activity	
Purpose of field activity	
Number of participants involved	
Other participants / organisations / contractors involved	
Level of inherent risk for this field activity (<i>Before</i> all identified controls are applied)	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Extreme

What are the most significant risks that participants should be aware of and how are the managed / mitigated?

Level of residual risk for this field activity. (After all identified controls are applied)

Low Moderate High Extreme

Intended Programme

Provide a brief description of the daily field activities (Location of activities, distance from field HQ, planned route(s), maps/charts, estimated timings etc.)

(Suggested items to consider)

Preparation: What will we need?

Travel: How will we get there?

Travel and transport to location:

Transport onsite:

Activities: What will we be doing?

Actions required during the field activity:

Equipment required:

Food, water, and hygiene:

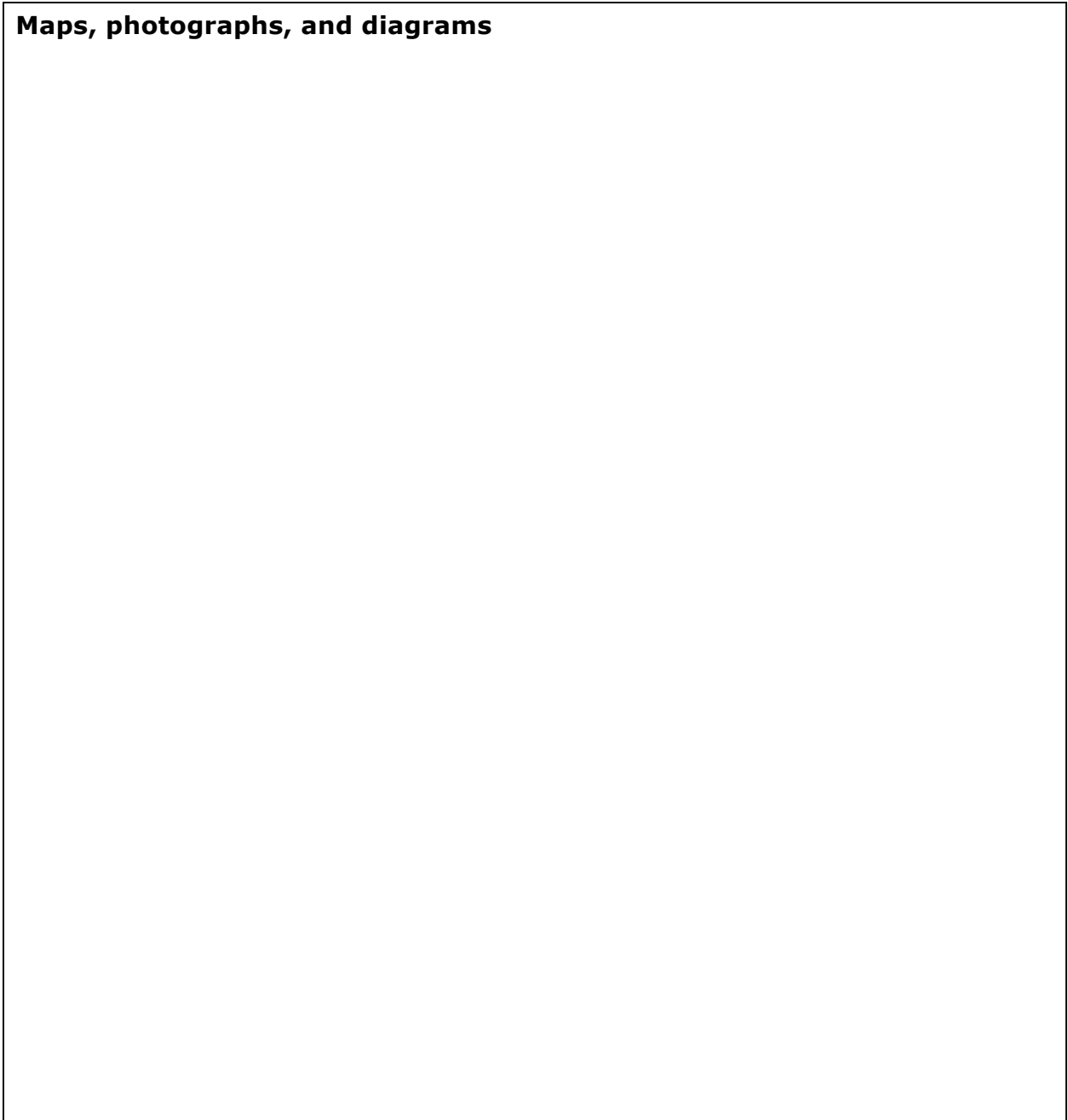
Student activity:

Pack up: Will we be welcome back?

Return: How will we get home safely?

Emergency arrangements:

Maps, photographs, and diagrams



Supervision and Periodic Check in Times		
We need to check-in with Name: Mobile:		Every _____ hours/days
		Will we have a Mobile tracker? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date	Check in time	Expected Location and status
Itinerary attached? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Planning Considerations	
Have we received relevant consent/permit/access permission for the field activity plan?	<i>From whom?</i> <i>Contact details:</i>
MFAT Advice:	
Which agencies have we notified of the field activity?	<i>Who?</i> <i>When?</i>
Are there any cultural considerations we need to be mindful of?	<i>What?</i>
What equipment or machinery will we need to deploy and use at the field activity site?	<i>What?</i> <i>Do we need operator training?</i>
Do we need to consider security risks? (personal safety / theft / vandalism)	
Will participants operate in groups or alone?	<i>If alone, what extra safeguards do we need to put in place to make sure our person is safe?</i>
Tide / lake level information	<i>Will we be near dry creek beds or canyons? Is rain forecast?</i>
Will activities occur in the hours of darkness?	

Participant Information

Are any specific vaccinations required?	<i>Specify:</i> <i>Are we heading into a Malaria, yellow fever, or other type of medical zone?</i>
Do we need to carry any specific medications during the activity?	<i>Specify:</i> <i>Do we need to declare them if travelling overseas?</i>
Do we have participants with disabilities or medical conditions/allergies? Do we need to make special provisions for them?	<i>Transport</i> <i>Accommodation</i> <i>Activity or task</i> <i>Support persons needed?</i>
Do we need to specify a level of fitness required for the activity?	<i>Do people also need skills such as the ability to swim, etc?</i>
Does anyone have any special dietary needs?	

Participant name	Staff/Student ID	Address	Contact number
Master list attached? <input type="checkbox"/> YES <input type="checkbox"/> NO (If 'No' insert details below)			

Transport			
Vehicles to be used for transport: <i>Note: Uber and other informal transport services should not be used.</i>	University vehicles Rental vehicles Private vehicles Commercial bus operator Other		
Commercial operator details:			
Vehicle details	Vehicle 1	Vehicle 2	Vehicle 3
Make			
Model			
Year			
Colour			
Current registration			
Current WOF			
Vehicle first aid kit			
If 4WD operations are intended, what type(s) of terrain will be encountered?	Level off-road terrain / Beach / sand / mud / Steep terrain / River crossing		
If 4WD operations are intended, list your qualified drivers.			
Are other vehicles that require specialised training/licence conditions intended to be used in this fieldwork activity?	All-Terrain Vehicle (Quad Bike) / Motorcycle / Tractor / Other		
Will hazardous substances be carried in vehicles?	List the type and quantity. <i>If needed, verify that the driver has a DG endorsement and is transporting IAW Land Transport Regulations.</i>		
Aircraft operators that will be engaged (other than standard airline operators)			
Boat operators that will be engaged (other than standard commercial ferry / ship operators)			

Emergency Contacts	
Mobile phone number(s):	
University security number:	0800 373 7550
International help number (if travelling overseas):	Allianz Global International Medical and Security Travel Assistance Call (costs reimbursed) +64 9 486 9025 Email (for non-urgent queries) help@faops.com Policy Number 766600001 Policy Name University of Auckland
University emergency contact:	
Health, Safety and Wellbeing Service contacts:	+64 923 4896 027 801 2042
Field activity base location:	
Field activity base contact numbers / frequencies	
Communication equipment	<input type="checkbox"/> Mobile phone <input type="checkbox"/> Satellite phone <input type="checkbox"/> Radio channel / frequency <input type="checkbox"/> SPOT tracking system / web link <input type="checkbox"/> Email or electronic means address
Emergency communication equipment	<input type="checkbox"/> PLB no: <input type="checkbox"/> EPIRB no:
Main and alternative routes / roads to access site location	
Which emergency services have been notified for this field activity?	
In the event of an emergency, where will people meet?	
Contingency plan for adverse conditions e.g. severe weather, flooding	<i>(Attach plans as appropriate)</i>

First Aid Provisions			
Designated first aiders	Name:	First Aid Cert Level:	Expiry date:
	Name:	First Aid Cert Level:	Expiry date:
	Name:	First Aid Cert Level:	Expiry date:
First aid equipment Type / location	Type: <input type="checkbox"/> Travel <input type="checkbox"/> Standard <input type="checkbox"/> Remote area		
Nearest medical centre:	<i>(Insert contact details)</i>		

Emergency / Survival Equipment	
No. of days extra food	
No. of days for water	
Emergency shelter	<i>(Type and colour)</i>
Emergency lighting beacon / flares carried	
Survival clothing	<i>(Type and colour)</i>

Safety and Protective Equipment List
<i>(For example: Fire extinguishers in field HQ, First Aid Kit, Flares, PFD, throw lines)</i>

Participants, Training, Qualifications, Certifications Relevant to the Field Activity	
Name	Training, qualifications, certifications

Additional Notes:

(The following notes will assist in the pre-departure or arrival briefings and can be adapted accordingly)

Response Plans

Insert details of the appropriate response plans or scenarios

Medical Emergency Procedure

- Administer initial first aid.
- Make the patient as comfortable as possible.
- Decide whether the patient can walk to the recovery point agreed for that day, or whether the patient needs assisted evacuation.
- If necessary, two persons should walk to the recovery point agreed for that day and raise the alarm. If necessary, use the satellite phone/mobile/EPIRB to call 111 (or other local emergency number) for help. Note that someone *must* always stay with the injured person.
- Call the University security hotline in the event of any critical incident (0800 373 7550).

Extreme Weather Event Procedure

- Field activity leader to check long range and daily weather forecasts. If extreme weather is noted, carry out the following actions.
- Consider cancellation/postponement if you have not yet set out.
- If in the field, inform University emergency contact that a weather system has developed, and provide daily communication for the duration of the event.
- Inform all field trip participants of the situation and provide regular communications to them at a minimum of every four (4) hours.
- If safe to do so, evacuate all persons on the field trip to a safe location. Stay there until it is safe to move on.
- Monitor the weather via the CDM or MetService website, or National radio. Assess the situation, and if the risk of serious flooding or snowfall seems possible the field trip may need to be abandoned.
- University emergency contact to inform the head of department (or equivalent) of the situation and provide at least daily updates.

No-Contact/Missed Check-In Procedure

- Alert other participants in the vicinity (they may be able to investigate without placing themselves at risk). Enquire with accommodation to see if the person has returned there.
- Mobilise a vehicle to search a wider area while field activity leader continuously attempts to contact the missing person through normal communication channels for three hours (as well as checking for messages on phone message bank).
- If after three hours the person is still missing, contact their next of kin to check if contact has been made with them.
- Contact station owner or ranger in search area to assist in search.

Missing Person Procedure

- Advise local authorities / emergency services of the situation and respond to their advice or instructions. Once informed, police will take charge of search.
- If local authorities implement search and rescue, the field activity leader is to liaise with emergency services and advise the University emergency contact.
- The University emergency contact is to alert the head of school and UoA Health, Safety and Wellbeing Service.
- If the missing person is found / contacted and a remote area emergency reported, the following procedure must be observed. Record:
 - Location and time of incident
 - Nature of the incident
 - Number of casualties (if any)
 - Action undertaken by field crew
 - What future action response is required by field crew
 - Any additional information
- Once missing persons are located, contact emergency services and the University emergency contact and notify that emergency is over.