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**FIELD ACTIVITIES PLAN**

This template is designed to help you ensure you are meeting your due diligence obligation and is to be utilized in conjunction with a review of the [Off-Campus Activity and Travel Policy](https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Off-Campus-Activity-and-Travel-Policy.pdf). Also, see the [FAP Instruction Sheet](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx) on the FRO site for many tips on how to fill this out. The plan should be prepared in advance and shared with all participants and be modified to reflect your risk as your project progresses. The supervising researcher or school/course director should keep a copy of the plan for 7 years. It is a good idea to keep a record of any tailgate meetings (see #7), informal training, orientations etc. held regarding field activities (whether prior to or during the field activity). See an example of a [completed FAP](http://www.fieldoffice.ualberta.ca/~/media/fieldoffice/Documents/JLKavanaugh_FAP_10Feb2012.pdf).

|  |  |
| --- | --- |
| **Date FAP Prepared:**  | Click here to enter text |
| **Department:** | Click here to enter text. |
| **Name of Supervising Researcher or Course Director:** | Click here to enter text |
| **Supervising Researcher’s Contact Info:** |
| **Work Phone:** | Click here to enter text. |
| **Home Phone:** | Click here to enter text. |
| **Cell Phone:** | Click here to enter text. |
| **Email:** | Click here to enter text. |

1. [**Project Description/Overview**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#ProjectDescription)

|  |  |
| --- | --- |
| **Date of Departure (MM/DD/YY):** | Date of Departure |
| **Date of Return (MM/DD/YY):** | Date of Return |
| **Country:** | Country where research is taking place |
| **Geographical Site: (address or Latitude/Longitude)**  | Click here to enter text. |
| **Nearest City/Town and Distance to:** | Nearest town/city and distance to from field site. |
| **Project Description:** | Click here to enter text. |

1. [**Field Research Participants**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Participants)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | **Position:** | **Emergency Info Form completed** | **Informed Consent Forms completed** |
| Full Legal Name text. | e.g. Grad Student,  |[ ] [ ]
| Click here to enter text. | Click here to enter text. |[ ] [ ]
| Click here to enter text. | Click here to enter text. |[ ] [ ]
| Click here to enter text. | Click here to enter text. |[ ] [ ]

1. [**Document Management**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Document Management)

**Copies of the FAP, Emergency Info Forms, Informed Consent Forms, and Training Certifications will be kept in the field as well as with:**

|  |  |
| --- | --- |
| **Name:** | Click here to enter text. |
| **Email:** | Click here to enter text. |
| **Phone:** | Click here to enter text. |
| **Link to Google Drive Document:** | Click here to enter text. |

1. [**Emergency Response Information**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#EmergencyResponse)

|  |
| --- |
| **University Specific Contact Info:** |
| **Department Contact and Phone Number:** | Department Emergency Contact and phone. |
| **UofA Protective Services:** | **780-492-5050** |
| **UofA Environmental Health & Safety:** | **780-492-1810** |
| **UofA Office of Insurance and Risk Assessment:** | **780-492-8886** |
| **STARS:** | **1-888-888-4567, 1-403-299-0932****#4567 from a cell phone** |
| **Field Specific Emergency Contact Info** |
| **Local Contact and Phone Number:** | Click here to enter text. |
| **Local Emergency Response Number:** | 911 available [ ]  or Click here to enter text. |
| **Local RCMP Detachment:** | Click here to enter text. |
| **Other:** | Click here to enter text. |

1. [**Emergency Response Plan (ERP):**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/ERP)

|  |  |
| --- | --- |
| **Potential Emergencies:** | Click here to enter text. |
| **Procedures for dealing with Potential Emergencies:** | Click here to enter text. |
| **Identification of, location of and operational procedures for emergency equipment:** | Click here to enter text. |
| **Emergency response training requirements:** | Click here to enter text. |
| **Location and use of emergency facilities:** | Click here to enter text. |
| **Fire protection requirements:** | Click here to enter text. |
| **Alarm and emergency communication requirements:** | Click here to enter text. |
| **First aid services required:** | Click here to enter text. |
| **Procedures for rescue and evacuation:** | Click here to enter text. |
| **Designated rescue and evacuation workers:** | Click here to enter text. |

1. [**Hazard Assessment and Control:**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/HazardAssessment)

|  |  |  |
| --- | --- | --- |
|  **Task** | **Potential Hazard** | **Mitigation or Controls**  |
| e.g. walking in bush where ground is uneven . | e.g. Slip, falls, bodily injuries | e.g. Appropriate footwear for terrain, awareness of areae.g. Wear protective eyewear, clear safety glasses for low light/dark conditions, tinted lenses for sunny weather  |
| e.g. working near or around Hydrogen sulfide, H2S (sour gas) wells | H2S poisoning, possible death | Hydrogen sulfide (sour) gas plants are abundant throughout Alberta and elsewhere.A project/site-specific hazard assessment prior to going out in the field is the best way to identify the potential hydrogen sulfide gas hazard. Once it is identified as a hazard, a hydrogen sulfide personal detector along with appropriate training on hazards associated with working around hydrogen sulfide gas would be the most appropriate control measure.In this regard, see [FRO's page on H2S Hazard Assessment tips.](https://fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/HazardAssessmentandControlTool/H2SHazardAssessmentTips.aspx) |
| Enter text here | Enter text here | Enter text here |
| Enter text here | Enter text here | Enter text here |
| Enter text here | Enter text here | Enter text here |
| Enter text here | Enter text here | Enter text here |
| Enter text here | Enter text here | Enter text here |
| Enter text here | Enter text here | Enter text here |
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1. [**Daily Field Safety Meetings**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx)**.**

**These books should be kept with the department/supervisor for at least 7 to 10 years.**

|  |  |  |
| --- | --- | --- |
| **Field Safety Log Book Obtained from FRO:** | **Date Obtained:** | **Discussion with research team**  |
| [ ]  Check if obtained | Click here to enter a date. | [ ] Check when completed |

1. [**Field Worksite Safety Inspection**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx)

**It is important the PI or research supervisor attend at the site and do a field worksite safety inspection. Here is an example of** [**a form**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/~/media/fieldoffice/Documents/Field_worksite_safety_inspection_checklist.docx) **that could be used. It will need to be tailored to the activities you are doing.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Worksite Inspection completed by:** | **Date completed:**  | **Inspection Type:** | **Inspection Form Attached** |
|  | Click here to enter a date. |  | 🞏 |

1. [**Permits Required or Ethics Clearance Needed**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Permits)

**There is a** [**list of frequently needed permits**](http://www.fieldoffice.ualberta.ca/Planning/Permissions/List%20of%20Permits.aspx) **that FRO has created.**

|  |  |  |
| --- | --- | --- |
| **Permit/Clearance:** | **Date Obtained:** | **Expiry Date:** |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. |
|  |  |  |

1. [**Training**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Training)

**Copies of training certificates or records should be kept with the Field Activities Plan for easier reference.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | **Position**  | **Training Required** | **Training****Completed** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |[ ]
| Click here to enter text. | Click here to enter text. | Click here to enter text. |[ ]
| Click here to enter text. | Click here to enter text. | Click here to enter text. |[ ]

1. [**Immunizations**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/Immunizations)

|  |
| --- |
| Travel Immunization/Prophylaxis Requirements:  |
| [ ]  Altitude sickness medication[ ]  Polio [ ] Diphtheria [ ] Rabies [ ] Hepatitis A[ ] Rubella [ ]  Hepatitis B   | [ ] Tetanus [ ] Japanese encephalitis[ ] Tuberculin testing prior to departure [ ]  Malaria [ ] Measles [ ] Typhoid. [ ]  Meningococcal[ ] Yellow Fever | **Other (specify)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]   |

1. [**Accommodations**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Accommodations)

|  |  |
| --- | --- |
| **Type** | **Location / Contact info (e.g., campground name & phone)** |
| **Tents** | Click here to enter text. |
| **Trailer** | Click here to enter text. |
| **Cabin** | Click here to enter text. |
| **Hotel/motel** | Click here to enter text. |
| **Other:** | Click here to enter text. |

1. [**Meals**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Meals)

|  |  |
| --- | --- |
| **Type:** |  |
| **Self cooked\*** | [ ]  |
| **Catered** | [ ]  |
| **Restaurants** | [ ]  |

1. [**Transportation**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Transportation)

**To, from and at Field Camp/Site – see note below in #for vehicle inspection log.**

|  |  |  |
| --- | --- | --- |
| **Type (Road, Air, Off-Road)** | **Details** | **Source (UofA, Rental/Rental Co. etc,)** |
| e.g. Truck | e.g. Toyota Tacoma, ½ ton | e.g. UofA Vehicle Pool  |
|  |  |  |
|  |  |  |
|  |  |  |

1. [**Drivers**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Drivers)

|  |  |  |
| --- | --- | --- |
| **Names of Approved Drivers** | **License****type/class** | **U of A certified for vehicle type?** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  |  |  |
|  |  |  |

1. [**Communications**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Communications)

|  |
| --- |
| **With Outside** |
| **Device type** | **Number** | **Time of day monitored / check-in procedure** |
| **Satellite phone** | Click here to enter text. | Click here to enter text. |
| **Cell phone** | Click here to enter text. | Click here to enter text. |
| **Radio frequency** | Click here to enter text. | Click here to enter text. |
| **Alternate device** | Click here to enter text. | Click here to enter text. |
| **Within Research Group** |
| **Device type** | **Number** | **Time of day monitored / check-in procedure** |
| **Device?** | Click here to enter text. | Click here to enter text. |

1. [**Equipment**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Equipment)

Please note this [**Vehicle Inspection** **Log**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/~/media/fieldoffice/Documents/VehicleInspectLog.doc) should be completed if you have vehicles/ATVs/etc. you are using in the field and kept with the Field Activity Plan.

|  |  |  |
| --- | --- | --- |
| **Equipment** | **UofA\* / rental / other** | **SOP [Standard Operating Procedure] Prepared (‘yes’) or not applicable (N/A)** |
| e.g. Gas Chainsaw – 18 inches | e.g. Athabasca Rentals, Athabasca, AB. | As per Operators’ manual and after completion of training |
|  |  |  |
|  |  |  |
|  |  |  |
| **Personal Protective Equipment Recommended** |
| List all personal equipment recommended for use with the equipment **–**  **e.g. Protective Eyewear (Clear safety glasses for low light/dark conditions, tinted lenses for sunny weather)**  |

1. [**Insurance Needs**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Insurance)

**Check off if addressed**

|  |  |
| --- | --- |
| Off-Campus Equipment registered? | [ ]  |
| Participants informed of need to purchase extra travel insurance | [ ]  |
| Medical Evacuation Insurance | [ ]  |
| Kidnapping Insurance | [ ]  |
| Certificate of Insurance required? | [ ]  |

1. [**Approval**](http://www.fieldoffice.ualberta.ca/Planning/Field%20Activities%20Plan/Field%20Activities%20Plan%20Instruction%20Sheet.aspx/#Approval)

**Signature of Supervising Researcher:**

**I acknowledge that this safety plan has been prepared in keeping with the requirements of the** [**University of Alberta Off-Campus Activity and Travel Policy**](https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Off-Campus-Activity-and-Travel-Policy.pdf) **and according to my review of** [**Appendix B (Risk Assessment Matrix)**](https://policiesonline.ualberta.ca/policiesprocedures/infodocs/%40finance/documents/infodoc/cmp_072390.pdf) **and consideration of the research personnel, activities that will be performed and the research site, the risk for this FAP is** Choose an item.**:**

|  |  |  |
| --- | --- | --- |
| **Name:**  | **Signature:** | **Date (MM/DD/YY)** |
|  |  |  |
| Name of Approver, position  |  | Click here to enter a date. |
|  |  |  |

The following members of the research team have been informed and/or provided with a copy of this Field Activities Plan and any additional procedures/protocols that are attached to form part of the FAP and are aware of the hazards identified and the methods used to control or eliminate the hazards.

|  |  |  |
| --- | --- | --- |
| **Name:**  | **Signature:** | **Date (MM/DD/YY)** |
|  |  |  |
| Name of Research Member |  | Click here to enter a date. |
|  |  |  |
|  |  |  |
|  |  |  |