Instructions and notes on filling in the “Check-In” procedure of your Field Work Activity and Communication Plan

You are obligated by federal and provincial Occupational Health and Safety legislation to provide the details of a communication plan with individuals in the field. Remember that the main purpose of this plan is to know that individuals are safe at regular intervals, not just at the end of a 10 day trip.

1. **University Contact**: The person the field personnel are contacting must be a University employee. EH&S does not want friends or family used as the contact as they may become too distressed to deal effectively in emergency situations. The contact for RESEARCH groups should be the supervisor or another responsible person in that group. The contact person should be provided with copies of the Work Activity/Communication plan, the emergency contacts and should know EXACTLY what to do if an emergency arises.

2. **Will be Contacted**: The frequency of the check-in is established by the potential hazards involved. In dangerous situations, people should be checking in more than once per day (e.g. trips that involve multiple helicopter trips to numerous destinations in one day or a hike that traverses dangerous terrain). Note that there are circumstances when more than one check in is advised EVEN IF THE COMMUNICATION PLAN SAYS OTHERWISE (e.g. a winter storm comes upon a group and the route is changed to avoid the storm. If you do not advise the contact person of your change in plans and then go missing, no one will know where to look for you). In routine situations, groups should be checking in on a DAILY basis. Day trippers should also be checking in when they return from the field.

3. **Between (Time of day)**: It is not acceptable to put “at the end of the trip”. You must define a time although a time range is probably a better idea because routine interruptions may delay the check-in. An example might be between 7 pm and 9 pm.

4. Check-ins may be accomplished by email, by phone (satellite, cell or land) or by SPOT transmitters. SPOT transmitters are available from Lynne Maillet (free to classes and at a nominal fee for researchers). Satellite phones may be rented from local providers or from Geography or Outdoor Centre.

5. **If not contacted during above schedule....**. If the contact person does not hear from the field party within the time described above, you must detail exactly what steps will be followed. Never call friends, family or emergency contacts of the missing field party. They will be called by someone from Security or Risk Management when it becomes necessary. The following is provided as an example.

   a. Contact time is between 7 pm and 9 pm but no check-in is received
   b. Contact person waits until 9:30 pm and then tries to contact the field party by cell or satellite phone (numbers were provided under Communication Plan), at the hotel (numbers provided under Accommodations). You might ask the hotel management if the vehicles are back from the field or if they have seen the group/individual. If contact achieved, nothing more to be done. If no contact, try again to reach field party every 30 minutes until 11 pm.
   c. If no contact by 11 pm, field party should be assumed to be lost/missing. Call police/RCMP in the area where the field party is located (numbers provided under Emergency Contacts). If it is during regular office hours, call Lynne Maillet or Charles Henderson. Outside normal business hours, contact person to call Campus Security at 403-220-5333 (monitored 24/7). Advise that field party is missing and you need to contact someone in Geoscience (Charles Henderson or Lynne Maillet). When you call the police, you will be expected to give a make/model and license plate number of the vehicle (listed under Transportation). You will also be required to tell them where the field group was expected to be during the day (listed under Location Destination). The more details that you provide on the forms, the easier it is to find the group in an emergency.

If you have any questions about how or what to put on the forms, please see Lynne Maillet.