

FIELD SAFETY EMERGENCY PLAN

Use this form if traveling to a location of any university-related activities, including course or research activities, that occur beyond the UAF campus not including sporting events, meetings, conferences, training, sponsored dinners, or events that occur at another institution, or facility. More information about field safety considerations and planning can be found in the [University of Alaska Fairbanks Field Safety Emergency Plan - Guideline and Checklist](#).

To complete this form:

- At least 30 days before departure, use the guidance provided in the [Field Safety Emergency Plan - Guideline and Checklist](#) to complete this form in as much detail as possible. IF there are portions of the form that do not apply (i.e. international travel) leave them blank and move on to the next section.
- Submit it to the relevant designated Department Safety Officer or Operations Manager with any attachments.
- Principal Investigator or Team Lead and Department or Institute Dean or Director for approval in that order.
- If the field activity includes use of non-conventional modes of travel, minor participants, firearms, explosives, or if deemed necessary by any of the previous approvers as noted in the remarks section: route to EHSRM for review through David Vazquez at [jd vazquez2@alaska.edu](mailto:jd vazquez2@alaska.edu) or Elizabeth Hughes-Hageman at [ephugheshageman@alaska.edu](mailto:ephugheshageman@alaska.edu).
- Once all reviews and approvals are completed, review the plan with all participants and gather participant signatures in the Field Party Review section on the master copy.
- Additional copies must be furnished to the supervisor and/or department contact, and \_\_\_\_\_.
- Ensure that a completed copy is carried by the trip leader and is available with the emergency contact phone or other device. Note: These are minimum requirements. Additional emergency provisions may be added as necessary.

Primary Contact:		Phone Number:
Program Manager Contact:		
Field Work Location (general):		
Field Work Description (general):		
Does the field work require public notification?		

Note: A [Volunteer Qualification Checklist](#)



FIELD SAFETY EMERGENCY PLAN

UAF Driver Safety  
 First Aid - current  
 CPR - current

Wilderness First Aid  
 Bear Awareness  
 Firearm Safety

Boat Safety  
 Intro to ATVs / Snowmachines  
 UAF Hand and Power Tool Safety

Participant Name	Training Taken	Date of Training

3. Communication Plan

- a. Daily communication is required for remote travel:

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c. Communication Equipment – list the equipment type, number/frequency or channel, etc.

Type	Numbers/Frequency/Channel

Participant Name	Tent Color	Backpack Color	Jacket Color

5. Emergency Evacuation Plan

Communication and Travel: In the event any individual(s) or team requires emergency evacuation for medical treatment or other emergency circumstances, contact the agency below to initiate evacuation.

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Air - Contact:	Contact #:
Ground - Contact:	Contact #:
Water - Contact:	Contact #:
Department Contact:	Work #: Cell #:
UAF Dispatch:	Contact #: 907-474-7721
List other emergency contacts/procedures needed:	

VISUAL SIGNALS BETWEEN GROUND AND AIRCRAFT

Standard ground to air signals: See codes below. Signals may be tramped in the snow, made of branches, cloth, or stone, trenches dug in the tundra, or patterns cut in vegetation. Try to make as big a color contrast as possible between your symbol(s) and the surrounding terrain. The symbol(s) should be 8 to 10 feet long and 3 feet wide for spotting by plane. The surfaces of your airplane or

vehicles, which will generally be in sharp contrast to the surrounding area, are also a signal that can be seen from the air. In addition, you should use any means possible to try and attract an aircraft's attention: radio, flames, smoke, flares etc.

6. International Field Work

- a. U.S. Department of State travel advisory level and reason for advisory:  
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- b. U.S. Center for Disease Control and Prevention travel health notices, concerns, or recommendations, including recommended vaccines, for the destination(s):  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

**NOTE:** If you require a consultation with UAF Occupational Health for travel related concerns, like updating vaccines or obtaining a travel physical, please contact Emily Reiter at [e.reiter@alaska.edu](mailto:e.reiter@alaska.edu).

- c. Emergency contact information for destination(s): **NOTE:** Please leave blank if not applicable

<u>Office/Contact:</u>	<u>Telephone Number and/or Address:</u>
Country's 911 equivalent:	
Consulate/Embassy:	
Local Government/Visa office:	
Closest Police Station:	

Hospital:







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