Field Activities Plan (FAP)

PI/Supervisor's Name:	**John-Paul Zonneveld**
Faculty/Department:	**Earth and Atmospheric Sciences**
Department Contact Name and Contact Number:	**Rebecca Funk** Office Ph: 780-492-1122 24/7 Contact Ph: 780-222-6587
Project Description (brief):	**Surveying Triassic rocks in northeastern BC for evidence of the Carnian Pluvial Event (CPE).**
Dates of Research Work:	**July 8 to 24**

The Field Activities Plan is an all-encompassing template that contains a hazard assessment, the foundation for an effective safety plan. A hazard assessment is required **before** any field research activity and should be reviewed whenever there is a change in activities, location or people that will affect the hazards and controls. **The requirement of a hazard assessment and the Emergency Response Plan is LAW and set out in Part 2 of the *Alberta Occupational Health and Safety Code (AB Reg. 87/2009)*. Also, without doing a proper hazard assessment and failing to assess risk of the field project, adhering to travel warnings, etc. can negatively affect insurance coverage.**

MAKE A COPY of this template and SAVE it in your drive. It is required that researchers make this template on their own.
Please go to the FRO Pre-Planning web page and follow the steps outlined. If travelling internationally, visit the International Field Research Tips.

1. Project Details

Date Prepared	20 June, 2023
Prepared by	Ciara Stewart
Department	Earth and Atmospheric Sciences
Principal Investigator (PI)	John-Paul Zonneveld
Supervisor of Project (if not PI)	NA
Project Description (synopsis of field research activities)	Sampling for geochemical, sedimentological, and paleontological analysis taking place in northeastern BC Rockies at two localities; Ewe Mountain and Mt. McLearn
Supervisor's Contact Info	Work Ph# 780-492-3287 Email: zonneveld@ualberta.ca
Date of Departure	July 8th, 2024
Date of Return	July 24th, 2024
Location of Research (specific –GPS locations, etc.)	Ewe Mountain: 59º05'02"N, 125º19'46"W Mt Mclearn: 59º05'05"N, 125º27'11"W
Nearest city/town (EMS)	Fort Nelson
Mapped location	

2. Field Researchers, Volunteers and Collaborators

Name	Position	Emergency Info Form completed	Waiver/Informed Consent completed	Certificate of Insurance obtained
UAlberta Field Researchers				
John-Paul Zonnev…	Professor	✓	□	n/a
Ciara Stewart	Grad Student	✓	□	n/a
Mahdiyeh Gholiza…	Grad Student	✓		
Logan Fulford	Student Assistent	✓	□	n/a
University of Victoria Field Researchers				
Jon Husson	Professor	✓	□	□
Mathew Stephens	Grad Student	✓	□	□
Geological Survey of Canada				
Martyn Golding	GSC Research Scientist	✓		

3. Hazard Assessment, Control and Safety Inspections

a. Hazard Assessment and Control

You MUST complete a hazard assessment.

You can use either the table below or utilize EHS's Hazard Assessment Web Application to prepare it. You must make it specific to the location you are going for your field research, the people who are participating in the research and the activities you are conducting. If you use the HAWapp hazard assessment application, you can embed it here or attach to the FAP. Go here to see a sample eCompliance field hazard assessment. Another resource to see examples of hazards and controls: Field Research Hazard Control library.

Please REMOVE examples in the table below and make it your own dependent upon your specific research project. Start with the first thing you do: travel to your research site using air transportation, vehicle, bus, etc. Many leave this activity out.

Task	Hazards	Control (mitigation)
Drive to Fort Nelson	*Possibility of collision with other vehicles and wildlife Potentially poorly kept roads*	*driver must be authorized and have completed defensive driving course is well rested Takes needed breaks*
Helicopter to locations	*Turbulent/foggy/stormy weather maintenance issues come in contact with rotor blade and/or tail rotor Hearing damage*	*Ensure weather is clear before flight; pilot is experienced Inspection of the helicopter prior to use Listen to safety briefing; embark/offboard only when instructed safe to do so and from the front of the craft within visibility of pilot wear ear protection*
Camp at outcrops	malnutrition dehydration wildlife Thermal Stress (Heat/Cold) Wildfires	Pack wisely: nutritious, non-perishable snacks; pots for boiling water, provide enough water for everyone at campsite Take bear awareness eLearning course bear spray, bear bangers, firearms. Preventative measures: stay in groups, create noise, keep food in bear-safe location Bring satellite phone to make regular check-ins clothing for all conditions wear layers of clothes Ensure the research party knows the signs of hypothermia/heat stroke and how to mitigate these issues Wildfire mitigation see 4c
Sampling at outcrop localities	Slips Falls rock chips from sampling Carpal tunnel syndrome/cramping from swinging hammer	Wear appropriate hiking boots/attire Carry first aid kit Wear safety glasses and hard hat safe distance from others in the field site (Not working under/over other researchers) take frequent, short breaks stretch the area to prevent injuries

b. Daily Field Safety Meetings

You must have daily field safety meetings (a field level hazard assessment) that supplement the FAP. The Daily Field Safety Log Books are used to me
keep track of the daily field safety “tailgate” meetings. These books should be kept with the department/supervisor for 10 years. Request yours in this online form.

Obtained Log Book and had discussion with team about usage:	✓

c. Field Worksite Safety Inspection

It is important that the PI or research supervisor attend at the site and do field worksite safety inspections at regular intervals if research is going on for a period of time. Access a copy of an example inspection form on this webpage and tailor it to your activities. If a PI is unable to attend, an assessment of the field work site can be done by the researcher who is there.

Field Worksite Inspector (name)	Date completed:	Inspection Form Attached
	Click or tap to enter a date.	☐

d. Waste (hazardous and non-hazardous) Disposal

Researchers must remove any waste created or brought to the field location. Education is key to the removal of hazardous waste and researchers handling hazardous waste in the field should take the EHS hazardous waste eLearning course.

Will there be hazardous waste at the field site (s)?	Yes □ No ✓
If there will be hazardous waste, have researchers taken the EHS eLearning course?	Yes □ No ✓
What is the plan (provide details) for disposal of hazardous waste?	

4. Emergency Response Plan

The Emergency Response Plan is a plan to respond to an emergency situation that could arise from hazards that have been identified in section 3. This section is a top level summary of potential emergencies sustained from the hazards identified. If for security reasons, you do not wish to carry H-FAP in the field, have these emergency contacts on your phone.

a. Emergency Contacts

University Specific Contact Info:	
Department Contact Name (s)	Rebecca Funk
Daytime Department Ph#	780-492-1122
After hours Dept. Contact #	780-222-6587
UofA Protective Services	780-492-5050
STARS (Western Canada only):	1-888-888-4567, 1-403-299-0932 or #4567 from a cell phone
Field Specific Emergency Contact Info	
Cell Phone# of researcher(s)	Ciara: 506-977-4823, JP:778-773-9545
Satellite Phone# of researcher (s)	TBA
Local Contact/Host Info and Phone Number	N/A
Skype ID#	N/A
Local Emergency Response Number	911 Fort Nelson EMS: 250-774-2344
Local Police Detachment	250-774-2700 (Fort Nelson)
Other Contacts	N/A

b. Potential Emergencies and Action Plan

Potential serious emergencies	*Field injuries, Bear attack, car accident, Helicopter accident*
In the event of an incident involving a researcher, who will secure the scene and preserve evidence eg. call	John-Paul Zonneveld

emergency services when it warrants. Most EMS will secure the scene.	
Procedures for dealing with potential emergencies	First aid kits will be available and researchers will be aware of who in the group has first aid training. All researchers will be aware of emergency contact numbers in case further medical attention is required.
Identification of location, operational procedures for emergency equipment	In the field, a first aid kit will be stored in backpack with the team in the field
Emergency response training requirements	First Aid
Location and use of emergency facilities	Emergency services available in Fort Nelson
Fire protection requirements	Wildfire prevention best-practices will be implemented. Use https://wildfiresituation.nrs.gov.bc.ca/map for up-to- date information on wildfires prior to heading into the field. Certify research is done outside evacuation areas. Once in the field, ensure emergency contacts know our locations via GPS and check-ins. Have a briefing with the research party on protocols if required to evacuate and the best routes to do so. If evacuation is in order, than we will contact helicopter company
Alarm and emergency communication requirements	Satellite Telephone will be used to contact emergency services
First aid services required and designated first aiders	John-Paul Zonneveld, Ciara Stewart
Procedures (rescue and evacuation) and responsible workers	Air ambulance will be required in severe emergencies (403) 295-1811

c. Emergency Escalation Protocol

Grace period* is: 3 hour(s)
(number of hours)

**Grace period is the period of time before the emergency escalation protocol starts – you wait this long before calling the following:*

	When to Call	Who to Call
1.	If after grace period, still no check-in, call:	Name of Supervisor Murray Gingras 24/7 Contact Ph: 780-906-9432
2.	If #1 does not answer, call:	Department Contact Name: Rebecca Funk 24/7 Contact Ph: 780-222-6587
3.	If #1 and #2 do not answer, call:	UAPS: 780-492-5050 UAPS to contact Department Chair, OEM, EHS
4.	If #1, #2, and #3 do not answer, call:	Local RCMP, Ph: 250-774-2700

5. Communications for Check-in Procedures

With Outside			
Device type	Number	Registered with PRCC (yes/no)	Time of day monitored (check-in procedure)
Satellite phone	TBA	No	Morning; Check-ins will be made at 7:30am Evening; Check-ins will be made at 6:30pm
inReach	TBA	No	Will be used as back-up if the satellite phone is not working.
Within Research Group			
Device type	Number/Frequency		Time of day monitored (check-in procedure)
Two-way radio	Channel 1		Will be used when the research splits up out in the field

6. Permissions Required

None Applicable

7. Training & Immunizations

Copies of training certificates should be kept with the Field Activities Plan (both in field and with the department contact). For immunizations/vaccines, supervisors should explain the benefit of getting these and employees should confirm if they have received this notification. **Do not put any details about vaccinations/immunizations.**
The EHS Supervisory Professional Development eLearning Course is required for any who direct work, supervise work and/or control a work site. The Working Safely at the UofA eLearning Course is required for any worker (supervisor should take Supervisor PD Course above).

Participant's Name	Training Received	Notification Immunizations/Vaccinations required received by participant
John-Paul Zonneveld	*Supervisor Safety* *Field Research Safety Course* *UofA Defensive Driving and Evaluation* *Standard First Aid*	✓ YES ▢ NO
Ciara Stewart	*Field Research Safety Course* *Standard First Aid*	✓ YES ▢ NO
Mahdiyeh Gholizadeh	*Field Research Safety Course*	✓ YES ▢ NO
Logan Fulford	*N/A*	✓ YES

		▢ NO
Jon Jusson	*N/A*	✓ YES ▢ NO
Mathew Stephens	*N/A*	✓ YES ▢ NO
Martyn Golding	*N/A*	✓ YES ▢ NO

8. Accommodations & Meals

Accommodations
☐ Hotel/Motor ✓ Campsite ☐ Cabin ☐ Other, specify:
Provide name, address & phone of where you are staying: NA
Meals
Self-cooked ✓ Catered ☐ Restaurant ☐

9. Transportation

Where possible, include all transportation used in research including air travel, boat, on-road, off-road vehicle, **Please remove the examples if not applicable**.

Type of transportation (road, air, boat, public transportation, taxi, ride)	Details (license plate, UofA owned, rental car? Air Carrier)	Time of Use/Travel	Location of use
e.g. 2015 Toyota Tacoma	XTL 3499, UofA Fleet Vehicle #952	July 8 - 24 2024	Edmonton - Fort Nelson
Helicopter A-Star	Ridge Rotors (250) 242-4542	July 8 - 24 2024	Toad river - Ewe Mountain/ Mt McLearn

10. Drivers & Passengers

Please see [University of Alberta webpage on driver authorization].

UAlberta Approved Drivers		
Name (Surname, Given name)	License type/class	U of A certified for vehicle type (yes/no)?
Zonneveld, John-Paul	*Alberta Drivers License #4*	*yes*

Passengers in UAlberta Rented/owned Vehicles	
Name (Surname, Given name)	Affiliation (volunteer, collaborator, staff, etc.)
Stewart, Ciara	*UofA Graduate Student*
Gholizadeh, Mahdiyeh	*UofA Graduate Student*
Logan Fulford	Student Assistant

11. Equipment

All equipment should be listed in the event equipment is lost, stolen, damaged to assist in insurance claim. Remember to include Personal Protective Equipment. *Note, personal items are not insured by the University.

If using Class 3B or Class 4 lasers or x-ray equipment in your off-campus activities, they must be certified and registered. Please see HSE webpage for more information.

Equipment	UofA Owned or Rented?	Standard Operating Procedure (provide link)
Jacob's staff	IRG lab Equipment/ EAS department	n/a
GPS		
Sample bags		
Work gloves		
Tents		
Sleeping pad		
Bear barrels		
Water jugs		
HCL bottles		
Safety Glasses		
Camping stove		
Propane canisters		
Utensils and bowls		
Camera	Personal Equipment	
Compass		
Rock Hammer		
Hand Lens		
Clothes for camping/Fieldwork		
Notebook		
Sleeping bags		
Pens/Pencils/Sharpies		
Water bottles		
Dehydrated meals/Oatmeal/Snacks		

12. Insurance/Registration Requirements

Personal property is not insured. Please see Insurance & Risk Assessment's page on Field Research.

Off-Campus Equipment inventoried and list created?	✓
(link to Equipment List)	See section 11

Medical Travel Insurance for International Travel UAlberta Students Union Travel Medical Contact Information: Studentcare Member Services Centre at 1 866 795-4430, Mon. – Fri. from 9 am to 5 pm.or Studentcare.ca UAlberta Graduate Students Association Travel Medical Contact Information: Student Care Centre at **825-203-9645**, Mon. - Fri. from 9 am to 8 pm	Travellers have actively enrolled and are a policyholder for travel medical insurance as follows: ▢ UAlberta Students Union Travel Medical Insurance - contact the SU directly to discuss. ▢ UAlberta Graduate Student Association Travel Medical Insurance. Contact GSA directly to discuss. ▢ An insured under your parent's Travel Medical Insurance Policy. What is the insurance company name and policy number: _____ ▢ If none of the above, make sure you have registered for the University's Travel Medical Insurance 'prior' to travel.
Medical Evacuation Insurance obtained, if needed?	☐ Yes, I require this insurance and it has been obtained.
If international research, travellers have registered in UGo and have uploaded their signed waiver?	▢ "Yes I have registered in UGO and uploaded my signed waiver"

13. Document Management

Copies of the FAP, Waiver Forms, and Training Records to be kept in the field and with:

Faculty.Dept. Contact	*Rebecca Funk*
Contact's Email	r.funk@ualberta.ca
Contact's Phone #	Office Ph: 780-492-1122 24/7 Contact Ph: 780-222-6587
Google Link to FAP	https://docs.google.com/document/d/1YrOynerVDApko8GIGQhc51v_mW3OeT-8O2nwz5fD820/edit?usp=sharing

14. Approval

To be completed by the Principal Investigator involved on the project.

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 and according to my review of Appendix B (Risk Assessment Matrix) and for international research. The assessment of risk for this FAP is (CHECK A BOX) low ☐ , medium ☐ high☐ or extreme ☐. If your risk is assessed as extreme, you are required to consult with the Dean or Provost, respectively.

	Signature:	**Date (DD/MM/YYYY)**
Principal Investigator's or Supervisor Name: John-Paul Zonneveld		.16/4/2024
If required, Dean/Faculty Approver: Name:		

To be completed by those participating in the research.

By signing below, 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 and in agreement with the hazards identified and the methods used to control or eliminate the hazards. By signing below, participants confirm that there are no known medical reasons that would prevent them from participating in the field activity.

Researcher's Name:	**Signature:**	**Date (DD/MM/YYYY)**
Ciara Stewart		16/4/2024
Mahdiyeh Gholizadeh		
Logan Fulford		
Jon Jusson		
Mathew Stephens		
Martyn Golding		