



UOW SAFE@WORK

HIGH RISK FIELDWORK EMERGENCY ACTION PLAN

REFERENCE: [Fieldwork and Off Campus Activities Safety Manual and Guidelines](#)

This form must be completed for marine, remote and other high-risk activities.

EVERY team member must see this emergency plan. The Safety Contact MUST keep a copy accessible at all times.

FIELDWORK DETAILS

Fieldwork Leader: [] Contact No: []
Research Supervisor: [] Contact No: []
Brief Description of Fieldwork: []
Start Date & Time: [] Finish Date & Time: []
Location: []

SAFETY CONTACT - refer to page 4 for Safety Contact Responsibilities

Name: [] Contact No: []
Relationship: [] Signature: []

FIELDWORK PARTICIPANTS - attach separate list if > 6 people

1. Name: [] Mobile: []
2. Name: [] Mobile: []
3. Name: [] Mobile: []
4. Name: [] Mobile: []
5. Name: [] Mobile: []
6. Name: [] Mobile: []

WHICH SAFETY EQUIPMENT DO YOU HAVE (including any personal devices)?

Safety Communication - 2 are compulsory

[] EPIRB/PLB HEXID []
[] Garmin inReach #1, #2 or #3 []
[] Satellite phone # []
[] Marine Radio (VHF) []
[] Mobile Phone (with guaranteed coverage) []

First Aid Kits (FAK)

[] Vehicle Kit FAK# []
[] Remote Kit FAK# []
[] Survival Kit # []
[] Defibrillator (AED) # []
[] Oxy Resus. Kit []

All fieldwork participants MUST be shown how to correctly use all safety devices, and all personal devices must have an active subscription

BOAT DETAILS

SEALS Boat: Rego No:

Other Vessel: Rego No:

VEHICLE DETAILS

SEALS Vehicle: Hilux Landcruiser Amarok Rego No:

Other Vehicle: Rego No:

EMERGENCY CONTACT CARD

Police, Fire, Ambulance - 000 or 112

UOW Security – 4221 4900

Marine Rescue (VHF – Channel 16)

Diving Emergency Service/Diver Alert Network (DAN) – 1800 088 200

Access route for emergency services - incl. closest boat ramp if boating, nearest accessible road.

Nearest hospital with emergency department including address

Location & contact details of nearest emergency assistance - e.g. *Volunteer Marine Rescue, National Parks Office*

Names & numbers of accommodation providers

Nearest hyperbaric chamber - for SCUBA diving ONLY

Emergency procedures in place for this trip - Who, when, where?

PRIOR TO DEPARTURE

Develop a robust safety communication plan. This includes:

- Nominate a **competent** safety contact either within UOW or externally (choose someone with adequate experience in the type of work you are doing, and is familiar with the risks);
- Brief the safety contact on the safety communication plan and the processes to follow in the event of a “failure to contact” or an emergency (suggestions below);
- Ensure the safety contact is aware of their responsibilities (ensure they have read and understand this document);
- If the safety contact is external, provide them with contact details of a suitable person at UOW that can provide UOW-specific information regarding any incidents e.g. your Supervisor (e.g. the COVID-19 pandemic – a UOW representative could provide information on UOW’s response).

NOTE: Prior to the trip, ensure there is an agreed time limit for contacting emergency services. This time limit will depend on the remoteness of the location. E.g.:

- if the party is boating, fast contact with emergency services is required.
- If the party is working in a very remote area, a longer wait time may be needed as the party could just be having trouble getting a signal (e.g. **30 minutes** of failed attempts to contact the Researcher(s)).

IN THE FIELD

- For international fieldwork - monitor the <https://www.smarttraveller.gov.au/> website for any updates on international travel in general, or the country in which fieldwork is being conducted.
- If there are concerns and advice is needed while in the field, contact the relevant people/information sources if able, otherwise instruct the safety contact to contact UOW for information/advice.
- Make the call to end fieldwork early if available information/advice suggests there may be problems with continuing (e.g. cyclone/tornado, civil unrest threatens your safety).

UPON RETURN

- Once you have completed your fieldwork and are returning to your accommodation, ‘log-off’ with your safety contact via phone/sat or text message. If boating, once you have retrieved the boat ‘log-off’ with Marine Rescue.

Example of a communication plan:

1. *Contact your Safety Contact to inform them of your intentions for the day and your completion time. If boating ‘log-in’ with Marine Rescue using the marine radio and provide the requested information (Marine Rescue log-in procedures are on p.15 of the ‘MAARRA Operation and Emergency Procedures’ document).*
2. *If your time of completion has been extended, (i.e. you will not be finished until 5pm rather than the 3pm predicted completion) you MUST communicate this change to your Safety Contact and/or Marine Rescue (where applicable).*
3. *Once you have completed your activities for the day ‘log-out’ with your safety contact so they know you are finished for the day.*

NOTE: If you fail to complete the steps above, and you have an emergency, it may be hours before you get help. On the other hand, a false alarm (i.e. you do not ‘log-out’ when you said you would) may result in unnecessary Search & Rescue (SAR) operations and misuse of essential resources.

1. Ensure you are fully informed of the research team's planned activities and/or location and movements (i.e. have a copy of the FEAP accessible at all times).
2. Expect a phone call or text message informing you of the field team's intentions for each day that fieldwork is conducted (this includes log-out time).
3. Ensure you check for messages from the field (if the team are using a Garmin inReach these may be text messages and/or emails).
4. If you do not receive a call/text at the agreed completion time, first call the Fieldwork Leader, and then all other members of the research team. Call any other contacts provided (i.e. Marine Rescue, nearby National Parks office, accommodation providers). In other words, enact the emergency action plan.
5. Where repeated attempts to contact the above fail, contact Emergency Services whereby you will be asked to provide as much information as possible (this is where the FEAP is useful) and a decision will be made about activating a Search & Rescue (SAR) operation.
6. For international fieldwork – monitor the <https://www.smartraveller.gov.au/> website for any updates on international travel in general, or the country in which fieldwork is being conducted and relay these to the field trip leader.
7. If emergency services are called, UOW Security and the Research Supervisor must also be contacted.
8. Remain on standby.

NOTE: Failure to 'log-out' may result in unnecessary SAR operations and misuse of essential resources.