

REMOTE AREA FIELD WORK

- Success of Connexions hangs on having reliable method for field workers to contact Connexions **AND** Connexions being able to reliably contact field workers

ALTERNATIVE CHECK IN PROCEEDURE

VERY REMOTE!

- Develop comprehensive communication plan
- Check in with UTAS person via Sat phone morning and night
- Spot location via Spot Satellite Messenger
- Provides GPS location to nominated email address and mobile phone
- Option to ask for help in a non-emergency
- Back up for 000 and EPIRB



Communication Plan (example only)

ALL field workers (volunteers included) carry at least one of the following while away from camp

- EPIRB (BEEF444DE0002C1)
- SPOT device (Spot3)
- Satellite phone

ALL DEVICES to be carried with party when away from camp (eg. Volunteer has EPIRB, Stef has Sat phone and SPOT)

IN THE CASE OF AN EMERGENCY

PULL THE EPIRB AND WAIT FOR THE RESCUE HELICOPTER.

IN THE CASE OF A NON-EMERGENCY BUT NEED ASSISTANCE WITHIN 24 HOURS.

- (1) **USE THE SATELLITE PHONE:** Write down GPS coordinates: Call WGAC office, Tom (see below).

If this fails, call 000.

(2) **If this fails:** trigger the 'Help' on the SPOT CHECKER (two hands on left side). This will send a message saying "It is not an emergency, but we require assistance. I need help, please enact safety procedures.". The message will be sent to WGAC office and Jenny. WGAC will endeavour to get help within 24 hours.

- (2) **If it becomes an emergency, use the EPIRB.**

Call Connexions on 03 6235 4103 to inform UTAS of incident

DAILY PROCEDURE.

EVERY MORNING , between 7AM and 10:00AM

1. Call WGAC office using the satellite phone
 - Tell planned returning time
 - If there is no answer leave a message
2. Set the GPS spot on tracking (footprint on right side)

WHEN YOU ARRIVE AT CAMP , not later than 30mins after the agreed time

1. Call WGAC office
2. Turn off tracking on Spot
3. Send Ok message to Jenny

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If this fails, call 000.

(2) If this fails: trigger the 'Help' on the SPOT CHECKER (two hands on left side). This will send a message saying "It is not an emergency, but we require assistance. I need help, please enact safety procedures.". The message will be sent to WGAC office and Jenny. WGAC will endeavour to get help within 24 hours.

- (2) **If it becomes an emergency, use the EPIRB.**

Call Connexions on 03 6235 4103 to inform UTAS of incident

IF YOU FORGET ANY CHECK-IN

IMMEDIATELY:

Call WGAC office

Then resume normal procedures.

WGAC OFFICE: IF A CHECK-IN OR OUT IS MISSED

Morning - Wait until 9:00AM

Evening - Wait until half an hour after the time agreed in the morning

THEN:

Ring the Satellite Phone

Ring Tom (0011870776391997).

IF STILL NO CONTACT – WGAC OFFICE WILL CONTACT EMERGENCY SERVICES AND FIND OUT IF EPIRB HAS BEEN TRIGGERED. IF NOT, ORGANISE A HELICOPTER AND SEARCH. THEY WILL ALSO PHONE CONNEXTIONS 03 6235 4104 TO INFORM UTAS.

REMOTE

- Develop comprehensive communication plan with local contacts who are involved in the project
- Local contacts are more effective in event of an emergency
- Using local contacts allows a degree of flexibility with daily movements which may be dependant on local conditions
- Puts all information in one place for local contacts and supervisors

REMOTE

- Develop comprehensive communication plan with local contacts who are involved in your project
- Spot Satellite Messenger daily
- Submit Remote Field work Connexions form
 - Provides means for local contacts to phone UTAS
 - Provides means for you to contact UTAS without having to phone around
 - No daily check required

THE FOLLOWING PAGES ARE EXAMPLES OF CONTACTS ONLY



CONNEXIONS CALL CENTRE: REMOTE FIELDWORK INCIDENT NOTIFICATION FORM

Connexions Phone number: **03 6235 4104**

In event of a call-in Connexions are to ask caller:

- Nature of Incident
- Location
- If emergency assistance has been sought
- Contact details if different to those provided below
- Any particular request to be passed onto UTAS representative

Name: A Student		Project Name: Clarke Island fire ecology field work	Site Location: Clarke Island	Date Lodged: 25/11/2015
Contact Details	Satellite Phone:0147165731	Other Phone, Home: 04XXXXXXX Work:	Mobile: 04XXXXXXX	

Field leader to provide details of:

- *List of field party*

Á Student (honours student) 26th Nov – 20th Dec

My dad (volunteer) 26th Nov – 6th Dec

My flatmate (volunteer) 5th Dec – 20th Dec

Dr Supervisor (UTAS – supervisor) 5th – 6th December

Professor Co-Supervisor (UTAS) – 5th -6th Dec

Location: Clarke island

26th: A and Dad drive from Hobart and fly from Bridport and arrive on Clarke approx. 1pm by light plane, night spent at homestead

5th Dec: Prof Co-supervisor, flatmate and Dr Supervisor fly from Bridport to Clarke

6th Dec: Dad, Dr Supervisor leave Clarke, Flatmate stays

20th Dec: Flatmate and I (Á) Fly back to Bridport and drive back to Hobart

Escalation sequence	Name	Mobile	Office	Home Phone
Primary Contact	Jenny Sprent	0439 591 262	03 6226 1772 or 03 6226 6372	03 62 278 107
Second Contact	David Bowman	0428 894 500	03 6226 1943	0428 894 500
Third Contact	Adam Stephens	0409 330 738	03 62267583	0409 330 738
Fourth Contact	Anthony Koutoulis	0419 393 887	03 62262737	0419 393 887

Complete this form and email to all below:

- Connexions
callcentre@connexions.com.au
- ALL your designated contacts

And for School records:

Biological.Sciences@utas.edu.au

Adam.Stephens@utas.edu.au

Date 25/11/2014 And
time:10:00am

Signed:

Complete form and email to callcentre@connexions.com.au AND your [Supervisor](#), cc Adam.Stephens@utas.edu.au and Biological.Sciences@utas.edu.au .

Connexions call centre check in number: 03 6235 4104 (Number called when checking in)

(Warning If Connexions call you or your designated contact it will appear as a private or blocked number)

On Site Procedure to be carried out by Field Leader

- Locally, relevant procedures have been followed – local nominated contacts have been notified and the project manager has been contacted – any relevant authorities have been contacted to rectify situation e.g. local SES services, hospital etc.
- As soon as practicable the field worker or nominated contact (project manager/TAC caretaker) contacts a UTAS representative via Connexions call centre and states there has been an incident at field site and provide details of the nature of the incident.

Connexions Procedure

- Connexions' role is to make contact with a UTAS representative. Connexions will be provided with a list of UTAS personnel prior to the start date of the field trip and will attempt to make contact with a UTAS representative.
 - Contact should be attempted in the order nominated in the provided list. If an individual cannot be contacted, then the next person in the list should be phoned. This procedure should be continued until contact has been successfully made with a UTAS representative.
 - Once contact has been made with UTAS, there is no further action required from Connexions
 - Connexions' role is not to escalate an emergency procedure, but is to purely advise UTAS personnel that an incident has occurred, and it then the responsibility of UTAS to further investigate the incident.

Please Note: Connexions will not be involved in the daily check procedure for selected projects taking place in remote areas. Arrangements for local, Tasmanian based projects will continue as normal.

Procedure:

IF we (Á and volunteer Dad and Flatmate) don't return by 9:30pm in the evening and Ricky Maynard (caretaker of Clarke Island/lungtalanana) hasn't heard from us on the phone by that time:

1. Ricky calls Connexions on **62354104** to notify them that we have not returned
2. It is then Connexions responsibility to notify the university using the escalation sequence on the form provided