

WHS UNIT

HIGH RISK FIELDWORK EMERGENCY ACTION PLAN

This plan is to be completed for all high risk and remote fieldwork.



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

FIELDWORK DETAILS

Brief description of
fieldwork:

Date and time
of departure

Date/time of return

Location: Provide description
and details of GPS coordinates or
attach map

NAME

CONTACT NUMBER

Fieldwork supervisor:

Fieldwork leader:

UOW safety contact:

Home

or other safety contact:

Additional numbers
(e.g park rangers):

Names of first aider/s:

Names and numbers
of accommodation
providers

Name, address and num-
ber of nearest hospital/
medical centre

Emergency numbers :	Police, Fire, Ambulance	000 or 112	UOW security	024221 4900
	Poisons information	13 1126	WHS unit	024221 3931

VEHICLE DETAILS (Include details of all vehicles including boat registrations)

MAKE

MODEL

REGISTRATION NUMBER

Communications equipment required (Two different forms must be taken)

Satellite phone	NUMBER	Marine radio	
Mobile phone		EPIRB	If you are taking an EPIRB or
UHF radio		PLB	PLB you must complete the EPIRB
			register form

EMERGENCY EQUIPMENT REQUIRED

First aid kit	Vehicle	Remote	
Other equipment	AED	O2 Resus kit	Survival kit

ANY ADDITIONAL EMERGENCY PROCEDURES

NAMES AND CONTACT NUMBERS OF FIELD PARTY (or attach list)

NAME

MOBILE NUMBER

APPROVAL FROM SUPERVISOR

NAME

SIGNATURE

DATE

This must be attached to your SafetyNet Risk Assessment and your risk assessment must be approved by the head of school or unit.

Communication and emergency response procedures

CHECK IN COMMUNICATION PROCEDURE

1. Notify your safety contact and inform them of your start time and expected completion time, the numbers of participants in the fieldwork party and your GPS coordinates or exact location.
2. Give details on any vehicle registrations including boat registrations (including new vehicles as well as vehicle colour, special features eg. bullbar, roof racks).
3. If there have been any changes to plans or if there have been any unexpected changes you **MUST** inform your safety contact ASAP.
4. Once you have returned contact safety contact and notify them of your safe return. If you will be delayed, notify safety contact

MEDICAL EMERGENCY

1. Initial first aid treatment to be given.
2. Patient to be made as comfortable as possible/ always have a person stay with the injured person at all times to monitor their condition
3. Decide whether the patient can be moved with assistance to a recovery point
4. Raise the alarm/ Emergency services (call 000 or 112). Use communication device to call for help (Satellite phone or mobile). Give details of GPS coordinates if known or approximate location. **Note the EPIRB or PLB should only be activated as a last resort and only in life threatening situations.**
5. Notify Fieldwork Supervisor ASAP. If additional support is required UOW Security (available 24hours) can assist.
6. UOW security and the WHS unit should also be notified in the event of a serious injury.

EXTREME WEATHER EVENT/BUSH FIRE

1. If in immediate danger or threat move to a safer location and raise the alarm/ Emergency services (call 000 or 112). Use communication device to call for help (Satellite phone or mobile). Give details of GPS coordinates if known or approximate location. Follow advice given by the emergency service providers.
2. Monitor the threat via updates from BOM or local authorities (if possible)
3. Notify the UOW safety contact of any changes to plans or location.

MISSING PERSON OR MISSED CHECK IN PROCEDURE

RESPONSE FOR MISSING FIELDWORK GROUP OR PERSON

Actions by a Fieldwork Safety Contact may include but are not limited to:

1. Trying to contact the fieldwork party via SMS, radio, cell phone or satellite phone. Repeat these attempts.
2. Making enquiries with the relevant national parks office (if applicable).
3. Contacting accommodation providers.
4. Contacting Emergency services. They should only be contacted after repeated attempts to contact the fieldwork party. If emergency services are called you should also contact an appropriate University contact

RESPONSE FOR A MISSING PERSON FROM GROUP

To make contact with missing person(s) in the field, the Fieldwork Leader may choose to:

1. Send another group to investigate (without placing them at risk)
2. Using sound signals or other methods such as calling or car horn
3. Setting off smoke flare if available.
4. Leaving obvious written messages.
5. Initiating a search and rescue (The Fieldwork Safety Contact and appropriate University Contact should be informed in this instance).

To avoid false alarms set time frames on when to contact emergency services with your safety contacts. As a guide this maybe 30mins after repeated attempts to contact the fieldwork group in remote locations. This may vary depending on the level of risk and types of activities being undertaken.