**UNIVERSITY OF CALGARY** | VP SERVICES | Environment, Health and Safety

**Field Safety Pre-Trip Planning Procedure and Template**

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# PRE-TRIP PLANNING

Pre-Trip planning must begin well in advance of travel dates. A minimum of three weeks is recommended to ensure:

* appropriate permits and waiver requirements are obtained,
* registry processes completed
* reservations for accommodation, travel and equipment rentals are confirmed
* time for review and approval is provided

Use the tables provided in this document to complete all sections as they pertain to your field travel and activities.

Single Day trips within the city limits are outside the scope and shall use the [FLHA and Field Communication](https://www.ucalgary.ca/risk/environment-health-safety/ohs-management-system/hazard-identification-assessment-and-control) documents as an alternative to the Pre-Trip Plan.

If planning a “series” of trips (multiple single-day trips, or multiple multi-day trips), with the same location and activities, a single approved Pre-Trip plan may be used each trip in the series. Where weather related hazards change significantly between seasons, a season specific Pre-Trip Plan may be appropriate.

The approved Pre-Trip Plan must be reviewed and used in conjunction with Step 3- Pre-Trip Meeting Procedure and Step 4 – On-Site Field Activities Procedure to document changes that occur at the worksite (e.g., activities, equipment, materials, site conditions, work groups, etc.) at the start of each day.

Rows can be added to each table as necessary.

## RECORD ACTIVITY DETAILS

|  |  |  |
| --- | --- | --- |
| **Faculty/Unit:** Click or tap here to enter text.**Department:** Click or tap here to enter text. | **Type of Activity:**  [ ] Research  [ ] Teaching – Credit [ ] Teaching -Non-Credit [ ] Leadership/Team Building  [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date Completed:**Click or tap to enter a date. |
| **Research Group /Work Team / Course Title:**  Click or tap here to enter text. | **Activity Date(s):**Departure:Click or tap to enter a date.Return: Click or tap to enter a date. |
| **Trip file name:** Click or tap here to enter text. |
|  **Travel to Destination:**  [ ] Local [ ] Alberta [ ] Canada [ ]  International  **Site Location:** Click or tap here to enter text. | **Completed by:**Click or tap here to enter text.  |
| **Participants:** [ ] Academic Staff Member [ ] Support Staff [ ] Post-Doctoral Fellow [ ] Graduate students  [ ] Undergraduate students [ ] Visiting Professor  [ ] Visiting Student [ ] Interns/Externs [ ] Volunteers  [ ] Other (please define):Click or tap here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Number of Participants \_**Click or tap here to enter text. **Number of Certified First Aiders** Click or tap here to enter text. **Supervisor** Click or tap here to enter text.**phone#** Click or tap here to enter text. **Email\_**Click or tap here to enter text. |

## HAZARD ASSESSMENT AND CONTROL

Identify the tasks and potential hazards associated with the tasks. Hazards may be attributed to people, equipment, materials, environment, or processes.

Use the hierarchy of controls (eliminate, engineering, administrative, personal protective equipment) to eliminate or control the identified hazards. A combination of control methods may be used where appropriate.

A [Field Safety Hazard and Control Library](https://uofc.sharepoint.com/%3Aw%3A/r/sites/FieldSafety-Administration/Shared%20Documents/Administration/Working%20Documentation/Field%20Safety%20Hazard%20Assessment%20and%20Control%20Library.docx?d=w46038441536d4cb098f42c30e13cffae&csf=1&web=1&e=Rcvhkk) has been developed to help prompt identification of tasks, hazards and controls for field research and field school activities. This library is not all inclusive and supervisors are expected to add additional details appropriate to their field activities and related travel.

Controls highlighted in blue are considered mandatory and must be included if the associated task is included in the hazard assessment. Mandated and recommended training are also identified in the Field Safety Hazard and Control Library.

More lines may be added if needed.

|  |  |  |
| --- | --- | --- |
| **Tasks**(List all tasks/activities) | **Hazards**(List health hazards and safety hazards and consider surrounding area) | **Plans to eliminate/control**(List the controls for each hazard:Engineering, Administrative, Personal Protective Equipment) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |

## LOCATION DETAILS

Record location and accommodation details, that have not already been identified in travel registry processes, in the tables below. If the details have been captured in the Travel Registry, indicate that here:

|  |
| --- |
| [ ]  Field research location and accommodation details are registered with the RMI Travel Registry[ ]  Field school location and accommodations are registered with Global Learning Study Abroad |

## INTERNATIONAL TRAVEL

All international travel (locations outside of Canada) for research must be registered with Risk Management and Insurance’s Travel Registry and must follow the international travel guidelines set out by Risk Management and Insurance.

International Field Schools must be registered with and follow the guidelines set out by Global Learning - Study Abroad.

## DOMESTIC TRAVEL

Domestic travel to remote, isolated and wilderness locations are to register with RMI Travel Registry using GPS coordinates.

## LOCAL DAY TRIPS

Single day trips within the city limits are outside the scope and shall use the [FLHA and Field Communication](https://www.ucalgary.ca/risk/environment-health-safety/ohs-management-system/hazard-identification-assessment-and-control) documents as an alternative to the Pre-Trip Plan.

|  |
| --- |
| **Field Activity Location:**  *If remote, isolated or wilderness location, name of nearest urban center or common description/name of the area and GPS Coordinates if available (attach a map if available).* *If international locations, please include region and country details as well as GPS coordinates if appropriate* |
| **Date** (yyyy.mm.dd) | **Destination or Location Description** | **GPS/Land Location** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |

## ACCOMODATION DETAILS

Whenever possible, accommodations with a University of Calgary preferred vendor or at a University of Calgary approved site is recommended.

For international travel, assistance in identifying pre-screened local accommodations, can be requested through International SOS app or by completing the on-line form at <https://www.ucalgary.ca/risk/risk-management-insurance/travel/travel-briefings>.

|  |
| --- |
| **Accommodation(s):** *If an urban center list name, address, and phone number of accommodations.* *If remote, isolated or wilderness location, name of nearest urban center or common description of the area and GPS Coordinates if available (attach a map if available).*  |
| **Arrival Date** (yyyy.mm.dd) | **Name of Hotel and address****or GPS/ Land Location Description** | **Phone #** | Other Details |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

## TRANSPORTATION AND DRIVERS

It is the Supervisor’s responsibility to ensure all participants driving on University of Calgary business comply with the University Vehicle and Driver Safety Standard.

If any participants will be driving 12+ passenger vans, off road vehicles such as ATVs, UTVs, snowmobiles, watercraft, etc. the supervisor must contact Risk Management and Insurance (RMI) and Environment Health and Safety (EHS) for more information regarding specific requirements, and specialized training.

## DRIVING

All participants driving on university business must comply with the Vehicle Safety Standards and related processes.

## HIRING CONTRACTED SERVICES TO TRANSPORT PARTICIPANTS

When hiring transportation services, the use of a UC preferred vendor must be used where available. Contact Supply Chain Management (SCM).

For international travel, assistance in identifying pre-screened local ground transportation services, can be requested through International SOS app or by completing the on-line form at <https://www.ucalgary.ca/risk/risk-management-insurance/travel/travel-briefings>.

Provide contracted transportation related details below.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Bus: Company and bus number******Aircraft: Company and Flight number******Watercraft: Company and Vessel details*** | **Dates of Travel** | **Boarding / Arrival Time and Location Details** | **Other Details** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

## EQUIPMENT

It is the Supervisor’s responsibility to ensure all required equipment is identified, in good working order, properly maintained and inspected, and packed. Specialized, rented, borrowed and insured equipment should be listed in the table below.

Verification that Safe Operating Procedures (SOPs) documents are available for review while in the field is imperative. Ensure required tools, batteries, etc. are identified and packed.

Some equipment such as VHF radios, drones, etc. may require further licensing or documentation. Equipment rented or borrowed from a third party may need to be insured. Contact Risk Management and Insurance (RMI) for more information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Specialized Research Equipment** | **Manufacturer Documents****Standard Operating Procedure** | **Pre-Trip Inspections****Required tool kit** | **Insurance requirement if rental or borrowed from 3rd party (contact RMI)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

Required PPE, communication devices, and emergency response equipment will be identified in the Pre-Trip Plan and appropriate number to meet the group requirements must be made available.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Protective Equipment** | **Own/Borrow from Dept/Rent** | **Pre-Trip Inspections** | **Number of units** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency Equipment** | **Own/Borrow from Department** | **Pre-Trip Inspection****Fully Stocked** | **Number of units** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Communication Devices** | **Own/Borrow from Dept/Rent** | **Pre-Trip Inspections****Spare Batteries** | **Insurance requirement if rental or borrowed from 3rd party (contact RMI)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

## HAZARDOUS MATERIALS

Identify all chemicals and biologicals that will be removed from campus. Safety Data Sheet (SDS) and

Biological Safety Data Sheet (BSDS) documents, PPE, emergency response equipment and standard operating procedures (SOP) must be readily accessible to all participants while in the field.

Unless other arrangements have been made, all waste products shall be returned to the University of Calgary for proper disposal.

Transportation of Dangerous Goods legislation may apply to the hazardous materials. EHS provides generic training, but site-specific training is the responsibility of the supervisor.

Contact EHS Lab Safety if you will be transporting any biohazardous or radioactive materials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazardous Material** | **Quantity** | **SDS available and reviewed****Yes/No** | **SOP available and reviewed****Yes/No** | **Do TDG regulations apply?****Yes/No** | **Emergency Release/ spill response and disposal processes reviewed****Yes/No** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |  |  |

## REQUIRED TRAINING

When Identified on the Pre-Trip Plan hazard assessment and control form as a control, training must be completed by all participants prior to departure.

It is the supervisor’s responsibility to document and verify that mandated training has been completed by all participants.

Preferred training vendors have been identified by the U of C for most mandated training. If a preferred vendor has not been identified, contact EHS.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Mandated Training**  |  **Participant Name**  |  **Date of Completion** | **Certificate / Expiry** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
|  |  |  |  |

## FIRST AID TRAINING REQUIREMENTS

The University of Calgary recognizes Red Cross Standard First Aid with CPR-C and AED certification. All Certified First Aiders must be clearly identified to all participants.

All responsible adults identified as team leaders must be certified in First Aid. Expired certification is not acceptable.

Refer to the Field Safety Standard for detailed requirements for Certified First Aiders and supplies while in remote, isolated or wilderness locations. All other locations must comply with the First Aid Program as detailed on the EHS website.

|  |  |  |  |
| --- | --- | --- | --- |
|  **First Aid and CPR Training**  |  **Participant Name**  |  **Date of Completion** |  **Certificate / Expiry** |
| Standard First Aid (Red Cross) | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
|  |  |  |  |

## COMMUNICATION PLAN

It is the Supervisor’s responsibility to determine if cell phone coverage is available and to ensure at least two means of communication are always available. If travelling internationally and the cell phone sim-card has been switched out based on the new host country, provide the emergency contact number to all participants, the Department/Faculty and riskmgmt@ucalgary.ca so that the details can be updated in the travel registry.

## ON-SITE COMMUNICATION

Groups that do not have contact with each other through line of sight must have viable means of communication. Check-ins must be scheduled in case any participant is unable to access or use the communication device for some reason. Frequency of check in should increase in accordance with an increase in risk of the work or work location.

## CHECK IN WITH UNIVERSITY CAMPUS

Regular contact with campus, by the supervisor, at intervals appropriate to the nature of the hazard associated with the work, must be pre-arranged in case the supervisor is unable to access or use the communication device for some reason. Frequency of check in should increase in accordance with an increase in risk of the work or work location.

The check in will involve contact with a university representative at a predetermined interval. The check in delegate on campus must be available for the entirety of the field activity for the duration of the trip. This may be someone appointed by the Supervisor or designated by the department or faculty.

Check in by voice communication, email, text, or use of the University of Calgary Safety app or a locator device such as “SPOT” is acceptable.

If a worker is working alone, the communication plan must comply the Working Alone Standard and an increase in check-in frequency may be required. Emergency situations must be considered, and use of a Lone Field Worker Emergency ID Armband may be appropriate.

|  |  |
| --- | --- |
| **University Contact**  | Click or tap here to enter text. |
| **Frequency of Contact** | **At the end of trip (day trip only)**[ ] **Daily** [ ] **Multiple daily – please specify frequency**Click or tap here to enter text. | **Weekly (extended stay at a designated location only)****Other – please specify**Click or tap here to enter text. |
| **Between (Time of day)**  | Click or tap here to enter text. |
| **Method of contact** **(Include phone number if applicable)****Include preset text messages if applicable** | Click or tap here to enter text. |
| **If there is no contact as per the above schedule, describe what the overdue Check In response shall be, including: If the on-campus representative will attempt to contact field party, describe method of contact, and who will be alerted if contact cannot be made.** |
| Click or tap here to enter text. |
| **Type (cellular phone, satellite, radio etc.)** | **Owner/User/Group** | **Phone Number/Frequency:** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |

## EMERGENCY COMMUNICATION PLAN

Describe how groups will communicate with each other and with emergency responders in the event of an emergency.

Many field areas do not have cell coverage. It is the Supervisor’s responsibility to determine if cell phone coverage is available and to ensure at least two means of communication are always available.

|  |  |  |
| --- | --- | --- |
| **Type (cell phone, satellite, radio etc.)** | **Owner/User/Group** | **Phone Number/Frequency:** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |
| **Emergency Contacts:** Click or tap here to enter text. |
| **Faculty/Department Contact:**  | Click or tap here to enter text. |
| **U of C Campus Security (call collect):**  | +1-403 220-5333 |
| **Risk Management (International Travel Assistance)**  | 403 220-5847 |
| * **Global Affairs Canada**
	+ outside Canada 1-613-944-6788 (call collect)
	+ within Canada and USA 1-800267-6788 (call collect)
* **Emergency Watch and Response Centre – 1-613-996-8885 or email** **sos@international.gc.ca**
* **International SOS emergency assistance abroad**
	+ download app from website [www.internationalsos.com](http://www.internationalsos.com)
	+ +1-215-354-5000 (Call collect)
	+ University of Calgary code: 27AYCA093142
* **LifeWorks Employee and Family Assistance Program**
	+ Within Canada: 1.866.424.0699
	+ Within United States: 1.888.509.5560
	+ All other countries call Canada direct at: 1.905.886.3605
		- Tell the representative the name of your employer and what country you are calling from and request they call you back immediately, or at a time convenient for you.
		- Provide the representative with the telephone number where you can be reached.
		- This includes emotional support programs for employees. See International SOS for emotional support programs for students, postdocs, interns, externs, and volunteers.
 |  |
| **Department Office** | Click or tap here to enter text. |
| **Office of the Dean** | Click or tap here to enter text. |
|  | **Location** | **Phone #** |
| **Emergency Medical Services (Ambulance)** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Local Police/RCMP** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Search and Rescue** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Nearest Hospital (Name)** **Approx. Distance**  **Minutes away** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Local Mental Health Support and or Resources (for international locations)** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Provincial/National Park Authority*****NOTE:*** *many land management areas require permits for land use or campfires. Check to see if this pertains to your area. Note permit numbers here.*  | Click or tap here to enter text. | Click or tap here to enter text. |

## COMMUNICATION EQUIPMENT

Appropriate training must be provided if using a VHF, SPOT device or STAT phone. Licensing, certification and /or subscription requirements may apply. For more information, please refer to the [Field Communication Device Selection Guide](https://uofc.sharepoint.com/%3Ab%3A/r/sites/FieldSafety-Administration/Shared%20Documents/Administration/Working%20Documentation/Field%20Communication%20Device%20Guidance.pdf?csf=1&web=1&e=xPnePy) Document.

## EMERGENCY RESPONSE

Emergencies are stressful and response to an event is often time sensitive. Pre-planning and practicing emergency response scenarios ensure all participants are prepared in case of an emergency.

For field schools and field trips, the employee/student ratio must be appropriate for the level of risk presented by location and activities.

Identify 3 potential emergencies by referring to the Pre-Trip Plan hazard assessment. For each scenario identify your team, activity, and location specific requirements. Refer to the [Emergency Response Library](https://uofc.sharepoint.com/%3Aw%3A/r/sites/FieldSafety-Administration/Shared%20Documents/Administration/Working%20Documentation/Field%20Emergency%20Response%20Library%20%28new%29.docx?d=wbb57fb0c72f1437ca05a9893ee30fd6c&csf=1&web=1&e=nd76Yy) for general instruction and guidance to develop your trip specific emergency response plans.

All Emergency Response Plans and Communication Plans must be reviewed with all participants and must be provided and accessible to all participants while in the field.

|  |  |
| --- | --- |
| **Potential Emergency** | **#1** |
| Describe emergency response procedure for specified emergency | Click or tap here to enter text. |
| Identify required emergency response equipment and its location on site | Equipment:  | Location |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Define roles and responsibilities of team members for emergency response including rescue and evacuation | Role | Participant |
| Click or tap here to enter text. | Click or tap here to enter text. |
| What emergency response training is required by specific team members | Click or tap here to enter text. |
| What PPE and equipment will your team members require  | Click or tap here to enter text. |
| How will the emergency be communicated to your team members | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Potential Emergency** | **#2** |
| Describe emergency response procedure for specified emergency | Click or tap here to enter text. |
| Identify required emergency response equipment and its location on site | Equipment | Location |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Define roles and responsibilities of team members for emergency response including rescue and evacuation | Role | Participant |
| Click or tap here to enter text. | Click or tap here to enter text. |
| What emergency response training is required by specific team members | Click or tap here to enter text. |
| What PPE and equipment will your team members require  | Click or tap here to enter text. |
| How will the emergency be communicated to your team members | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Potential Emergency** | **#3** |
| Describe emergency response procedure for specified emergency | Click or tap here to enter text. |
| Identify required emergency response equipment and its location on site | Equipment | Location |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Define roles and responsibilities of team members for emergency response including rescue and evacuation | Role | Participant |
| Click or tap here to enter text. | Click or tap here to enter text. |
| What emergency response training is required by specific team members | Click or tap here to enter text. |
| What PPE and equipment will your team members require  | Click or tap here to enter text. |
| How will the emergency be communicated to your team members | Click or tap here to enter text. |

## COLLECTION OF PARTICIPANTS REQUIRED DOCUMENTATION

It is the supervisor’s responsibility to ensure all participants have required documentation prior to travel. Both common and legal names (if different) of participants must be included in the table below.

Specific legal requirements such as waivers, informed consent, insurance, permits, etc. will vary based on the type of participant, the purpose of the field excursion, and the type of activities taking place. These legal documents must be requested and be available to participants in advance of the Pre-Trip Meeting.

Volunteers must be registered, trained, and complete a waiver of liability. See the [Volunteer Registration and Management webpage](https://www.ucalgary.ca/risk/risk-management-insurance/services/volunteer-registration-and-management).

If visitors will be participating in on-site field activities a waiver may be required. See the [Campus Visitor webpage](https://www.ucalgary.ca/risk/risk-management-insurance/services/campus-visitors) or contact Risk Management and Insurance (RMI) for guidance.

If you have further questions regarding documentation requirements, please contact Risk Management and Insurance (RMI).

Based on travel destination there may be vaccination requirements. Please refer to the RMI International Travel Program for more information.

## PARTICIPANT EMERGENCY INFORMATION

All participants must complete the [Participant Emergency Information Form](https://uofc.sharepoint.com/%3Aw%3A/r/sites/FieldSafety-Administration/Shared%20Documents/Administration/Working%20Documentation/UCalgary%20Emergency%20Information%20Form.doc?d=wb1cb19a1b8f145b8ab385742a5ca7be3&csf=1&web=1&e=QlVmba). Collection of emergency contact and medical information allows for access to a participant’s critical medical details that may impact emergency medical treatment should it be required.

The original of this form shall be kept in a secure file in the department/faculty (accessible by Dean level or equivalent only) and a copy will be kept in a sealed envelope with the supervisor in the field. In the event of illness, injury or medical condition in the field, the supervisor, where reasonably practical, will open the envelope and provide the information to a person administering first aid or to medical personnel as necessary to ensure the health and well-being of the participant.

The sealed field envelope and all copies filed centrally, shall be shredded upon completion of the project/course and participant’s return to campus.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant Legal****and Common****Name** | **Required Waivers****Permissions****(List and verify)** | **Required Permits****Protocols,****authorizations****(List and verify)** | **Travel****Insurance****Verified** | **Required****Vaccinations****(List and verify)** | **Participant****Emergency****Information Form****(Completed and****collected)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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# DOCUMENT REVIEW AND APPROVAL



Faculties or Departments have the option of implementing a Field Safety Document Review Team to help ensure consistency and a more rigorous review process. See the Field Safety Document Review Team Process and Set up Guide for more information. A Field Safety Standard Checklist has been provided that may be utilized by review teams to aid in verification of document completeness.

The signature of the Department Head (or next level up if a Department Head is unavailable) is required to confirm they have reviewed the field safety documentation and confirmation that the documents are complete.

Once approved, the Pre-Trip Plan must be filed in a central location.

Department Head Signature (review of final documents and documents considered complete)

(This document may be signed in wet ink or using a digital e-signature)

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDICES

* Field Safety Standard
* Field Safety Pre-Trip Planning Template
* Hazard and Control Library
* Unplanned Wildlife Encounter Risk Matrix
* Field Communication Device Guidance Document
* Emergency Response Plan Library
* Loss of Contact/Missing Person
* University of Calgary Emergency Information Form
* Pre-Trip Meeting Agenda
* FLHA On-Site Daily Briefing Template
* Daily Briefing Checklist
* Incident Information Collection for 3rd Party Reporting
* Post-Trip Debrief Agenda
* Field Safety Document Review Team Process and Set up Guide

For more information contact:

Environment, Health and Safety

E-mail| ucsafety@ucalgary.ca

URL | [www.ucalgary.ca/safety](http://www.ucalgary.ca/safety)

University of Calgary

2500 University Drive NW

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