**VANCOUVER ISLAND UNIVERSITY**

# Field Activities Plan

**Date plan prepared**: Click or tap to enter a date.

**Department:**  Choose an item.

**Name of Supervising Researcher or Course Instructor**:

**Work phone**:

**Email**:

## Project Description/Overview

**Course Code & Name**:

**Date(s) & Location of Activities:** Please expand the table as needed. Please indicate if there is cell phone coverage at the location. If No (**N**), or I Don’t Know (**?**), please elaborate in the **Emergency Communication Section 5**.

|  |  |  |
| --- | --- | --- |
| **Date(s)** | **Location** | **\*Cell Phone Coverage: Y/N/?** |
|  |  |  |
|  |  |  |

**Overview of field activities**:

## Participants (Instructor(s), technician(s), other)

Please list the names of all instructors, technicians, or other VIU employees or external-to-VIU participants on this Field Activity. ***Student Names (unless they are participating as a project worker/employee) are to be included at the end of this form in Section 11 and not in this section.***

|  |  |
| --- | --- |
| **Name** | **Role (Instructor/Technician/Other)** |
|  |  |
|  |  |

## Emergency Response Information

**Faculty / Department Contact and Phone Number**:  
Dean: Dr. Eve Stringham, Faculty of Science and Technology, (250) 619-0840   
Associate Dean: Dr. Todd Barsby, Faculty of Science and Technology, (250) 618-1915

**Chair:**

**VIU Health and Safety**: Kim Sharpe, Advisor, (250) 740-6281

**Field crew mobile phone**:

**Local Emergency Response Number**: 911 (Ambulance and Police)

**Local Police Detachment**: If your field trip location is not covered by one of the RCMP detachments listed below, please add the correct detachment contact information, which can be found at: https://www.rcmp-grc.gc.ca/detach/en/find/BC

|  |  |
| --- | --- |
| Nanaimo | (250) 754-2345 |
| North Cowichan/Duncan | (250) 748-5522 |
| Ladysmith | (250) 245-2215 |
| Parksville/Qualicum (Oceanside) | (250) 248-6111 |
| Gabriola Island | (250) 247-8572 |
| Campbell River | (250) 286-6221 |
| Victoria (Westshore RCMP) | (250) 474-2264 |
| Victoria (VicPD; https://vicpd.ca/) | (250) 995-7654 |
| Other: |  |

## Emergency Response Plan (ERP)

**Potential emergencies** *(Please expand on either section as appropriate for your field activities)*

This fieldwork includes walking in local parks and travel by vehicle. All sites are located within Click or tap here to enter text. kilometres (Click or tap here to enter text. minutes) of the nearest hospital. The potential emergencies that could arise are listed below, along with prevention measures and responses to be taken in the event of an emergency.

1. *Vehicle accidents*

Prevention and mitigation:

* When transportation is provided, the vehicle will be a VIU fleet bus or van.
* The fleet vehicle will be checked prior to each trip to ensure proper working condition as per VIU fleet vehicle use requirements.
* Only drivers approved by Vancouver Island University will drive the vehicles. Drivers will have valid VIU driving permits, including authorization to operate a 24-passenger van.
* Drivers will obey posted speed limits, which must be considered a maximum under ideal conditions. If roads are wet or icy, or when driving on gravel roads, the safe speed will often be less than the maximum speed.
* When travelling on any logging road, operators will abide by posted rules.

In Emergency:

* Evaluate crash site to prevent further injuries. Pay attention to fire hazards from gasoline, broken glass, and other vehicles on highway.
* Assess injuries and administer first aid.
* Call emergency number(s), if needed.
* Assess vehicle damage to determine if it can be driven to nearest town.
* Report incident to police, supervisor, and VIU Health and Safety using the [VIU Incident Report and Incident Investigation Form](https://adm.viu.ca/health-and-safety/incident/accident-reporting-and-investigation).

*2. Injury from walking*

Prevention and mitigation:

* Be aware of hazards when walking on uneven terrain.
* Wear outdoor shoes at all times in field to avoid twisted ankles.

In Emergency:

* Assess injuries and cause of accident.
* Administer first aid, if required.
* Call emergency number, if needed.
* Report incident to supervisor and VIU Health and Safety using the [VIU Incident Report and Incident Investigation Form](https://adm.viu.ca/health-and-safety/incident/accident-reporting-and-investigation).

*3. Wildlife encounters (bear, cougar)*

Prevention and mitigation:

* Although no wildlife encounters have occurred when conducting these field activities in the past, it is important to be prepared in the unlikely event that an encounter would occur.
* Review material at <https://wildsafebc.com/> (a link is available on the course website).
* Remain with the larger group, where possible, or in pair at a minimum.
* Make noise when walking in the bush (talk loudly).
* Dispose of waste and food appropriately.

In Emergency:

* Bear: Slowly back away, talking to the bear in a quiet, monotone voice. Do not scream, turn your back on the bear, kneel down or make direct eye contact. Make sure the bear has a clear escape route.
* Cougar: Stay calm and keep the cougar in view. Back away slowly, ensuring that the animal has a clear escape route. Make yourself look as large as possible and keep the cougar in front of you at all times. Never run or turn your back on a cougar, sudden movement may provoke an attack. If a cougar shows interest or follows you, respond aggressively, maintain eye contact, and make loud noise.
* Return to the vehicle, and alert other group members as to the presence of the animal.
* In the event of an attack, assess injuries and administer first aid, if needed
* Call emergency numbers if needed to report a confrontation.
* Report incident to supervisor and VIU Health and Safety using the [VIU Incident Report and Incident Investigation Form](https://adm.viu.ca/health-and-safety/incident/accident-reporting-and-investigation).

*4. Stings, bites and allergic reactions (insects, plants)*

Prevention and mitigation:

* Students will complete a *personal medical information* and *field emergency contact* form prior to conducting field work. These forms will provide information relating to known medical conditions (e.g. allergies, asthma, diabetes) so that instructors are aware of conditions and can act quickly should the need arise. The emergency contact form will be used if an incident occurs. These forms will be viewed by the instructors only (and relevant health and safety representatives if an incident occurs) and treated as confidential.
* Staff will be first aid certified and a first aid kit will be carried in the field at all times.
* Students and staff will avoid working near insect or plant hazards, if identified (e.g. bee/wasp nest).

In Emergency:

* Irritation/rash: The affected area will be rinsed with water and first aid given if necessary. The student or staff member will be encouraged to seek medical attention at their earliest convenience depending on the severity of the irritation. The student or staff member will be monitored to ensure symptoms do not become worse.
* Severe allergic reaction (anaphylaxis): First aid will be provided and emergency services will be contacted immediately.
* Report incident to supervisor and VIU Health and Safety using the [VIU Incident Report and Incident Investigation Form](https://adm.viu.ca/health-and-safety/incident/accident-reporting-and-investigation)

**Identification and location of emergency equipment**: A first aid kit will be carried in the fleet vehicle, and in the instructor and technician will have first aid kits.

**Location and use of emergency facilities**:

* Nanaimo Regional General Hospital, 1200 Dufferin Crescent, Nanaimo, (250) 755-7691
* Cowichan District Hospital, 3045 Gibbins Rd, Duncan, Duncan, (250) 737-2030
* Victoria General Hospital, 1 Hospital Way, Victoria, (250) 727-4212
* Royal Jubilee Hospital, 1952 Bay St, Victoria, (250) 370-8000
* Campbell River, Port McNeil, Port Alberni, Nanaimo, and Ladysmith all have hospitals. Quadra Island and Qualicum have Medical Clinics

**Fire protection requirements**: Fire extinguisher is stored in the VIU fleet vehicle.

**Procedures for rescue and evacuation**: The VIU fleet vehicle will be available while in the field. In the event that a vehicle breaks down or becomes inoperable, cell phones will be used to contact help in a nearby city / town (Nanaimo, Duncan, Victoria). Health and Safety Services loans out SPOT GPS Trackers that can be programmed to provide non-emergency help.

## Emergency Communication

It is assumed that there will always be cell phone coverage in the areas being accessed (see [Telus coverage map](https://www.telus.com/en/bc/mobility/network/coverage-map)).

If this is not the case, please contact Health and Safety Services ([safety@viu.ca](mailto:safety@viu.ca)) about booking one of their SPOT GPS Trackers, and/or include an Emergency Communication plan that outlines how you will communicate in case of emergency.

**Emergency Communication Plan:**

## Hazard Identification, Risk Assessment and Control (HIRAC) Plan

**Table 1**. Hazard Identification, Risk Assessment and Control (HIRAC) Plan. Please add to this table as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Risk** | **Risk Rating** | **Type of Control** | **Description of Control** | **Review Date** |
| Driving on highway or gravel roads | Injury | Low | Administrative | See Number 1 above. Operate motor vehicles in accordance with rules and permits |  |
| Walking on uneven terrain | Injury | Low | Administrative; Personal Protective Equipment (PPE) | See Number 2 above. Follow heavy load procedures; wear appropriate footwear; follow instructions |  |
| Wildlife encounters | Injury | Low | Administrative | See Number 3 above. Follow procedures for safe wildlife encounters |  |
| Stings, bites and allergic reactions (insects, plants) | Injury, allergic reaction | Moderate | Administrative; Personal Protective Equipment (PPE) | See Number 4 above. Wear appropriate PPE (field clothing); notify of existing medical conditions or known allergies; follow procedure |  |

**NOTE**: Hazards related to exposure to COVID-19 are detailed in separate Risk Assessment and Safe Work Procedures.

## Training and Education Requirements

All students will be required to read and acknowledge that they have read this Field Activities Plan. Copies of this plan must be available in the field at all times (e.g. kept with the first aid kit).

Instructors will provide a safety briefing at the beginning of each field day.

All instructors and technicians who are responsible for providing first aid in the field will have, at a minimum, current Occupational First Aid 1 (OFA1) training. Wilderness First Aid is also recommended.

## Permits and Certificates

**VIU driving permits**:

**First Aid Certificate**:

## Other Conditions

The consumption of alcohol or intoxicating drugs by students or faculty is strictly prohibited on field trips.

All participants are responsible for being adequately prepared with appropriate clothing, footwear, food and water supplies. People without adequate supplies will not be permitted to participate in the field work.

Students and instructors have the right to refuse to conduct unsafe activities. If you have reasonable cause to believe that performing a task puts you or someone else at risk, you must not perform the task. You must immediately notify your instructor, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

## Map of Field Site(s)

Please include a map image(s) (e.g., google map) that shows your field site location(s) and include markers to indicate the site(s) and, if appropriate, where parking is to occur, or where any hiking will occur.