**Geology Independent Field work- Daily report and Emergency form**

Student and student’s trusted contact should have a copy of this form. **Part 1: Daily report form** should be filled in by both the student and the trusted contact while the student is in the field. **Part 2: Emergency form** is for the trusted contact. It will guide them through the procedure to follow in the event that they are not contacted by a student at the agreed time. It will also prompt them to fill in information required by emergency services.

**Part 1: Daily Report form**

Please attach a topo map with the field area shown to the end of this document.

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| **Student’s Name:** | **Name and relationship/s of trusted contact/s who will report late return or accidents.** |
| **Field Base (address or Grid Ref of camp):** |
| **Describe the extent of your field area:** |
| **Personal Locator Beacon / inReach issued:****And Campus Watch notified** |  **Yes****/ No** **Type:**  |

* You and trusted person should each have a copy of this form and **fill in a row before departure to the field each day**. While it is not strictly necessary for the student to do this, it does help.
* In case of late return/accident, trusted contact should fill out and take action according to **Part 2: Emergency Form** at the end of this document.

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**Part 2: Emergency form**

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| **LATE RETURN****Expected time of return:****Time now:****Latest time with useable daylight:****Weather conditions:** | **ACTION SHOULD BE TAKEN IF STUDENT DOES NOT RETURN WITHIN ONE HOUR OF EXPECTED RETURN TIME.** |

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| **ACTION****Emergency services: Police (111)****notified:****Time:****Contact name:** | **Checklist for notifying emergency services:**1. **Your name**
2. **Name of missing person**
3. **Area where missing person working (work out how you will communicate this over the phone)**
4. **Contact number/address for you if possible**
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| **SAFE RETURN AFTER ACTION TAKEN****Local emergency services: Police notified:** |

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| **NO RETURN BY NIGHTFALL****Local emergency services: Police notified:** |

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| **NO RETURN BY FOLLOWING DAY/ACCIDENT****Local emergency services: Police notified:****University notified: Campus Watch and Geology Department****Accident/Incident reported: Yes / No** |

**Reporting to geology (Next page)**

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| **REPORTING**The University of Otago need to know if a student has been reported missing, as soon as possible. Please contact **Campus Watch** and the **Department of Geology**.Following an incident, and after calling Emergency Services (111), please do the following:* If out of office hours call the **Campus Watch** on (03) 479 5000
	+ - to log the incident.
* Call one of the following numbers in **Geology** during office hours (08:30 – 17:00, Monday to Friday):
	+ - (03) 479 7516: Andrew Gorman HOD
		- (03) 479 7519: Academic Administrator
		- (03) 479 5695: Ray Marx, Safety officer

**Note:** the Geology department is unable to provide a 24-hour response or emergency contact service. University Campus Watch security only has the resources to monitor *Field workers* with Personal Locator Beacons or InReach communication devices. If you do not have one of these it is unlikely they will have the details of the student’s fieldwork.  |

**Attach route map/maps of field area.**