

## 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.

|   |   |
|---|---|
| <b>Student's Name:</b><br><i>Bob Smith</i>  | <b>Name and relationship/s of trusted contact/s who will report late return or accidents.</b><br><br><i>Jane Smith (Mother)</i><br><i>136 Fork Street</i><br><i>Dunedin</i><br><i>Ph: (45) 678 9123</i> |
| <b>Field Base (address or Grid Ref of camp):</b><br><br><i>Whataroa Hotel</i><br><i>50 Main Road,</i><br><i>Whataroa, Westland</i><br><i>Ph: (12) 3456789</i> |   |
| <b>Describe the extent of your field area:</b><br><i>The Waitangi-taona River Valley</i><br><i>South of SH6 and Whataroa</i>                                  |   |
| <b>Personal Locator Beacon / inReach issued:</b>  | <i>Yes / <del>No</del></i><br><br><i>Type: inReach communicator</i>   |

- 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.

# Daily Report Form

Student and trusted contact to use on a daily basis while student is in the field

|                       |  |            |            |
|-----------------------|--|------------|------------|
| <i>5 Jan<br/>2019</i> | <i>Gaunt Creek</i>   | <i>9am</i> | <i>7pm</i> |
| <i>6 Jan<br/>2019</i> | <i>Darney Creek and<br/>Whataroa River between<br/>Gaunt Creek and Darnley<br/>Creek</i> | <i>9am</i> | <i>7pm</i> |

# Daily Report Form

Student and trusted contact to use on a daily basis while student is in the field

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

# Emergency Form

Trusted contact to use if there is no contact from student at agreed time.

## Part 2: Emergency form

### 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.**



### 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



### SAFE RETURN AFTER ACTION TAKEN

Local emergency services: Police notified:



### NO RETURN BY NIGHTFALL

Local emergency services: Police notified:



### NO RETURN BY FOLLOWING DAY/ACCIDENT

Local emergency services: Police notified:  
University notified: Campus Watch and Geology Dept  
Accident/Incident reported: Yes / No



**Reporting to geology (Next page)**

# Emergency Form

Trusted contact to use if there is no contact from student at agreed time.

## **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 9009: James White 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.**

*Road map link; Google maps*

<https://goo.gl/maps/7op81f1zJqt>

**Insert a field map copy here**