|  |  |
| --- | --- |
| **location of field work:** | *Provide a very brief but informative description that can be quickly understood. e.g., “Brighton, 15 km SW of Dunedin”* |
| **PLB Serial Number (If applicable):** | *Must be included in final version of FRAF (see below)* |
| **inReach serial number (if applicable):** | *Must be included in final version of FRAF (see below)* |
| **Get Home safe:** | Yes |

1. **A FIRST COMPLETE VERSION** of this form, including a hazard map inserted into the last page, must be emailed by the Field Activity Coordinator to: [geology.safety@otago.ac.nz](mailto:geology.safety@otago.ac.nz)

You will then receive confirmation that your field plans are approved in principle, or a follow-up meeting is required, or a modified version of this form must be submitted.

**Once your FRAF has been approved in principle,** you should email and meet with Ray Marx [ray.marx@otago.ac.nz](mailto:ray.marx@otago.ac.nz) to arrange training (if necessary) for GetHomeSafe App, and Garmin InReach and/or PLB device. Once you are proficient we can raise an activity.

1. **A FINAL ACCEPTED VERSION** of this form, including the serial numbers of your Garmin InReach and/or PLB devices, must be emailed by the Field Activity Coordinator before you go into the field to:
2. Your key contact person as listed below
3. [geology.safety@otago.ac.nz](mailto:geology.safety@otago.ac.nz)

**YOU MUST ALSO ATTACH the final version of this form to your GetHomeSafe trip.**

**Add more lines as required to complete the form below. Once the form has been completed, remove any unused lines to improve clarity.**

**Personal Contact Information**

Todays Date:

Field Activity:

Academic Supervisor:

Phone / Mobile #:

**Key Contact Person:**

Address:

Phone / Mobile #:

Email #:

**Campus Watch**

Address: St.David Street Lecture Theatres

Mobile #: 021 279 5000

Phone: 0800 479 5000

Email #: campus.watch@otago.ac.nz

**Start and End of Field Trip**

Date and Time into field:

Date and Time out of the field:

**Overdue time out**

**Delayed** (Key Contact to contact field party to find

out reasons for delay & inform Dept)

**Overdue** (Key Contact / Dept to form Security Office

and Police / initiate search & rescue)

**Purpose of the Trip:**

Field Party Leader/Student:

Phone / Mobile #:

Other members of the Party or attached class / group list;

1:

Phone / Mobile #:

2:

Phone / Mobile #:

3:

Phone / Mobile #:

4:

Phone / Mobile #:

Copy and paste more contact detail lines as required.

**Details of Transport Used**

Geology Department Vehicle (registration):

Hired Vehicle (include hire co.):

Private Vehicle (owner, model, registration & colour):

Vessel / Boat:

Commercial flights (attach itinerary):

Unscheduled flights (e.g. helicopter, company):

**Main Activities / Hazards**

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Activity / Hazard:

Mitigation plan:

Copy and paste as many Activity / Hazards and Mitigation lines as needed.

**Communications**

Two types of communications devices:

1.

2.

Contact schedules:

Campus Watch will be automatically notified of your activity.

Campus Watch will immediately take action if you exceed your overdue time.

**Accommodation Details (if applicable)**

Dates (from / to):

Name of Accommodation or property owner:

Address:

Contact details:

Dates (from / to):

Name of Accommodation or property owner:

Address:

Contact details:

**Landowner Details and / or Permit Number(s)**

Dates (from / to):

Name of Landowner :

Contact / Permit details:

Dates (from / to):

Name of Landowner:

Contact / Permit details:

Dates (from / to):

Name of Landowner:

Contact / Permit details:

Dates (from / to):

Name of Landowner:

Contact / Permit details:

Dates (from / to):

Name of Landowner:

Contact / Permit details:

**Planned Trip Route** (door to door)**.** Include a travel map using Google Maps below

<https://www.google.com/maps/>

**Attach a scanned copy of your Field Hazard map(s) below.** To prepare a field hazard map, you should print out a topographic map and annotate it, or use a drawing package to produce a digital version. If you prepare a hand-drawn map, scan it and include the scan below.