

## FIELDWORK PLANNING RECORD

*This record must be completed before departure. One copy should be left with the Departmental office, and one with the check-in contact. For large groups or longer trips, use supplemental pages. If the person-in-charge is not a faculty member, technician, or postdoc, then a member of those groups must co-sign.*

**(1) Destination and personnel** (Who's going where to do what?)

Project: \_\_\_\_\_ Person in charge: \_\_\_\_\_

Location: \_\_\_\_\_

Involves:  Boats     Diving     Aircraft     Wilderness/remote area     Foreign travel  
 Other hazards (specify or append page) \_\_\_\_\_  
*(e.g., electrofishing, tree climbing, wildlife, cave/mine entry, etc.)*

Departure date/time: \_\_\_\_\_ Return date/time: \_\_\_\_\_

Other personnel (or attach class list, etc.):

Name	Status <sup>1</sup>	Contact and relevant medical info on file? <sup>2</sup>

<sup>1</sup>Faculty/staff/student/other (specify)    <sup>2</sup>Append to FPR if not on file with department, or when field situation demands (e.g. epi-pen)

Accommodation and contact phone: \_\_\_\_\_

**(2) Vehicles, Boats, Aircraft** (Describe/specify all to be used; and who owns them?)

Make/model/description	License number	Ownership

**(3) Check-in and emergency contacts** (Who will you tell you're back safely, when, and what should they do if you aren't?)

Check-in contact: \_\_\_\_\_ Contact's phone: \_\_\_\_\_

Overdue date/time: \_\_\_\_\_

Field contact information<sup>1</sup>:

Contact (in this order):	Name	Phone #
Person-in-charge	see above	
Alternate contact on trip		
Home/project contact		
Local police/emergency		
911 services	911 services	911

<sup>1</sup>If field team fails to check-in, check-in contact person will call from top to bottom until field team is located

Signature (person-in-charge): \_\_\_\_\_ Date: \_\_\_\_\_