

Field Safety Plan

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Overview

Trip name:

Associated team(s):

Associated project(s):

Dates:

WWF-Canada staff:

WWF-Canada field lead:

Non-WWF-Canada staff:

Brief description of work to be completed:

Contact Details

Will you be using one or both Garmin InReach devices while in the field? YES NO

Is the Garmin InReach plan active and have all staff been added? YES NO

WWF-Canada staff (in field)

Name	Personal Phone Number	Responsible for InReach?	Dates in Field	Emerg Contact (Relationship)	Emerg Contact Phone Number

WWF-Canada staff responsible for check-ins (not in field)

Name	Personal Phone

Non-WWF-Canada staff

Name	Group/Org	Role	Phone	Email

Communication Plan

While in the field:

- Lead from WWF-Canada staff:
- Non-field staff responsible for check-ins:
- Number of check-ins per day:
- Times and time zone:
- Method:
- Local check-in partner in place?
- Additional check-ins:

Garmin InReach

If you are trying to locate, track or message a Garmin InReach device, you can follow the steps below.

1. Log into the Garmin portal here with the email: blank and password: blank
2. In the upper right corner, click *account* (under face icon)
3. Click drop-down menu by profile in centre of page, then click *subscription and service plans*
4. Click *manage* under the relevant plan
5. From the top menu, click *map*

6. On the left side, click the user you believe will have the most accurate location information based on the date they last used the device (this is indicated)
7. Select the option you would like to complete: *track, locate* or *message*
8. In all cases, these services require the device to be powered on and have a clear view of the sky (i.e.: standing outside or by a window)
9. You may have to wait up to 20 minutes for a response. Your request will try for up to five days to establish contact.

The Garmin InReach devices have the following functions built in or enabled:

- Navigation and waypoint logging
- Tracking
- Weather requests
- Messaging
 - InReach to InReach
 - InReach to cell phone
 - InReach to Garmin Messenger app
 - InReach to Garmin website (as described above)
- SOS function
 - Activated by pressing the button on the device
 - Tracking will automatically be turned on
 - You will begin messaging with Garmin's emergency response coordination centre
 - If you cannot message, they will locate you using the device and initiate a rescue
 - Once the rescue has been initiated, the Garmin team member will contact the emergency contacts on file and update them accordingly
 - The Garmin team member will stay in contact until the rescue team reaches you
 - You may also be asked to message the rescue team directly through the device
 - You can cancel your SOS if you no longer need it

Proposed Daily Itinerary

Day	Activity	Location
	•	
	•	
	•	
	•	
	•	

Risk Assessment

Date and method for all WWF-Canada staff participating to be briefed:

Date and method for all non-WWF-Canada staff participating to be briefed: Upon arrival

Will boat travel be taking place?

YES NO

Is there insurance to cover the driver(s)?	
Will staff be expected to drive the boat?	
Have PFDs been arranged?	

Will travel over ice roads/trails be taking place?

YES NO

Is there insurance to cover the driver(s)?	
Is the vehicle rental from a company or an individual?	
Will staff be driving the vehicle?	
Has a winter road kit been prepared?	

Will ATV/UTV travel be taking place?

YES NO

Is there insurance to cover the driver(s)?	
Will staff be expected to drive the ATV/UTV?	
Do all staff driving an ATV/UTV have a valid G2 or M2 license and insurance?	
Will helmets be provided?	

Will travel in helicopters or small aircraft be taking place?

YES NO

Associated company or pilot	
Essential insurance information	
Has an inclement weather plan been developed?	

Will travel on foot be taking place?

YES NO

Expected daily distance in kilometers	
If gear is being transported on foot, do you have enough people to distribute the weight of gear to minimize risk of overexertion and injury?	

Will bear/wildlife guides be present?

YES NO

Name and contact information for guides	
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Do any WWF-Canada staff members have PAL or firearms safety training?	
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Relevant Risks

Description of Risk	Likelihood of Exposure	Consequences of Exposure	Steps to Reduce Exposure	Steps to Mitigate Consequences	Equipment Needed

First Aid

First aid kit identifier(s):

Last audit(s):

Closest hospital and/or clinic where first aid may be administered:

Contact information and hours for hospital/clinic:

WWF-Canada staff with certifications*

Name	Certification	Expiry of Certification	Link to Certificate
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Insurance

Through RWAM, staff are covered for:

- Canada-wide and international travel
- \$5 million for 60-day intervals of travel
 - This includes all transportation (including air medevac) to a medical facility and any bills incurred for the medical care
 - Type of activity that caused the injury does not affect this
 - Where you will be transported to will be the on-site medical practitioner's decision

To qualify, you need your health care card from your home province and be fit for travel (as evaluated by your doctor if you have pre-existing conditions).

In the case medevac or emergency medical support is necessary:

1. Call for transportation and/or medical assistance
 - This may be via cell phone or the Garmin InReach SOS button when needed
2. Then call Allianz at 1-866-520-8829 within 48 hours of the emergency (this can be found on the back of RWAM card) for coverage support
 - Do not pay any medical bills on credit cards until you've spoken to Allianz
 - Securing a claim number before you return home saves a lot of time later

Escalation Plan

If the field lead has failed to check-in as per the *Communication Plan* section above, the following response will be triggered. This should be enacted by the WWF-Canada staff member responsible for check-ins, as noted in the *Contact Details* section.

Timeline	Response
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After 30 minutes	Reach out to all WWF-Canada team members using contact information above. This includes cell phones, landlines, and satellite communication devices (Garmin InReach). To locate staff, consider referring to previous Garmin InReach transmissions to see last known coordinates.
After 1 hour	Reach out to non-WWF-Canada team members using contact information above. Contacts include: This includes cell phones, landlines, email, and satellite communication devices. Continue to reach out to WWF-Canada team members.
After 1.5 hours	Notify relevant VP(s) for the project of current situation and time of last contact. Continue outreach to both WWF-Canada and non-WWF-Canada team members using all resources available.
After 2 hours	VP(s) for the project to notify Senior VP & Chief Conservation Officer of current situation and time of last contact and they will determine appropriate actions, which may include contact of emergency services. If Senior VP & Chief Conservation Officer is not available, VP(s) escalate to SMT immediately. VP(s) must contact WWF-Canada team member's emergency contacts by phone to notify them of the situation and steps that are being taken to re-establish contact and provide emergency services. If they are not reachable a voicemail should be left.

Approval

Staff:

Date reviewed:

Signature(s):

Check-in contact person:

Date reviewed:

Signature:

Manager:

Date reviewed:

Signature:

VPs:

Date reviewed:

Signature(s):

Please indicate any time spent out of office during the field dates below: