

**DAILY SIGN-OUT**  
**UNBC SECURITY FIELD WORK EMERGENCY ASSISTANCE PROGRAMME**

**Project Name:** \_\_\_\_\_  
**Work Location:** \_\_\_\_\_

**Planned Work Location(s) in order:** (be as descriptive as possible with UTM co-ordinates to approx. centre of block or destination) \_\_\_\_\_

Location # 1: \_\_\_\_\_  
 UTM co-ordinates: E \_\_\_\_\_ N \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Location # 2: \_\_\_\_\_  
 UTM co-ordinates: E \_\_\_\_\_ N \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Map Attached  Yes  No

**Road Travel Routes:**

Truck will be parked at \_\_\_\_\_ km on the \_\_\_\_\_ Road from (time) \_\_\_\_\_ to \_\_\_\_\_.  
 and \_\_\_\_\_ km on the \_\_\_\_\_ Road from (time) \_\_\_\_\_ to \_\_\_\_\_.

**Vehicle Description:**

Vehicle Description: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Colour \_\_\_\_\_

License Plate # \_\_\_\_\_

Alternate modes of travel include (e.g., ATV, snowmobile, boat etc.) \_\_\_\_\_

**Travel Information:**

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Expected Date of Return: \_\_\_\_\_ Time of Return: \_\_\_\_\_

# of Persons on Trip: \_\_\_\_\_ Crew Leader Phone #: \_\_\_\_\_

Crew Leader Name: \_\_\_\_\_

Name(s) of crew members: \_\_\_\_\_

Is Field Crew Information Form Attached  Yes  No

Other Information about trip/crew (e.g., medical conditions, communication devices – radio channels used, cell/satellite phone #): \_\_\_\_\_

**In-Town Contact(s)** (should be able to verify arrival after work; at least one should be familiar with today's site):

Name	Phone#	Supervisor? (Y/N)	Familiar with site? (Y/N)

**Return Information: Security complete this section when person/group has returned**

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Security Signature: \_\_\_\_\_

**COMMENCE EMERGENCY PROCEDURE 1 HOUR AFTER EXPECTED RETURN TIME UNBC Security #960-7058**

Call	Date & Time	Notes
1. Crew Leader or Crew Member: _____	_____	_____
2. Contact Person: _____	_____	_____
3. Security Supervisor: _____	_____	_____
4. Other (RCMP): _____	_____	_____

# Sign In/Out Procedures

## 1. Field Crew Information Form

This form will provide personal information for all the members of the field crew for each project. It will be filled out at the beginning of a project and amended as required. Project supervisors will be responsible for ensuring this is done. Copies will be kept on file in the Security Office Emergency Records binder and can be returned to the crew at anytime for updating or removal. (Note: a designate for that research area may also hold a copy of these records.). Security officers are to record in the Radio Log Pass On anytime a record is added or removed.

### Before you leave:

1. This form provides detailed information regarding the work site of each individual field crew. The information provided is designed to ensure a timely response to any emergency situations involving field crews, therefore the more information they can provide the better. Fill out the "Daily Sign Out" form Ensure to complete the following sections:

- Planned Work Location;
- Road Travel Routes;
- Vehicle description
- Expected date & time of return.
- Number of people and their names and descriptions (Field Crew Information Form)
- other pertinent information
- who the in-town contacts are
- alternate contacts

2. Fax your completed "Daily Sign Out" form to UNBC Security (Fax # 960-5181).

3. Call security to confirm that your fax was received

### When you return:

1. Phone UNBC Security to inform them that you have returned safely (Phone # 960-7058).

**Note: If you are getting someone else to sign in/out for, it is YOUR responsibility to ensure that they are doing all of the required procedures above**

Groups also have the option of filling out a form and stipulating that it is valid for a specific period of time (eg. One week). With this option, groups are **still required to phone Security each day** to report that they are going out. Security will keep a log of this call in/out activity on the back of the sheet. Groups are also responsible for updating the form if any information should change.

## 2. Commencing the Emergency Call-out Procedure

**\*NOTE: The time to commence the Emergency Procedure is ONE hour after the group is late in returning.**

The emergency call-out procedure starts with first trying to contact the crew leader or other crew member(s). If no members of the crew are reached the next step is to begin calling the listed in-town contact(s). If following this, the crew is still not confirmed as being in, the Security Site Supervisor is to be contacted and informed of the situation. If no one can be reached after 30 minutes (from the one hour return time) the RCMP will be contacted.