

**University of Alaska Fairbanks**  
**Remote Travel Emergency Plan Guideline and Checklist**

A Remote Travel Emergency Plan (RTEP) is intended to provide UAF traveler's with a sound action plan to cope with emergencies encountered during official travel at remote locations within the United States and abroad. The information below must be considered when preparing your plan. A completed plan must be forwarded to Environmental, Health, Safety, and Risk Management (EHSRM) for review by the trip leader or other authorized employee completing the plan, no later than 10 days prior to the start of travel. Your Department/Institute Director must also review and acknowledge (approve) your plan prior to travel. A copy of this plan should be provided to supervisors and emergency contacts prior to departure. This is **your** plan, and you are ultimately responsible to ensure the safety of your travelers.

***Use the checklist below to craft your plan<sup>1</sup>***

**Section 1. Minimum Plan Requirements:**

- This information **MUST** be included in your RTEP
- ☐ **Your campus name, department name, and date of plan**
- ☐ **Participants:** Include each participant's name (first and last) and their duty title. Also include, as a minimum, the traveler's personal emergency contact name, address, and phone number.
- ☐ **Trip Location:** Where are you traveling to? List the location(s) to include base camps, temporary camps, field site locations, etc. Include mile markers, map coordinates, etc., if available. Attach map(s) with this information.
- ☐ **Trip Description:** What is the purpose of your trip? What kind of work will you be doing? Describe the major tasks involved and/or anticipated. Examples: Drilling ground core samples, wading in streams to collect specimens, etc. Provide as much information as reasonable.
- ☐ **Trip Dates:** List your itinerary of travel to include locations and the departure/arrival dates for each leg of your trip
- ☐ **Method of Travel:** List the method of travel you will be using during this trip. Examples - UAF or personal vehicle, ATV/Snowmachine, chartered flights or boat, commercial flight, helicopter, skis/snowshoes, watercraft (raft-canoe-small boat, etc.) List all that apply. Include the owner/company name of chartered transportation to include a current phone/contact number for that service. Travel safety information can be found in the UA Remote Travel Planning & Resource Guide at: <http://www.alaska.edu/risksafety/download/RemoteTravelPlanGuide.pdf>.
- ☐ **Travel Route:** List the planned travel route(s). Again, note mile markers, map coordinates, etc., if available. Attach map(s) with this information.

☐ **Travel Abroad:** If traveling abroad, you must *also* use the UAF Travel Abroad Leader Preparation Checklist for planning your trip. You will find this checklist under the “Foreign Travel – Going Abroad Checklist” link found at <http://www.uaf.edu/safety/risk-management/travel/>. Please note, you will still need to complete a Remote Travel Emergency Plan for travel abroad!

☐ **Checkpoints:** List where you will be able to check-in throughout your travel/field days, such as from basecamp, lodging, etc. You must determine a daily communication schedule to include who will be contacted, when, and how (list the form of communication such as cell phone, Sat phone, land line, email, etc.). Don’t forget to list the corresponding phone number, email address, etc. of your check-in contact(s). Your check-in contact(s) must be departmental personnel and they should have a copy of your RTEP. While contacting family and friends is encouraged, they should not be used as your primary contacts during these official travel and work check-ins.

☐ **Emergency Communication Equipment:** List your emergency communication equipment to include the equipment name (SPOT, Sat phone, etc.) and its respective phone number, frequency, channel, email address, etc.

☐ **Plan for Emergency Evacuation or Rescue:** List your procedures when a situation requires the evacuation or rescue of one or more of your party due to a medical event, accident, or other situation requiring evacuation or rescue. Include your provisions for travel and communication. Some basic requirements should include:

- Who will you call (company or service name and person of contact)?
- What is their contact information (phone number, etc.)?
- How will you call them (cell phone Sat phone, etc.)
- Where are they located?
- What mode(s) of emergency transportation will be used or required at your location?

You may find the “**Help Along The Way (Emergency Medical Services for Alaska Travelers)**” pamphlet [http://alaska.gov/kids/pub/Help\\_Alone\\_the\\_Way2004.pdf](http://alaska.gov/kids/pub/Help_Alone_the_Way2004.pdf) helpful in determining the appropriate emergency contacts in your Alaska travel area(s). You should always confirm availability, phone numbers, etc. of your emergency contacts PRIOR to travel. **ALWAYS contact UAF Emergency Dispatch (474-7721) in the event you initiate rescue or evacuation and provide the reason (illness, significant injury, fatality, etc.).** This will initiate contact with EHSRM in the event the incident requires State of Alaska Occupational Health and Safety (AKOSH) notification. In the event of an emergency, you must also contact someone in your supervisory chain as soon as possible.

**Note:** *Spouses, friends, children, etc., should not be listed as primary emergency contacts to initiate an evacuation or rescue.*

## **Section 2. Other Important Planning Considerations PRIOR to departure**

- This information, as applicable, may also be attached to your plan

☐ **Hazard Assessment:** Has a hazard assessment been completed to determine what health and safety hazards personnel may encounter on this trip? Examples – Exposure to hazardous materials, dangerous terrain or other environmental conditions, potentially hazardous equipment, dangerous wildlife, river crossing, fall hazards, etc. If so, please attach relevant documentation with your plan when submitted for review/approval, such as any applicable Job Hazard Analysis (JHA) completed for work performed in the field. If no hazard assessment has been completed, you can find assistance with developing JHAs at: <https://www.uaf.edu/safety/occupational-safety/job-hazard-analysis.php>.

☐ **Hazardous Materials:** Will you be required to transport and/or use any hazardous materials, such as chemicals, radioactive materials, explosives, etc., during your trip? Ensure you have with you any pertinent Safety Data Sheet or other safety information relative to the product(s) used. You must also have provisions in place for properly collecting, transporting, and disposing of any unused or waste products generated during the trip. Contact EHSRM Hazmat at 474-5617 for more information.

☐ **Training:** Ensure you have accounted for and completed any relevant safety training required for this travel to include training for work tasks performed at your destination(s). Examples – UAF Driver Safety, first aid/CPR, wilderness first aid, firearms safety, boating safety, bear awareness, hazard communication (chemical use and physical hazards), Job Hazard Analysis, etc. Please note that at least one UAF employee in the remote travel group must have current certification in first aid and CPR (cardiopulmonary resuscitation). Also, if you are driving a UAF vehicle or rental vehicle, UAF Driver Training is required. All required training must be completed prior to travel. All travelers are also encouraged to review and become familiar with the UA Remote Travel Safety Guide at: <http://www.alaska.edu/risksafety/download/RemoteTravelSafetyGuide.pdf>. You should attach a list of your required training and completion dates for trip travelers to your plan when submitted for review/approval. For additional training information, such as requirements for your specific activity and available training resources, review our webpage under “Need help or answers >> Faculty/Researchers>> Field Research”, or contact the EHSRM training manager at 474-2762.

☐ **Emergency and Safety Supplies and Equipment:** Prior to travel, determine any general or safety equipment required for your work in the field. Examples – First aid kits, flares, personal floatation devices, safety goggles/glasses, winter survival gear, Sat or cell phones, hand-held radios, SPOT Satellite communicator, GPS unit, extra food/water, firearms, fall protection, camping gear, extra batteries/solar charger, ATV/Snowmachine helmet, work gloves, extra fuel, fire-starter, etc. Ensure anyone expected to use this equipment has been trained on its proper use. If traveling by road, a list of emergency equipment for your vehicle can be found in the “**Help Along The Way (Emergency Medical Services for Alaska Travelers)**” pamphlet [http://alaska.gov/kids/pub/Help\\_Alone\\_the\\_Way2004.pdf](http://alaska.gov/kids/pub/Help_Alone_the_Way2004.pdf).

☐ **Insurance, Permits, and Indemnification:** Insurance options should be explored and coverage procured, if needed, well in advance of travel. A chart of the various forms of insurance programs and options available can be found at:

<http://www.alaska.edu/risksafety/download/RemoteTravelPlanGuide.pdf>. Each participant on a remote travel assignment is individually responsible for securing adequate insurance protection for themselves, whether through a University of Alaska program or private insurance. Please contact the UAF Risk Manager at 474-5413 for more information.

☐ **Weather and Travel Advisories:** Prior to travel, it's always prudent to check for weather conditions and road system travel advisories. This information can be found at the State of Alaska 511 Traveler Information site: <http://511.alaska.gov/alaska511/mappingcomponent/index>. Again, the “**Help Along The Way (Emergency Medical Services for Alaska Travelers)**” pamphlet is also a good reference for travel information. If your trip includes water travel, it's also always advisable to check current and predicted river conditions prior to travel, in the event of flood hazards at your destination. River forecasts can be found at the National Weather Service Alaska-Pacific River Forecast Center: <https://www.weather.gov/aprfc/>. This site also provides snow depth, ice, and break-up information which might be beneficial to your Alaska travel plans.

☐ **Land Use Agreements:** Are park passes, land use permits/agreements, etc. required for entry/work in the area you will be traveling? If so, you may want to carry copies of these in the field.

☐ **Medical Provisions:** Will anyone in your group need to carry personal medications during travel or will you require certain vaccinations for disease prevention in the areas you will be traveling? Ensure travelers account for having to potentially spend several extra days in the field without the possibility of obtaining additional medication (carry more than you'll need). Travelers can use the Centers for Disease Control (CDC) Traveler's Health link <http://www.cdc.gov/> to research recommended vaccines and medicines, as well as travel health notices, for most areas abroad. Prior to travel, contact the Environmental, Health, Safety, and Risk Management Industrial Hygiene section at 474-6771 or 474-5197 for information on how to obtain any required immunizations in the area you will be traveling and working.

☐ **Volunteers:** Will UAF volunteers be traveling? General volunteer guidelines, to include insurance information and the required UAF Volunteer Qualification Checklist, can be found at: <http://www.uaf.edu/safety/risk-management/uaf-volunteers/>. Ensure any required volunteer paperwork is completed prior to travel. For questions, contact the UAF Risk Manager at 474-5413.

### **Section 3. Other Recommended Attachments to Your Plan:**

- **Trip - Location Maps**
- **Help Along The Way (Emergency Medical Services for Alaska Travelers) pamphlet**
- **UAF Accident/Injury Notification Flow Chart:** The UAF Accident reporting flow chart can be found here: <http://www.uaf.edu/safety/>
- **UA Remote Travel Safety Guide:**  
<http://www.alaska.edu/risksafety/download/RemoteTravelSafetyGuide.pdf>.

Note 1: EHSRM has provided a RTEP template which is recommended; however, you may also use your own version or another agencies' plan when developing your own Remote Travel Emergency Plan (RTEP). Whichever format you use, the minimum information noted in Section 1. must be included.