

**UNIVERSITY OF ALASKA MUSEUM OF THE NORTH**  
**FIELD TRAVEL EMERGENCY PLAN**

Before departure, complete and submit this form to the Museum Director and the Head of Operations for review and provide a copy (with the approved TA) to the PI/Supervisor and department contact listed in Section 4. Ensure that a completed copy is carried in the field by the trip leader and is available with the emergency contact phone or other communications device (section 3). Note: These are minimum requirements. Additional emergency provisions may be added as necessary.

Museum Department: \_\_\_\_\_ Date: \_\_\_\_\_

Trip Leader/PI Name: \_\_\_\_\_ Trip Leader/PI Phone: \_\_\_\_\_

Departure **Date:** \_\_\_\_\_ Return **Date:** \_\_\_\_\_

**Destination** From: \_\_\_\_\_ To: \_\_\_\_\_

*Comments: If various destinations will be part of this trip, they can be listed here or on an attached document:*

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Trip Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Participants** (list here or attach list of names and emergency contact phone numbers)

Participant Name	Participant's Emergency Contact Name	Emergency Contact Phone

2. **Location of Field Site(s)** – provide GPS coordinates and attach maps with camp locations and field travel routes.

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3. **Communication Equipment** – list the equipment type, number/frequency or channel

Type	Numbers/Frequency/Channel

4. **Communication Schedule** - **Daily communication is highly recommended** for field travel. Please identify in the table below the time of day, who will be contacted, and how communication will occur.

Date (daily; or specific dates)	Time range (i.e. 10AM-2PM)	Person to be Contacted <sup>1</sup>	Method of Contact (cell, sat phone, email)	When to Initiate Missing Person Search <sup>2</sup>

1. Must be a UAF employee with the following exception; if this is a collaborative agency research and the team reports to the agency, provide a copy of the agency plan and ensure that a UAF employee is contacted if a UAF employee is injured, extracted, lost, etc.
2. How many hours after being overdue will trip leader (or team) initiate a search party? **You must define what “overdue” is based on when the individual(s) was due, last seen, etc.**

If daily communication is not possible, please describe what your plan is to replace the ability to communicate; provide an alternative safety measure:

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5. **Emergency Plan for Evacuation** - communication and travel:

In the event any individual(s) or team requires emergency evacuation for medical treatment or other emergency circumstances, contact the agency below to initiate evacuation.

**UAF DISPATCH MUST BE CONTACTED AT 474-7721 IN THE EVENT OF ANY EVACUATION**

Air - Contact:

Contact Number:

Ground - Contact:

Contact Number:

Water - Contact:

Contact Number:

Title IX – Contact (if Applicable):

Contact Number:

Comments (list other specific procedures):

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name) (Title)

Reviewed By:

\_\_\_\_\_  
Head of Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Museum Director

\_\_\_\_\_  
Date