

Field Research Itinerary

Name(s):

Departure Date/Time:

Expected Return Date/Time:

Begin a search if not returned/checked in by:

If you have not returned to the lab or checked in by this time, the field coordinator will first attempt to contact you by phone and then begin a search for you and your vehicle based on your itinerary. Depending upon weather conditions, daylight, and risks inherent to the proposed work, this time may be equal to or several hours later than your expected return. If your sampling location is significantly far away, the field coordinator may need to contact nearby authorities for assistance.

Field Personnel Phone Numbers:

Name	Cell Phone	Other

Field Coordinator

The field coordinator should be an UMCES employee that is ideally familiar with the project. It could be the project PI or other members of the research team. If no one associated with the project is available, select another colleague or staff member, but consider that those individuals will need significantly more detailed information about the location of your field sites and instruction on actions to take following a failed check-in.

Name:

Cell Phone:

Home Phone:

Office Phone:

Location:

Itinerary:

List the sites you plan to visit (in chronological order), roads used for travel, where you will park to hike to sites, and your intended hiking routes. Attach maps where warranted. Use the additional space provided on page 4 or an additional sheet as needed.



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Planned Check In Times:

Check in with your field coordinator at multiple times. Any changes to your field itinerary and return time should be discussed and noted. Check in times should be based on communications resources (expected cell signals or pay phones), environmental hazards and risks inherent to the proposed work. At minimum, check in with the field coordinator when you return to your point of origin.

Planned Work

Anticipated Risks (provide all that apply):

Environmental conditions: extreme heat, extreme cold, sun exposure, precipitation, snow pack, high winds.

Field conditions: wading/crossing swift water, current measurements, boat usage.

Driving risks: driving off paved roadways, driving in adverse conditions, driving in snow/ice.

Medical risks: insect allergies, cardiac concerns. Note hunting seasons and mitigation steps where applicable.

Other Relevant Information (e.g., personal protective equipment details, first aid supplies):

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Emergency Contact Information *(customize based on your research location and team members)*

Emergency Numbers			
Police, Fire, Rescue (emergency): 911			
MD Natural Resources Police	1-800-628-9944		
Allegany County Sheriff	301-777-1585		
Garrett County Sheriff	301-334-1911		
Howard County P.D.	410-313-2200		
Frederick County Sheriff	301-600-1046		
MD State Police	301-729-2101 (Cumberland)	301-387-1101 (McHenry)	
	410-379-9700 (Jessup)	301-600-4151 (Frederick)	
	301-766-3800 (Hagerstown)		
AL Contacts			
Name	Cell	Office	Home
Appalachian Lab (Main)	301-689-7100		
Heather Johnson, AD	301-268-4483	301-689-7111	
John Piasecki, Facilities Mgr	301-707-1355		
Katie Kline, Safety Officer	301-697-1600	301-389-7122	
Emergency Contacts for Field Personnel			
Team Member Name	Emergency Contact Name	Emergency Contact Cell	



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Detailed Itinerary:

Use the space below to provide information to support a detailed, lengthy trip plan and itinerary.

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Form Instructions

One of the simplest and most effective methods for minimizing the risks associated with fieldwork is keep someone affiliated with UMCES apprised of your intended location as well as when you plan to return. This itinerary form is intended for use in concert with the “UMCES Field Research Risk Assessment” form. It is important to conduct a risk assessment prior to launching fieldwork and updated following any major changes in the scope of work. This “Field Research Itinerary” form should be completed and filed prior to each field visit. This should be filed on paper or by email with the designated field coordinator.

The level of detail in the itinerary description should depend upon the complexity of your route, and the familiarity of the field coordinator with your route. A map with field site locations is extremely helpful, a map with highlighted driving/hiking routes is ideal. Itineraries should include planned sampling sites in order, planned driving route, estimated time of return, and check in times. Itineraries should also indicate a time when the worker(s) is not back by (or checked in by) that would trigger rescue/ search activities based on weather conditions, daylight, and risks associated with planned activities.

Made check-ins by cell phone or pay phone with the appropriate field coordinator throughout the day. At these points, it is important to discuss and note any changes in itinerary or changes in return. At minimum, field personnel must check in with the field coordinator either in person or via phone. In higher risk environments (inclement weather, swift water, nighttime work), check-ins should be made more frequently. An extreme example would be: check in upon arrival at the first field site, check in at the middle of the day, check in when fieldwork is completed, and check in when you return to your home, hotel, or the lab.

In the event of an injury or disabled vehicle, these recommended procedures should expedite your rescue.

If working regularly in areas with unreliable cell service, consider the purchase and use of a two-way GPS communicator and provide that information on the itinerary form.

Other risks inherent to fieldwork (e.g., insect bites/stings, snakebites, environmental conditions, time of day, proximity to major roadways, working with animals or hazardous equipment, confined space work, poisonous plants, etc.) should be identified and minimized through appropriate equipment, training, and mitigation techniques.

Regarding stream wading and current measurements, observe the following limitations:

- For solo work, no wades deeper than knee deep for swift water.
- For paired work, no wades deeper than hip deep for swift water. A partner should be on shore (downstream) with rescue throw bag (rope). A personal flotation device (PFD) is also recommended.
- No wades above hip depth in swift water.