

NGEE Arctic Field Work and Safety Plan

Rev. 0, 1-17-2020

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Document Tips and Instructions

The Field Work and Safety Plan document is used to communicate details for individual NGEE Arctic field campaigns. This document should be updated with status and details from any changes from original plan (new hazards, controls, lessons learned, team roster, etc.). For ORNL internal purpose only, this controlled document reference is IDMS 23822.

Send completed and updated plans to your Institutional Lead, Project Director (Stan Wullschleger wullschlegsd@ornl.gov) and the Technical Project Manager (Susan Heinz heinzsl@ornl.gov).

Send updates and edits for this document to Susan Heinz.

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Planning

Field Campaign Title:	
Point of Contact Lead:	
Science Team Lead(s):	
Team Lead(s):	
Tentative Dates:	

Scientific rationale and objectives as defined in the NGEE Arctic Phase 3 proposal presented to the U.S. Department of Energy (DOE). Include support to specific science questions and tasks, integrated modeling tasks, progress toward datasets and progress to publications.

- 1.

Additional resources needed from institution or project that are not already in place (logistics, human resources, etc.).

- 1.

Action Items:

- 1.

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Field Preparation

The safe word is **“STOP”** EVERYONE has stop-work authority. If ANYONE says **“STOP”**, everyone will stop work immediately to discuss and remedy the situation before resuming work.

Designated Team Lead in the field:

(Name, email, phone)

-

Designated Officer of The Day (OOTD)

-

Location of Work

-

Trip Summary

1. *Ex: As part of the NGEE Arctic project, Bob Bolton and Xiaoying Jin will be traveling to Nome, Alaska to support field activities related to the NASA ABoVE SAR campaign. The field work will be coordinated with a team from Los Alamos National Laboratory. Stan Wullschleger, Project PI, will also be joining the team. Field work will be conducted along all three roads leading out of Nome. Each night, the UAF field team will return to Nome and will stay in the NGEE apartments that are managed by the Dredge #7 hotel.*
2. *Ex: Each day, the POC will be notified upon departure from Nome, arrival at the field site, departure from the field site, and arrival back in Nome. Bolton will notify the UAF POC of the location of all field activities prior to leaving for the field. Stan Wullschleger, NGEE Arctic Project PI, is aware of this expedition and our presence on the Seward Peninsula. Travel between Nome and the field sites will occur daily by truck. A truck will be rented from Stampede Rentals (Aurora Inn).*

Overarching Safety Goals

1. To provide a safe and inclusive working environment for all members participating in field work associated with the Next Generation Ecosystem Experiment Arctic (NGEE Arctic) project. This includes sub-contractors, volunteers, students, staff, faculty, administration, or other members of collaborating institutions.
2. To ensure that all field members participating in field work for the project have appropriate resources to address and help resolve interpersonal conflicts of any nature, including sexual harassment and/or assault.
3. To ensure rapid and effective means of communication and response at any time needed to assure a safe working environment
- 4.

Team Member Roster and Emergency Contact Information

Team Member	Mobile Phone	Email	Emergency Contact Name, Phone, Email	Sat Phone	InReach Email

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Team Member Itineraries

Date	Team Member Details

Permits:

(Download and keep with you)

<https://drive.google.com/drive/folders/OB0BOUkHecuXNaXM3aWVucFBQeUE?usp=sharing>

-

Anticipated Weather

-

Communication Plan

-

Hazards and Controls (in addition to what is listed in the NGEE Arctic Field and Laboratory Manual)

-

Specific Training Requirements (in addition to the NGEE Arctic Project Safety Training)

-

Risk Assessment

Risk	Impact (High, Med, Low)	Mitigation

Lessons Learned

- 1.

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Officer of the Day Checklist		✓
1. Daily Briefing: entire team before leaving for the field		
Team:	•	
•	•	
•	•	
•	•	
2. Reports: Gather and report on weather, transportation, wildlife relevant to the day's activities		
<ul style="list-style-type: none"> • Weather • Wildlife report and plan • Roads/Driving • Other known hazards 		
3. Safety Requirements met by team members? (Annual refresher, specific hazards)		
4. Safety Assignments:		
<ul style="list-style-type: none"> • Buddy System • Carry First Aid kit • Communication equipment • Survival gear • Map • Bear Spray – All (2 cans each). Consider demonstration on first day • Tire repair (puncture kit, pump, tow) 		
5. Injury or illness:		
6. Stop Work:		
 <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Stop Notify Investigate Correct Resume Follow-Up </div> <p style="text-align: right; font-size: small; margin-top: 5px;">GoWBW.com</p>		
7. What can go wrong?		
8. Questions?		
<i>OOTD Responsibilities and Authorities</i>		
The OOTD also has the authority to cancel field activities because of weather conditions, bear activities, and other unmanageable hazards. In an emergency, the OOTD is responsible and must act to ensure the safety of the participants.		
If an injury has occurred, the OOTD must ensure that any unsafe conditions are corrected or mitigated to prevent further injury, confirm that appropriate medical care has been received, and record that circumstances and actions leading to the injury. Before the close of business on the day of the injury or illness, the OOTD must report it to the injured or ill participant's institutional lead, Project Direct and TPM. Additional actions may be assigned after these notifications are made.		

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Checklist for Field Campaigns

Task	✓
Field Work and Safety Plan – communicated to Project Director, Institutional Leads, Technical Project Manager, Leads, and Team	
Permits - verify location, validity, download	
Vehicle Reservations	
Lodging Reservations	
Site Visit Schedule updated https://drive.google.com/drive/folders/1k93OM3SfYrYqGgxAgTea7FM4s7itSOAe?usp=sharing	
Connex Keys	
Annual Safety Training Refresher Completed	
Packages / supplies mailed to Gnome Courier – Check in with Crystal to give heads up for packages and instructions where to deliver	
Proper PPE and Clothing	

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Reference

Important/Emergency Contact Numbers for Nome:

Contact	Phone	Address
Alaska State Troopers	907-433-2441 or 907-443-5525	214 Front Street #2
Search and Rescue	907-443-8522	102 Greg Kruschek Ave
Nome Hospital	907-443-3311	1000 Greg Kruschek Ave
Nome Fire Hall/ Emergency Services Administrator	907-443-8522	500 Bering Street
Seward Peninsula Ham Radio Network	@VHF @146.30+, UHF 442.00, 147.21/144.51	
Nome Airport (OME)	907-443-2500	
Bering Air	907-443-5422 907-434-2979 (Patrick) 907-304-1275 (Russell)	1470 Seppala Drive, Nome Airport
Micah Huss & Iris Wieler (snow machine charter)	907-360-2214 (Micah) 907-227-9805 (Iris)	
Crystal Anderson-Booth (Gnome Courier)	907-378-6135	
Dredge #7 (Hotel)	907-304-1270	1700 Teller Highway or 608 East D Street (Sluicebox Suites)
Aurora Hotel / Stampede Car Rental	800-354-4606 or 907-443-3838	302 Front Street
National Weather Service	907-443-2321	227 Airport Drive, #206
Farley Mobile, emergency roadside service	907-304-2334	facebook.com/farleymobile
UAF Northwest Campus Laboratory	907-443-8402	400 East Front Street, Nome, AK 99762

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Important/Emergency Contact Numbers for Utqiagvik (Barrow):

Contact	Phone	Address
Police	907-852-0311	1068 Kiogak St., Barrow
Fire Department	907-852-0234	4374 Laura Madison St., Barrow
Samuel Simmonds Memorial Hospital	907-852-4611	7000Uula St., Barrow
North Slope Borough Search and Rescue	907-852-2822	
North Slope Bourough	907-852-0320	1689 Okpik St., Barrow
Wiley Post-Will Rogers Memorial Airport, Barrow (BRW)	907-852-6199	
National Weather Service	907-852-6484	
Michelle Frantz Michelle_Frantz@UICScience.com	907-852-7392	Barrow Arctic Research Center PO Box 936 Barrow, AK. 99723
BARC Project Laboratory	907-229-6567	
BARC Reservations https://UICScience.checkfront.com/reserve/ http://www.barrowbulletin.com/		
UIC Science 24 hour on-call Duty Manager	907-229-6567	Barrow Arctic Research Center PO Box 936 Barrow, AK. 99723

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NGEE Arctic Leadership Team Contact Information:

Name	Phone Number Work	Phone Number Mobile	Email Address	InReach Email
Stan Wullschleger (ORNL) Project Director	865-574-7839	865-567-5054	wullschlegsd@ornl.gov	
Bob Bolton (UAF)	907-474-6421	907-378-6773	wrbolton@alaska.edu	
David Graham (ORNL)	865-574-0559	865-382-6573	grahamde@ornl.gov	
Colleen Iversen (ORNL)	865-241-3961	865-332-8816	iversencm@ornl.gov	
Alistair Rogers (BNL)	631-344-2948	631-298-3822	arogers@bnl.gov	
Peter Thornton (ORNL)	865-241-3742	865-323-2447	thorntonpe@ornl.gov	
Cathy Wilson (LANL)	505-667-0202	505-695-5576	cjw@lanl.gov	
Susan Hubbard (LBNL)	510-486-5266	510-847-1646	sshubbard@lbl.gov	
Susan Heinz (ORNL), Technical Project Manager	865.576.2435	808.443.8249	heinzsl@ornl.gov	Heinzsl@inreach.com
ORNL Laboratory Shift Superintendent	(865) 574-6606			
NGEE Arctic Field Advisory Email List				
Baptiste Dafflon				
Amy Breen				
Joel Rowland				