Return from Field Activity: information for contact people.

|  |  |
| --- | --- |
| **NOMINATED PERSON’S CONTACT INFO:** | |
| Full Name |  |
| Phone # |  |

Thank you for being the contact person for:

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Work Area |  | | |
| Email |  | Phone |  |

For their return from field work at:

|  |  |
| --- | --- |
| Location(s) |  |

What this means is, you will be responsible to check they have returned safely from their fieldwork at the agreed time (please update this if they contact you saying they are running late – agree on a new return time):

|  |  |
| --- | --- |
| Finish Time and Finish Date |  |

This agreed time is when the person should be back at home and if not, we will assume there may have been a problem and they need help.

**If they do not return on time (or call in)**, here are the steps to follow:

1. Phone them to see if they are okay – most times someone is just running a bit late.
2. If no contact from them, contact their:

|  |  |  |
| --- | --- | --- |
| UC Emergency Contact | Name | Matt Cockcroft |
| Position | School Safety Officer |
| Phone | 0211265057 |

1. If their UC emergency contact cannot be reached, contact:

|  |  |
| --- | --- |
| UC Security (anytime) | 0800 823 637 |

State clearly who is overdue, their contact details, where they were working and when they were intended back. Ask that they call you back if the overdue person is located or you will call the emergency services in 1 hr.

1. If you have not heard back from your person, UC emergency contact or UC security within 1 hr, contact emergency services (Ph 111 and ask for Police who coordinate search and rescue in NZ) to initiate a search.

We do not want anyone to fall through the cracks. If someone has been injured in the field, **this notification process could save their life**.