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**Planning Handbook &
Fieldwork Guide**

Planning Handbook




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Practical Field Guide




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Preface

About INTERACT

About APECS

1. Introduction

2. Getting started – developing a plan

2.1 Rationale and objectives

2.2 Methods and data requirements

2.3 What equipment will you need

2.4 Study site(s)

2.5 Risk assessment

2.6 Time schedule

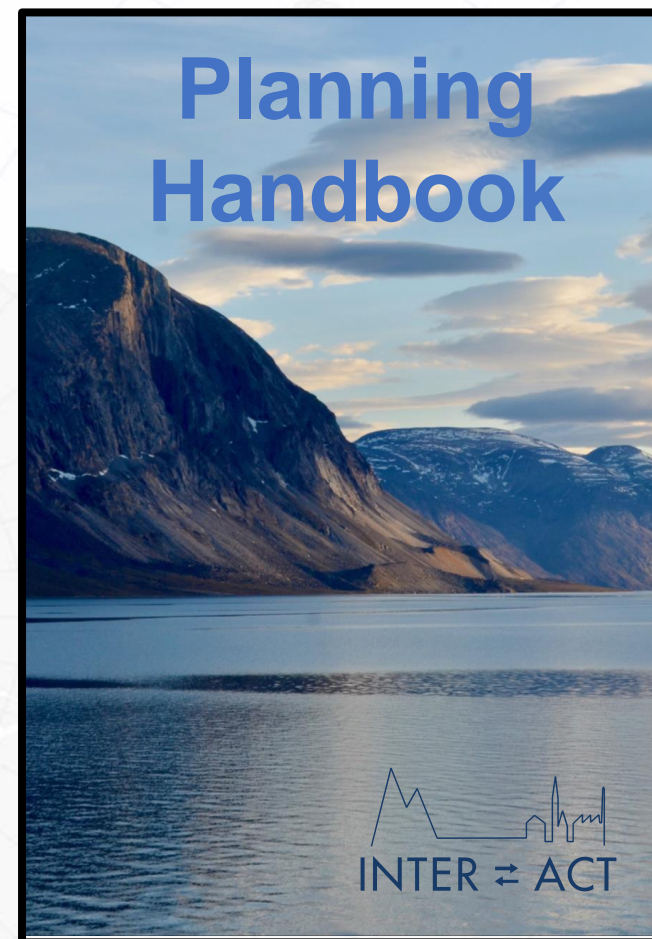
2.7 Project budget

2.8 Data management

2.9 Environmental compliance

2.10 Output

2.11 Summary



3. Further planning – practicalities and legal issues

3.1 Applying for access to the station

3.2 Transport to the station and conditions for
visiting

3.2.1 Access to the station

3.2.2 Conditions for visiting

3.3 Visas and permits

3.3.1 Visas

3.3.2 Permits

3.4 Working with local communities

3.5 Equipment transport

3.6 Checklists and equipment

3.6.1 Checklists

3.6.2 Personal clothing

3.7 Import and export regulations

3.7.1 Import and export permits

3.7.2 Transporting hazardous goods

3.8 Insurance

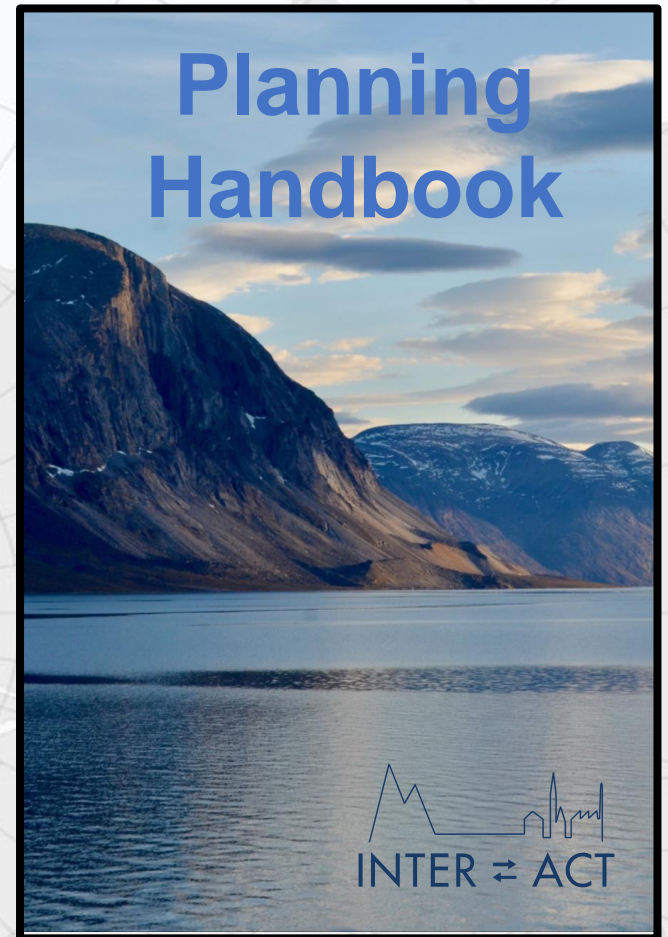
3.9 Medical check-ups

3.10 Financial and other administrative issues

3.11 Final checks before leaving

3.12 Summary

Planning Handbook



4. Safety



4.1 General safety guidelines

4.2 Safety barriers

4.3 Education and training

4.4 Risks in the field

4.4.1 Field camps

4.4.2 Cooking and water treatment

4.4.3 Glacier fieldwork

4.4.4 Travelling on sea-ice or frozen lakes
and rivers

4.4.5 River crossings

4.4.6 Firearms

4.4.7 Other activities

4.5 Risks at the station

4.5.1 In the kitchen

4.5.2 Electricity

4.5.3 Fire

4.5.4 Hygiene

4.5.5 Laboratory work and chemical
storage/use

4.5.6 Workshops and equipment use

4.6 Natural hazards

4.6.1 Weather change

4.6.2 Snow Avalanches

4.6.3 Rock falls and rock avalanches

4.6.4 Glacial lake outbursts

4.6.5 Wildlife

4.7 Means of communication

4.7.1 Fieldwork plans and sign in/out boards

4.7.2 Routine calls

4.7.3 Non-routine calls

4.7.4 Emergency calls

4.8 Safety equipment

4.8.1 Communication equipment

4.8.2 Clothing

4.8.3 Field camp equipment

4.8.4 Other safety equipment

4.9 Health

4.9.1 Medicine and chronic illness

4.9.2 First aid

4.10 In case something goes wrong

4.10.1 Handling delays

4.10.2 Handling emergencies

4.10.3 Handling conflicts

4.10.4 Harassment and discrimination

4.11 Summary

5. Arrival at the station and your time in the field

5.1 Getting to know your team

5.2 Arrival at the station

5.3 Transport

5.3.1 Aircraft

5.3.2 Boats

5.3.3 Snowmobiles

5.3.4 Automobiles and ATVs

5.4 Working at field sites

5.5 Environmental considerations

5.5.1 Pollution prevention

5.5.2 Waste management

5.5.3 Reduce energy use

5.5.4 Respect protected areas, fauna, and flora

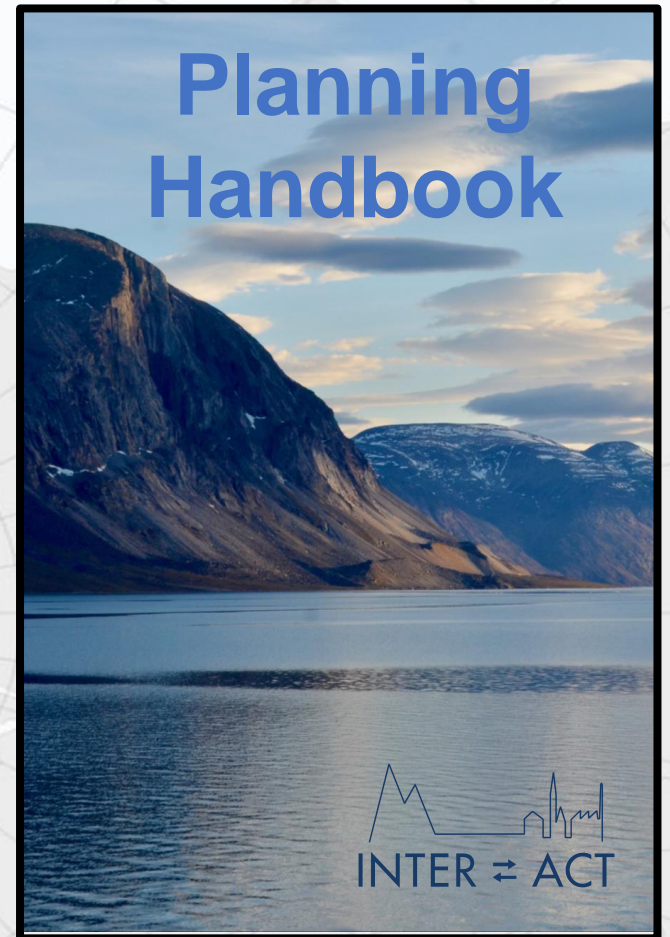
5.6 Working with local communities

5.7 Communication with the outside world

5.8 Leaving the field

5.9 Summary

Planning Handbook



6. After fieldwork

- 6.1 Reporting to the station, funders, and local communities
- 6.2 Data storage, backup, and submission
- 6.3 Summary

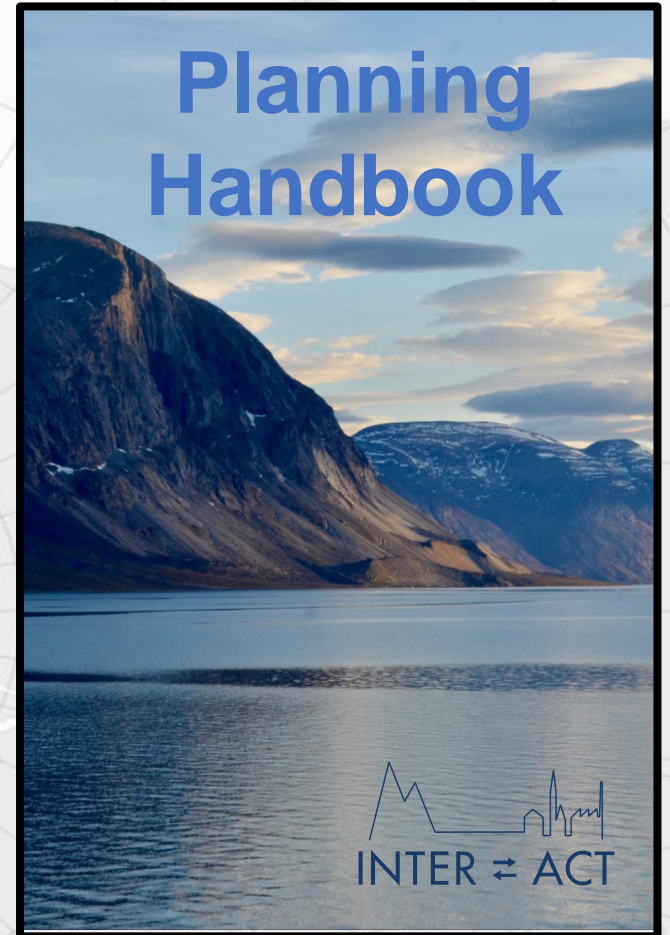
Still to do:

- Add photos
- Chapter summaries
- Further web links with examples, information, and PERMIT APPLICATIONS
- Formatting, etc.

How can you help?

- **Any comments welcome!**
- **Provide photos**
- **Web links for further information**

Planning Handbook



Practical Field Guide



Group Work

- Consider the entire table of contents provided:
 - Is anything missing?
 - Should certain topics NOT be covered?
- For the sections allocated:
 - What text should be included?
 - What information do you want people to have?

Keep in mind: Max 30 pages, Pocket-sized, Waterproof, ONLY vital info!

Station Videos

