GUIDE TO
FIELD TRIP TRACKER

http://ftt.jcu.edu.au
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Definitions

Field work is defined as any work, studies or research approved by the Head of School or nominated deputy on behalf of James Cook University…

A Field Trip Operational Details form must be completed and submitted to the School Safety Officer prior to departure on all terrestrial and freshwater field trips.

The Marine Field Trip Operational Details form must be completed for all field work involving diving and marine boating activities.

Field Trip Tracker (FTT) is an online program for submitting field trip forms.

Forms should be completed well in advance of the intended trip so as to allow time for the trip details to be properly assessed and approved!!

Field Trip forms are necessary for the following reasons:

• You are covered by the University’s Insurance Policy
• You understand the risks involved in going into the field and you have taken the necessary precautions (e.g. appropriate clothing, sunscreen, water, first aid kit, etc).
• The University knows where you are in the field and how to contact you.
• If you have an accident the University can notify your next of kin.
• If you fail to return from your field trip Search & Rescue can be notified by the University and directed to your field site.
1. PROJECT

You will need to create a project first. A project should have information about what you intend to do, how often and include operational methods.

Once your project has been approved by your supervisor you can submit your field trip forms.

Note: while you are waiting for your project to be approved you can create field trip forms.

2. FIELD TRIP FORMS

You are required to submit a field trip form each time you go into the field.

Field trip forms are to be submitted a week before going into the field. This is incase your forms need to be adjusted and to ensure all parties have time to sign off (Safety Officer, Authorised Officer & Head of School).

Note: Field trip forms can be reused.
GLOSSARY

**Authorised Officer** – University Contact. This person should be someone on campus (e.g. your supervisor), who you will contact on a regular basis when you are in the field. If they do not receive contact from you they will phone emergency services and arrange Search and Rescue.

Please ensure you contact your intended Authorised Officer before creating your form. Check they agree to be your AO and that they will be on campus for the duration of your field trip.

**OIC** – Officer in Charge in the field (the OIC should create the online form).

** Principle investigator** – See OIC.

**Risk Assessment** – Matrix outlining possible hazards you may encounter on your field trip. It also details the control measures you will take to reduce the probability and consequence of these hazards occurring.

**Signing Officers** – Your field trip needs to be approved by 3 people before you go into the field. This includes – Safety officer, Authorised officer and Head of School.

SIGNING OFFICERS

**Safety Officer** – Susan Kelly (Faculty Science & Engineering, Cairns)  
Sue Reilly (School Marine & Tropical Biology, Townsville)  
Rob Scott (School Earth & Environmental Sciences, TSV)  
Paula Roger (School Engineering & Physical Sciences, TSV)

**Authorised Officer** – see description above

**Heads of School** –

- Jonathan Nott (School Earth & Environmental Sciences, CNS)  
- Paul Dirks (School Earth & Environmental Sciences, TSV)  
- Brad Congdon (School Marine & Tropical Biology, CNS)  
- Michael Kingsford (School Marine & Tropical Biology, TSV)  
- Darren Crayn (Australian Tropical Herbarium, CNS)  
- Yinghe He (School Engineering & Physical Sciences, CNS & TSV)
GUIDE TO FIELD TRIP TRACKER

http://ftt.jcu.edu.au

Part 1.

How to create a

NEW PROJECT
1. Visit http://ftt.jcu.edu.au
   & Select ‘Field Trip Tracker’.

2. Select ‘Login’.

   ‘Login’ is located in the blue column on the left-side.
Welcome to the FieldTripTracker host!

The current version of the fieldtrip tracker can be found here:
Field Trip Tracker

The FTT sandbox, where you can test the FTT system, is here:
Field Trip Tracker Sandbox
3. Use your JC login number to login.  
   If you have not logged into FTT before you will have to create a password.

4. Select ‘Proceed to main’.
Part 1. i) Add personnel to your Quicklist

Save time by adding personnel to your ‘Quicklist’...

1. Once you have logged in, go to ‘Quicklist’ on the left-hand-side menu.

2. Choose ‘Add user’ on the right-hand-side.
3. Type in their name and surname and choose which list/s to include them in (Personnel, Authorised Officer and/or Supervisor) & ‘Submit’.

4. Repeat steps 1-3 above to add more personnel to your quicklist.
5. Select ‘New Project’

‘New Project’ is located in the blue column on the left-side.

6. Enter Project Title (e.g. BZ3400 Spider Project), Principal Investigator (You) & Your Supervisor

To add staff not included in the list, use ‘Assign to other person’
Welcome to the FieldTripTracker!

Welcome! You'll need to make a new project before you can submit fieldtrips. To view the list of fieldtrips and projects you have created or have access to, please click My Info.

5.

Submit new project

Application for Project

Basic information

<table>
<thead>
<tr>
<th>Project Title</th>
<th>BZ1000 Project EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>Jerni Paul</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Assign to other person</td>
</tr>
</tbody>
</table>

Project Errata

| Is there likely to be field work in remote locations? | No |
| Will a boat be used? | No |
| Will there be free-diving or snorkelling? | No |
| Will there be SCUBA diving? | No |

6.
7. For staff not on your dropdown list choose ‘Assign to other person’. Click ‘Next’.

8. Fill in their name & click ‘Search’.
9. Indicate the correct name/email from the list & click ‘Select’.

10. Indicate whether going to remote location/s, boating, etc

If all details are now correct choose ‘Next’.

*Remote field work is defined as any work carried out at a non-urban site off-campus where it takes more than half an hour to get medical aid to an ill or injured person.*
11. Fill in details for your project as per this example.

(i.e. Project activity, description, objectives & operational methods).

*Make sure your list of operational methods is comprehensive.
When you lodge a field trip form you will only be able to choose methods from this list.*
Project activity
- Proposed/estimated number of field trips per year: 18
- Number of days per trip: 1
- Number of people per trip: 12

Project description
A description of the project's purpose:
- To study the distribution of individual species and estimate biodiversity in the surrounding area.

Project objectives
- To assess how individual species' distributions change along a linear gradient of physical parameters and to assess how collection effort influences estimates of biodiversity.

Operational methods
- Field trips: 18
- Days per trip: 1
- People per trip: 12

Operational methods (general)
- Driving between JCU and field site
- Set up a 50m transect using a 1m quadrat at 1m intervals, record the species of vegetation present along the transect.
- Use sweep nets to collect insects in vegetation.

Operational methods (animal collection)
- Please indicate the species of interest, the likely number of individuals affected and what you intend to do with them.

Operational methods (chemicals)
- Please indicate which chemicals you will be using and how you intend to use them:
  - Transferring insects from sweep nets into small containers with 1% v/v 70% ethanol.
12. Review details and submit form.
**Basic information**

<table>
<thead>
<tr>
<th>Project Title</th>
<th>BZ1000 Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>Jean Paul</td>
</tr>
<tr>
<td>Supervisor</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

**Project description**

BZ1000 students and staff look at variations in distribution of individual species and estimating biodiversity in the surrounding area.

**Project Objectives**

To assess how individual species’ distributions change along a linear gradient of physical parameters and to assess how collection effort influences estimates of biodiversity.

**Operational methods**

- Driving between JCU and field site
- Set up a 50m transect using a 1m quadrat at 1m intervals, record the species of vegetation present along the transect.
- Use sweep nets to collect insects in vegetation.
- Transferring insects from sweep nets into small containers with 100mL of 70% ethanol.

**Section A: Field Trip Operations**

- Proposed No. of:
  - Field trips per year: 10
  - Days per trip: 5
  - People per trip: 12

**Emergency service contacts (terrestrial operations)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td></td>
</tr>
<tr>
<td>Radio channels</td>
<td></td>
</tr>
<tr>
<td>Air unit</td>
<td></td>
</tr>
</tbody>
</table>

[Submit for approval]
13. When your project has been approved you will receive email confirmation from Andrew Gray-Spence with the subject: “[FTT] Project Approved”

14. Or you can check the status of your project by visiting ‘My Info’, located on the menu on the left of the webpage. Above your project will be the following: “The following projects are awaiting approval” or “Projects that have been approved”.

Now you can create ‘Field Trip’s for this project (see Part 2).
Subject: [FTT] Project approved
From: Andrew Gray-Spence
Date: 10/03/2009 3:27 PM
To: Jerri Paul

Hello,

Project EZ100 Project EXAMPLE has been approved by John Smith.

Thank you,
The FieldTripTracker
GUIDE TO FIELD TRIP TRACKER
http://ftt.jcu.edu.au

Part 2.

How to lodge a
FIELD TRIP FORM
Field Trip Forms

FIELD TRIP FORMS
Field Trip Operational Details form must be completed, submitted and approved prior to departure on all field trips.
The form should be completed well in advance of the intended trip so as to allow time for the trip details to be properly assessed and approved.

BOATING FIELD TRIP FORMS
For all diving and boating activities you will need to create a Boating Field Trip Operational Details form.

FLEXIBLE FIELD TRIP FORMS
If you are unsure of your field trip date/s you should create a flexible field trip form.

For flexible field trip forms, you can create forms up to 3 months in advance.
The start and finish dates should be no more than a month a part.

Once your flexible field trip has been approved and you are certain of your field dates, you must ‘activate’ your flexible field trip in ‘my info’ and update any information.

For each flexible field trip you still need to create a new form.
1. Select ‘Field Trip’ on the side menu
(under ‘Lodge form’ on the menu on the left-hand-side).

2. > Enter Trip Title
   (try to include a reference to your location in the title,
   e.g. BZ1000 Yorkeys Knob Beach_Wk1)
   > Choose your project from the list
     > Position (Undergrad / Postgrad / Staff)
     > Officer in Charge (You)
     > Safety Officer
     > Authorised Officer
     > Head of School

   > Date of proposed field trip.
### Application for Field Trip: Section 1 (Officer in Charge)

#### Basic information

- **Trip title:**
- **Project:** BZ1000 Project
- **Position:** Staff

#### Signing officers

- **Officer in Charge:** Jenni Paul
- **Safety Officer:** Susan Kelly
- **Authorised Officer:** Brad Congdon

#### Trip duration

- **Proposed departure date:** 14/03/09
- **Proposed return date:** 14/03/09

#### Additional requirements

- Will you be taking non-JCU personnel (including volunteers)? **No**

#### Additional protocols

- Jellyfish **No**
- Firearms use (including darting) **No**
- Tree climbing **No**
3. To ‘assign other person’ not on list provided, click ‘Next’, write their name/email and ‘Search’. Contact your intended Authorised Officer before creating your form. Check they agree to be your AO and that they will be on campus for the dates of your field trip!

4. Select the correct name/email from list provided.
5. Click ‘Next’.

6. You must fill in the location/s and date/s for your trip in Section B.
   
   You can also add a ‘.kml’ file using google earth (Section A) or attach a map or itinerary (Section C).

Visit the following website for a google earth video tutorial:

http://steampunk.jcu.edu.au/Google-Earth-Demo.mp4
7. Describe the purpose of your trip & indicate operational methods you will be using (these were created in your project).

Choose option 1 or 2 (below) to complete a risk assessment matrix.

**Option 1 (Attach matrix):**
> See one of the techs for an electronic copy of risk assessment matrix to attach.
> Choose ‘No’ to ‘Online Risk Assessment’

**Option 2 (Online matrix):**
> Change ‘Online Risk Assessment’ to ‘Yes’
> Click ‘Next’.
Section A: Trip purpose
Describe the purpose of the trip

To assess how individual species’ distributions change along a linear gradient of physical parameters and to assess how collection effort influences estimates of biodiversity.

Section B: Operational methods
Please indicate the approved operational methods that will be use this trip

<table>
<thead>
<tr>
<th>Methods</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving between JCU and field site</td>
<td>✓</td>
</tr>
<tr>
<td>Set up a 50m transect using a 1m quadrat at 1m intervals, record the</td>
<td>✓</td>
</tr>
<tr>
<td>species of vegetation present along the transect</td>
<td></td>
</tr>
<tr>
<td>Use sweep nets to collect insects in vegetation</td>
<td>✓</td>
</tr>
<tr>
<td>Transferring insects from sweep nets into small containers with 100mL of 70% ethanol</td>
<td>✓</td>
</tr>
</tbody>
</table>

Section C: Risk assessment

Please note: You may elect to complete a risk assessment later, but your field trip cannot be approved without one

Subsection 1: Written risk assessment
Attach written risk assessment: [Browse...]

Subsection 2: Online risk assessment
Complete risk assessment online: Yes

Subsection 3: HazNet assessment
Enter the HazNet process ID: [ ]
8. Complete Risk Assessment by describing:
   > Hazards.
   > Risks.
   > Severity of Risks (use chart).
   > Control measures you will take to reduce risks.

Please provide a complete list of risks relevant to your field trip!
### Risk Assessment Matrix

**Consequences**
- How seriously can it hurt someone?
  - 1: Fatality or permanent disability
  - 2: Major injury
  - 3: Average lifetime injury
  - 4: Minor injury
  - 5: Medical treatment only

**Probability**
- How likely is it to hurt someone?
  - A: Common
  - B: Has happened
  - C: Could happen
  - D: Not likely to happen
  - E: Practically impossible

#### Activity to be assessed: Travelling between JCU and Study Site

**First Assessment: 11**

<table>
<thead>
<tr>
<th>Event</th>
<th>Probability</th>
<th>Risk</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td></td>
<td>41</td>
<td>42</td>
<td>43</td>
</tr>
</tbody>
</table>

#### Second Assessment

**Probability**

<table>
<thead>
<tr>
<th>Event</th>
<th>Probability</th>
<th>Risk</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td></td>
<td>41</td>
<td>42</td>
<td>43</td>
</tr>
</tbody>
</table>

**Risk Acceptable: YES/NO**

**Comments:**
8.

Field Trip: Application for Field Trip (Section 3A: Online risk assessment)

One method of evaluating risk is to use a risk assessment chart:

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Very Likely</td>
</tr>
<tr>
<td>Fatality</td>
<td>High</td>
</tr>
<tr>
<td>Major Injuries</td>
<td>High</td>
</tr>
<tr>
<td>Minor Injuries</td>
<td>Medium</td>
</tr>
<tr>
<td>Injuries</td>
<td>Medium</td>
</tr>
</tbody>
</table>

What should you do?
1. List in the following table the HAZARDS you have identified that are associated with the field activities.
2. Briefly describe in the table the risks associated with each hazard.
3. Using the risk assessment chart, assess and record in the table the risk present by that hazard (HIGH, MEDIUM, LOW).
4. Address the risks with HIGH rating first.
5. In the table, indicate what control measures are being taken to minimize the risk.

Control Measures:
- **Eliminate** the hazard
- **Substitute** something with lesser risks; e.g., Manual handling - substitute a smaller container.
- **Isolate** the hazard; e.g., proper storage of chemicals or firearms.
- **Use administrative controls** - provide training, adequate supervision.
- **Provide personal protective equipment** - e.g., Gloves, safety toe, apron, sunscreen.

Controls should be selected from as high up this list as is reasonable needed to maximize effectiveness. In many cases, a combination of controls may be necessary to reduce the hazard.

![Online Risk Assessment Matrix](image)

---

**OPTION 2 - ONLINE MATRIX**
## EXAMPLE HAZARDS

<table>
<thead>
<tr>
<th>Description of Hazard</th>
<th>Description of risk</th>
<th>Assessed Risk</th>
<th>Risk Control measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOX JELLYFISH STING</td>
<td>WADING WAIST DEEP IN SEA WHILST DRAGGING NET (DURING FEBRUARY)</td>
<td>HIGH</td>
<td>WEAR STINGER SUIT; HAVE 2 L VINEGAR WITH FIRST AID KIT; FIRST AIDER PRESENT; ASSISTANT BRIEFED OF HAZARD.</td>
</tr>
<tr>
<td>CROCODILE ATTACK</td>
<td>Crocodiles present in lake</td>
<td>Medium</td>
<td>Aware of dangers. Staying back from water’s edge. Watching out for crocodiles. Placing an object between ourselves and the water’s edge where possible (e.g. rake/pole/chair, etc). Kept informed by EPA as to the presence of Crocodiles in the lake.</td>
</tr>
<tr>
<td>MANUAL HANDLING STRAINS / SPRAINS</td>
<td>Lifting gear in and out of vehicle</td>
<td>Medium</td>
<td>Pack gear into easily lifted containers, team lift heavy items, revise correct lifting techniques (e.g. bend knees).</td>
</tr>
<tr>
<td>SUNBURN</td>
<td>Standing in the sun for extended periods</td>
<td>Medium</td>
<td>Wear sunscreen and reapply every 2 hours. Wear long sleeved clothing and a hat.</td>
</tr>
<tr>
<td>SNAKE BITE</td>
<td>Working Outside</td>
<td>Medium</td>
<td>Take first aid kit with compression bandages. Wear long pants, boots and gaiters. Do not handle snakes.</td>
</tr>
<tr>
<td>VEHICLE ACCIDENT</td>
<td>Travelling to and from study site</td>
<td>Medium</td>
<td>Qualified and experienced drivers. Take first aid kit, mobile phone and drive sensibly.</td>
</tr>
<tr>
<td>HEAT STROKE</td>
<td>Long hours in sun/heat</td>
<td>Medium</td>
<td>Wear hat and take plenty of water to drink.</td>
</tr>
<tr>
<td>EXHAUSTION</td>
<td>Long hours in the field</td>
<td>Low</td>
<td>Take breaks from field work.</td>
</tr>
<tr>
<td>FALLING OVER</td>
<td>Walking on uneven ground</td>
<td>Low</td>
<td>First aid kit and take notice of surroundings.</td>
</tr>
<tr>
<td>LACERATION</td>
<td>Cuts from sticks and vegetation</td>
<td>Low</td>
<td>Wear long sleeved clothes and take first aid kit. Cover and disinfect cuts immediately.</td>
</tr>
<tr>
<td>STINGING TREE</td>
<td>Walking through vegetation</td>
<td>Low</td>
<td>Wax strips in first aid kit, know what plant looks like and check surroundings.</td>
</tr>
<tr>
<td>INSECT BITES</td>
<td>Working outside</td>
<td>Low</td>
<td>Apply insect repellent and wear appropriate clothing.</td>
</tr>
</tbody>
</table>
9. >Fill in your next of kin (‘Contact Person’) and their phone number.
> In ‘New Personnel’ fill in the name and surname of your project partner.

To add a class list
> go to ‘Add additional personnel by search’ at the bottom of the screen.
> Choose campus
> Choose status (e.g. undergraduate)
> Type in subject code (e.g. BZ1234)
> Click ‘search’
> Choose ‘Save and Continue’
or ‘Save and Search for more’

> If you know their next of kin you can add details, otherwise leave blank, they will fill this in later.
> Click ‘Next’.

10. >Choose the correct name/email of your project partner from the list.
> Choose their position (Undergrad/ Postgrad/ Staff).
> Click ‘Next’.
9.

10.
11. > Indicate which of your personnel are qualified first aiders, 4WD drivers, etc, by ticking the appropriate boxes (right-hand-side). 
> Click ‘Next’ again.

12. If you have not filled in next of kin details for your field trip party…
> Select ‘Yes’ in the ‘Notify personnel’ section. This will send an email to the personnel to login and add their next of kin details.
11. Application for Field Trip: Section 4 (Personnel)

Please note: Emergency contact name and phone do not need to be entered now, but must be entered before submitting form for approval.

<table>
<thead>
<tr>
<th>Status/position</th>
<th>IC ID</th>
<th>Name</th>
<th>Contact person</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer in Charge</td>
<td>123456</td>
<td>John Paul</td>
<td>Tracy Paul</td>
<td>4012 3456</td>
</tr>
<tr>
<td>Undergrad</td>
<td>678901</td>
<td>Kyle Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Application for Field Trip: Section 4 (Final)

Please note: You will not be able to submit this form for approval until all personnel have emergency contact details recorded. Personnel can enter their own emergency contact details.

JCJ personnel

<table>
<thead>
<tr>
<th>Status/position</th>
<th>IC ID</th>
<th>Name</th>
<th>Contact person</th>
<th>Contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer in Charge</td>
<td>123456</td>
<td>John Paul</td>
<td>Tracy Paul</td>
<td>4012 3456</td>
</tr>
<tr>
<td>Undergrad</td>
<td>678901</td>
<td>Kyle Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notify personnel: Would you like to send an email notification to the selected JCJ personnel?

- John Paul
- Kyle Brown

For help, please contact the FieldTripTracker admin by email or on x1273.
13. Enter details as per this example:

> Your mobile & satellite phone numbers
> Add more contact information to Base of Operations section (e.g. address & contact numbers of station / farm, collaborators, etc).
> Change pre-trip training to ‘Complete’
> Contact point (Authorised Officer or Security)
> Scheduled contact frequency
> Emergency actions

If you choose Security as your contact point, phone X5555, after you return from your field trip.
Fieldtrip
Application for Field Trip: Section 5 (Communications systems)

Contact numbers for the Officer in Charge
- Mobile: 0412345678
- Satellite:

Base of operations
If you will be operating in an area where normal communications are limited, please leave instructions as to how you can be contacted, e.g. through the ship's radio or a nearby shore station.

Links
Michael Johnson (DPWS) 04 8765 4521

Radio systems
- UHF/VHF frequency/channel:
- MF/HF frequency/channel:
- 27 MHz frequency/channel:

Cell sign

Radio schedules (times)

Radio contact name

Radio contact phone number:

Pre-trip training/instructions in communications procedures for personnel
Complete

Contact point
You may choose to make your scheduled contact with your authorised officer or, preferably, with Security Control.
Scheduled contacts will be with the:

Scheduled contact frequency (this section to be completed in full)
- How will the scheduled contacts be made?
  - Mobile Phone
- How often should contact be made?
  - Once
- At what time(s) should contact be made?
  - Once

Emergency actions (this section to be completed in full)
- JCU Authorised Officer: John Smith
- Actions to be taken if a scheduled contact is missed:
  - Contact me directly via mobile (0412345678)
  - Failing that, contact my next of kin (John Paul 041235678)
  - If contact is still not established contact police and search & rescue!

Search and Rescue shall be initiated if the field party fails to return by:
- Date: 14/03/09
- Time: 19:00
>Click ‘Next’.

15. Choose mode of transport.
(Heel and Toe Express = Walking).
If you are traveling by commercial plane or boat, as a passenger only, choose ‘yes’.

If you are not a passenger or the boat is not commercial You will have to fill in a Boating form instead!
14.

15.

17. Add vehicle details
   Select ‘Save and Continue’
   (or ‘Discard changes and continue’ to delete).
18. Click ‘Finish’.
18.

<table>
<thead>
<tr>
<th>Fieldtrip</th>
<th>Welcome Janii</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks</td>
<td></td>
</tr>
<tr>
<td>Ladder-form</td>
<td></td>
</tr>
<tr>
<td>Links</td>
<td></td>
</tr>
<tr>
<td>Issues</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Transport**

<table>
<thead>
<tr>
<th>Vehicles</th>
<th>Transport Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Management System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add vehicle</td>
<td></td>
</tr>
</tbody>
</table>

For help, please contact the FieldTrip tool or admin by email or on x2734.
19. Review your field trip. Red sections indicate where changes have to be made or information is missing. (If your project is still awaiting approval it will also show up as a red section).

Your field trip will be saved in ‘My Info’ under ‘Unsubmitted’ forms.
### Fieldtrip

**Application for Field Trip: Review**

<table>
<thead>
<tr>
<th>Submission items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 - Officer in Charge</td>
<td>Ok</td>
</tr>
<tr>
<td>Section 2 - Travel details</td>
<td>Ok</td>
</tr>
<tr>
<td>Section 3 - Methods and Risks</td>
<td>Ok</td>
</tr>
<tr>
<td>Section 4 - Personnel</td>
<td>Error</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blocking issues</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A person on the trip roster is missing emergency contact details</td>
<td>Supply contact details or remove person</td>
</tr>
<tr>
<td>Section 5 - Communications systems</td>
<td>Ok</td>
</tr>
<tr>
<td>Section 6 - Safety equipment</td>
<td>Ok</td>
</tr>
<tr>
<td>Section 7 - Transport details</td>
<td>Ok</td>
</tr>
</tbody>
</table>

### Additional protocols and forms

<table>
<thead>
<tr>
<th>Submission items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip status</td>
<td>Error</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blocking issues</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project has not yet been authorised</td>
<td>Wait for your trip to be authorised</td>
</tr>
</tbody>
</table>

**Other tasks**

- Print: [Show printable]
- Notify personnel of trip readiness: [Select personnel]

For help, please contact the FieldTripTracker admin by email or on x1273.
20. Once you have completed all sections correctly, your personnel have included their next of kin and your project has been approved, you will be able to submit your field trip form. Click ‘Submit for approval’.

Your field trip will be saved in ‘My Info’.
### Application for Field Trip: Review

<table>
<thead>
<tr>
<th>Submission items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 - Officer in Charge</td>
<td>ok</td>
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<tr>
<td>Section 5 - Communications systems</td>
<td>ok</td>
</tr>
<tr>
<td>Section 6 - Safety equipment</td>
<td>ok</td>
</tr>
<tr>
<td>Section 7 - Transport details</td>
<td>ok</td>
</tr>
</tbody>
</table>

#### Additional protocols and forms

**Submission items**

- Trip status: ok

**Other tasks**

- Print
- Notify personnel of trip readiness

For help, please contact the FieldTripTracker admin by email or on x1273.
21. You will be notified by email when your field trip form has been approved.

22. You can also check the status of your form by visiting ‘My info’ on the left-hand-side menu and to the right of the field trip form choose ‘Review’.
Hello,

Fieldtrip "BZ1000 Yorkeys Knot Beach Week" has been approved.

You can review the fieldtrip here:


Thank you,
The FieldTripTracker
23. Before each signing officer signs your form the words ‘Awaiting approval’ will appear to the right of their name. Once each signing officer signs your form the word ‘Approved’ will appear to the right of their name.

24. Your field trip has to be assessed and signed by all three signing officers before you can go into the field!

*You should submit forms at least a week in advance to allow trip details to be properly assessed and approved.*
25. Select ‘Logout’ on the left-hand-side menu to finish.

After you return from the field, flag your trip as ‘returned’. Your form will be archived after 30 days.
GUIDE TO FIELD TRIP TRACKER
http://ftt.jcu.edu.au

Part 3.

Editing

Field Trip Forms
Part 3. i) How to Re-use Field Trip Forms

You can save time filling in field trip forms by making a copy of a completed form.

1. Go to ‘My info’ on the left-hand-side menu. Find the form you want to copy and click ‘Re-use’ (located on the right-hand-side).

2. Check the boxes next to sections you want to copy. Choose ‘generate new field trip’.
3. If the process is successful you will now have a confirmation note with the number of the new field trip form.

6. Edit the new forms until all sections are complete.

You will need to update the following:
Section 1 – Title & Dates
Section 2 – Dates
Section 3 – Risk Assessment
Section 4 – Personnel
Section 5 – Return Date
Section 7 – Vehicles

7. Then ‘submit for approval’.
### 6. Review Fieldtrip

**Application for Field Trip: Review**

**Submission Items**

- **Section 1:** Officer in Charge
- **Section 2:** Travel Details
- **Section 3:** Method and Risk
- **Section 4:** Personal
- **Section 5:** Communications systems
- **Section 7:** Transport details

**Issues**

- **Trip status:** Ok

For help, please contact the FieldTripTracker admin by email or on x1273.
Part 3. ii) How to Edit / Withdraw Field Trip Forms

In order to edit forms after they have been submitted, you need to first withdraw them.

1. Go to ‘My info’ on the left-hand-side menu. Find the form you want to delete and click ‘withdraw’.

2. Select ‘Confirm withdrawal’.

When you withdraw a field trip form you will not lose any data entered. All data will be saved.

3. A note will display letting you know the withdrawal was successful.

5. Select the section you want to edit, click ‘edit’ and make any changes. Submit when complete.
4.

User profile

User data

Submitted projects
The following projects are awaiting approval

<table>
<thead>
<tr>
<th>Date submitted</th>
<th>Project name</th>
<th>Other commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/Mar/2009</td>
<td>BZ1000 Project Example</td>
<td>Grant access</td>
</tr>
</tbody>
</table>

Unsubmitted field trips

The following trips have not yet been submitted

<table>
<thead>
<tr>
<th>Trip #</th>
<th>Title</th>
<th>Date submitted</th>
<th>Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td>384</td>
<td>BZ1000 Yorkeys Knob Beach Week 1</td>
<td>Unsubmitted</td>
<td>Edit/Submit</td>
</tr>
<tr>
<td>486</td>
<td>BZ1000 Yorkeys Knob Beach Week 2</td>
<td>Unsubmitted</td>
<td>Edit/Submit</td>
</tr>
</tbody>
</table>

5.

Review Fieldtrip

BZ1000 Yorkeys Knob Beach Week 1

Submission items

Section 2: Travel details (ok)
Section 3: Personnel and data (ok)
Section 4: Communication systems (ok)
Section 5: Safety equipment (ok)
Section 6: Transport details (ok)

General approval status

Safety Officer: Susan Smith
Authorized Officer: Jane Smith
Head of School: Brad Singleton

Notes

Add note

Other tasks

Print
Notify personnel of trip readiness
Notify personnel - pre-selected personnel who have not signed on
Download the Fieldtrip personnel list in an Excel compatible format

Submit for approval
1. Go to ‘My info’ on the left-hand-side menu. Find the form you want to delete and click ‘cancel’.

2. Select ‘Confirm deletion’.

3. A note will display letting you know the deletion was successful.