

Field Activities Plan (FAP)

PI/Supervisor's Name:	Colleen Cassady St. Clair
Faculty/Department:	Biological Sciences
Department Contact Name and Contact Number:	Colleen Cassady St. Clair 780-492-9685
Project Description (brief):	Identify, implement and refine a protocol for community-based use of aversive conditioning to increase the wariness of urban coyotes. Volunteers will chase coyotes in residential areas and similar human-use areas, throw weighted tennis balls, shout, and use other similar techniques.
Dates of Research Work:	2022-01-01 to 2022-05-31

The Field Activities Plan is an all-encompassing template that contains a hazard assessment, the foundation for an effective safety plan. A hazard assessment is required **before** any field research activity and should be reviewed whenever there is a change in activities, location or people that will affect the hazards and controls. **The requirement of a hazard assessment and the Emergency Response Plan is LAW**

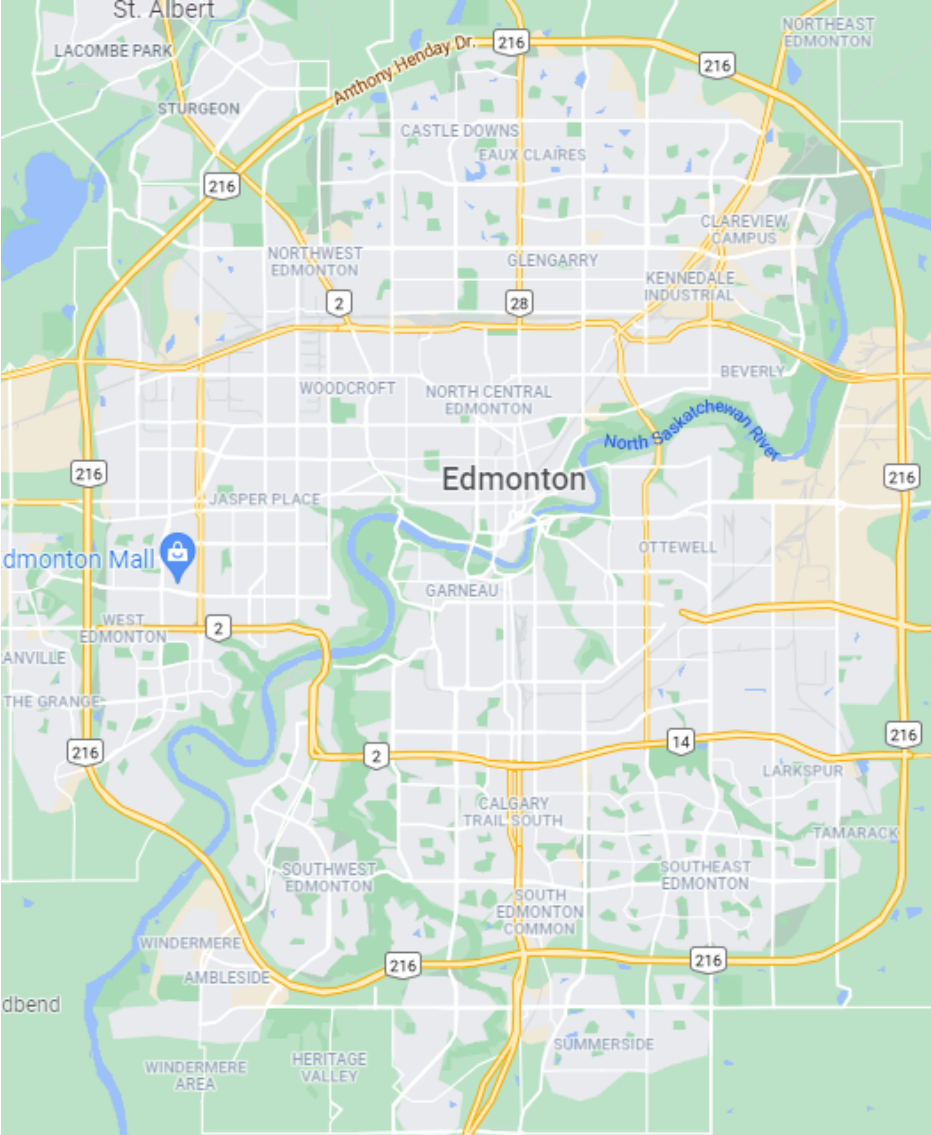
and set out in Part 2 of the *Alberta Occupational Health and Safety Code (AB Reg. 87/2009)*. Also, without doing a proper hazard assessment and failing to assess risk of the field project, adhering to travel warnings, etc. can negatively affect insurance coverage.

MAKE A COPY of this template and **SAVE** it in your drive. It is required that researchers make this template on their own.

Please go to the [FRO Pre-Planning web page](#) and follow the steps outlined

1. Project Details

Date Prepared	2021-10-22
Prepared by	Gabrielle Lajeunesse
Department	Biological Sciences
Principal Investigator (PI)	Colleen Cassady St. Clair
Supervisor of Project (if not PI)	
Project Description (synopsis of field research activities)	<p>Identify, implement, and refine a protocol for community-based use of aversive conditioning to increase the wariness of urban coyotes. Volunteers will chase coyotes in residential areas and similar human-use areas and throw weighted tennis balls wrapped in flagging, while shouting or shaking a can full of coins. Volunteers will also carry a stick or umbrella for the unlikely event that coyotes approach. This technique resembles those that are widely recommended by wildlife managers, but coordinates its use in communities as a research project for the M.Sc. of Gabrielle Lajeunesse. Volunteer training will take place via a website. We will assess whether volunteers are qualified for the program via a quiz. Volunteers will have to obtain 100% on the quiz in order to qualify as a volunteer for the program. Volunteer hours will be recorded through patrol forms, and compiled in a spreadsheet. Volunteers will not pursue coyotes in defined contexts that could cause injury to coyotes (e.g., near traffic) or people (e.g., if coyotes respond aggressively). If volunteers perceive danger to people, they are to recede and report to the City of Edmonton Rangers via 311.</p>
Supervisor's Contact Info	<p>Work Ph# 780-492-9685 Alternative Ph# 587-987-5082 Email: cstclair@ualberta.ca</p>
Date of Departure	2022-01-01
Date of Return	2022-05-31
Location of Research (specific –GPS locations, etc.)	<p>53° 33' 0.50" N, -113° 28' 7.36" W Field personnel, including volunteer citizens, will work in neighbourhoods with frequent reports of coyotes. Additional communities may be involved based on the responses of neighbourhoods following recommendations by the City of Edmonton personnel and requests by groups of citizens. Invitations to communities requesting participation and at least 2 volunteers (per community) will be made in December 2021. Last year, a total of 28 different communities participated in the project, and we are expecting a similar number of participating communities this year.</p>
Nearest city/town (EMS)	Edmonton, Canada (0km)

Mapped location	<p>[if possible, include a Google or other map of the areas of research]</p> 
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2. Field Researchers, Volunteers and Collaborators

Name	Position	Emergency Info Form completed	Waiver/Informed Consent completed	Certificate of Insurance obtained
UAlberta Field Researchers				
Colleen Cassady St. Clair	Principal Investigator	x	n/a	n/a
Gabrielle Lajeunesse	Field Researcher	x	n/a	n/a
Non-UAlberta Collaborative Institutions on field research project				

Multiple members of communities; contact information and waivers will be sought		<input type="checkbox"/>	Waivers will be signed by each volunteers before they start volunteering for the project	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NGO/Affiliated Organizations				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Hazard Assessment, Control and Safety Inspections

a. Hazard Assessment and Control

It is preferred to utilize [EHS's Hazard Assessment Web Application](#) to prepare the general hazard assessment and control piece. You must make it specific to your situation. After you complete the HAWapp hazard assessment, you can embed it here or attach to the FAP. Go here to see a sample [eCompliance field hazard assessment](#).

OR:

Alternatively, you can prepare a table similar to the format below. Make sure you make it your own but check out this spreadsheet containing examples of field hazards and controls ([EHS Control library](#)).

Please REMOVE examples in the table below and make it your own dependent upon your specific research project.

Task	Hazards	Control (mitigation)
Daily fieldwork activities	Weather hazards/ cold related injuries/ heat related injuries	Weather forecasts will be evaluated daily before and during the field operations to prevent exposure to dangerous conditions, such as extreme cold or winds that could cause tree branches to break. <u>Cold related injuries</u> : Field workers will be encouraged to monitor one another for evidence of hypothermia when the temperature drops below 12°C. We will provide advice to wear multiple layers of clothing, including a hat and protection for vulnerable areas (fingers, toes, cheeks, ears, nose). We will encourage adequate hydration, breaks as needed, and use of sunglasses in bright conditions. <u>Heat related injuries</u> : : Field workers will be encouraged to monitor one another for

		evidence of heat stress when the air temperature is above 26°C. We will provide advice to wear lighter clothing, sunscreen, and hats to minimize sunlight. We will encourage adequate hydration, breaks as needed, and use of sunglasses in bright conditions. If the weather becomes too extreme (temperate, precipitation, wind), field workers should terminate the tasks.
Daily fieldwork activities	Insects and allergens	We anticipate no dangers from insects during the period of this field work. Field workers will be asked about individual allergies, asked to inform other team members of allergens (e.g., peanuts), and requested to take necessary precautions (e.g., carrying an EpiPen).
Daily fieldwork activities	Aggressive wildlife or dangerous animals	Team members will be encouraged to work in pairs. To minimize the risks in case of encounters with coyotes, the team will stay together, watch for approaching animals, and be prepared to treat bold animals aggressively by throwing balls, shouting, and waving a stick or umbrella fitted with fladry (flagging that is intimidating to wildlife). Volunteers will be asked not to conduct aversive conditioning with pets or children. If pets are present, they must be leashed. Team members will pick up small dogs if a coyote approaches. We will provide training in these techniques and encourage situational awareness.
Daily fieldwork activities	Exposure to COVID-19	<p>a. As per the University of Alberta's vaccination directive, all employees, including field researchers, must present proof that they are "campus ready" (proof of vaccination or proof of exemption). Field workers will also be provided a health daily checklist which will allow them to self-monitor for possible COVID-19 symptoms</p> <p>b. If any team member develops any COVID-19, influenza, or common cold symptoms, they must self-isolate immediately for the required 10 days or</p>

		<p>cessation of symptoms, whichever is longer.</p> <p>c. Field workers will practice physical-distancing from team members, the public, and all other people encountered while working. Researchers will remain at least 2m apart on site and wear masks if they must work within 2m of one another.</p> <p>d. All lab vehicles are stocked with the following supplies: alcohol-based hand sanitizer, surface cleaner (e.g. sanitizing wipes, or disinfectant spray and paper towel), and single-use gloves. University personnel will be provided with cloth masks; volunteers will be asked to provide their own masks. No use of university vehicles will be necessary by volunteers.</p> <p>e. Field workers will wash their hands frequently with soap for at least 20 seconds and/or they will use alcohol-based hand sanitizer before touching equipment, vehicles, keys, etc. All workers must wash their hands after returning from field work.</p> <p>f. When handling shared equipment, gloves must be worn or hands must be sanitized before and after equipment use. Equipment must also be sanitized after each use.</p>
Daily fieldwork activities	Falls - slips or trips	Team members will be encouraged to wear supportive footwear, as well as ice walkers (i.e., miniature crampons), if necessary. Team members will maintain a good situational awareness of potential hazards for slips, trips, and falls.
Daily fieldwork activities	Conditions related to transportation	Volunteers are expected to work on foot. We do not require or encourage volunteers to use their vehicles as part of this program. If vehicle transportation is chosen by volunteers, it will be in their own vehicles. University project personnel are certified to drive university vehicles and will adhere to all recommended and required practices to support safe driving and COVID precautions. Driving speeds will be adjusted for weather and safe following distances will be maintained.

Daily fieldwork activities	Aggressive people	Encounters with aggressive people are unlikely, but possible. These could include residents who oppose the disturbance of wildlife. Volunteers will be trained to calmly inform people about the purpose of the project, provide sources of additional information, and withdraw from the situation if the conflict is not resolved. The field workers will report these events to Colleen St. Clair, and Colleen will report significant near misses or incidents to HSE. If the situation escalates rapidly and the volunteers cannot withdraw to safety, volunteers should contact 911 for assistance.
Daily fieldwork activities	Medical - various	We will encourage volunteers to carry a stick, work within their fitness level, work with a partner if possible (while using all recommended COVID precautions), avoid hazardous conditions (e.g., traffic, ice), carry a cell phone, and ensure they have told others where they are. Because volunteers will be working within their own residential neighbourhoods (excluding river valley and ravine parks) A first aid kit will be carried during all field operations. Emergency contacts are available on the communications systems or on hard copies of this document.

b. Daily Field Safety Meetings

Daily Field Safety Log Books are to keep track of daily field safety meetings. There are instructions in the book. These books should be kept with the department/supervisor for 10 years. Request yours in this [online form](#).

Obtained Log Book and had discussion with team about usage:	Y
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c. Field Worksite Safety Inspection

It is important that the PI or research supervisor attend at the site and do field worksite safety inspections at regular intervals if research is going on for a period of time. Access a copy of an example inspection form on this [webpage](#). It will need to be tailored to the activities you are doing. It may not be possible for a research supervisor to attend, however, an assessment of the field work site can be done by the researcher who is there.

Field Worksite Inspector (name)	Date completed:	Inspection Form Attached
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<p>Gabrielle Lajeunesse and Colleen Cassidy St. Clair will visit many of the communities that volunteer to participate in the project, to ensure they are well informed about local conditions. Gabrielle and Colleen will help volunteers anticipate the kinds of situations they might encounter during their patrols and describe how to maintain safety for themselves and coyotes. Gabrielle and Colleen will also provide reminders in our weekly updates to volunteers. We do not anticipate inspections per se because the field sites are too difficult to define in advance.</p>		<input type="checkbox"/>
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d. Waste (hazardous and non-hazardous) Disposal

Researchers must remove any waste created or brought to the field location. Education is key to the removal of hazardous waste and researchers handling hazardous waste in the field should take the [EHS hazardous waste eLearning course](#).

Will there be hazardous waste at the field site (s)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If there will be hazardous waste, have researchers taken the EHS eLearning course?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
What is the plan (provide details) for disposal of hazardous waste?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

4. Emergency Response Plan

The Emergency Response Plan is a plan to respond to an emergency situation that could arise from hazards that have been identified in section 3. This section is a top level summary of potential emergencies sustained from the hazards identified. If for security reasons, you do not wish to carry H-FAP in the field, have these emergency contacts on your phone.

a. Emergency Contacts

University Specific Contact Info:	
Department Contact Name (s)	Colleen Cassady St. Clair
Daytime Department Ph#	587-987-5082
After hours Dept. Contact #	587-987-5082
UofA Protective Services	780-492-5050
STARS (Western Canada only):	1-888-888-4567, 1-403-299-0932 or #4567 from a cell phone
Field Specific Emergency Contact Info	
Cell Phone# of researcher(s)	438-822-5353
Satellite Phone# of researcher (s)	
Local Contact/Host Info and Phone Number	
Skype ID#	
Local Emergency Response Number	911
Local Police Detachment	
Other Contacts	

b. Potential Emergencies and Action Plan

Potential serious emergencies	<ol style="list-style-type: none"> 1. Hypothermia and frostbite 2. Aggressive wildlife encounters 3. Personal injuries (e.g., from slips, trips, or falls) 4. Risks related to transportation
In the event of an incident involving a researcher, who will secure the scene and preserve evidence eg. call emergency services when it warrants. Most EMS will secure the scene.	Gabrielle Lajeunesse
Procedures for dealing with potential emergencies	<p>Hypothermia and frostbite. Evidence of hypothermia or frostbite will require personnel to cease field work and return to indoor conditions. Members will seek medical attention right away if required.</p> <p>Aggressive encounters with coyotes will be avoided with the tools above and</p>

	<p>reported to both project leadership and City of Edmonton 311. In the event of a bite injury, personnel will apply first aid or attend an emergency room as needed. Any direct contact between volunteers and coyotes will be reported to city officials.</p> <p>Personal injuries from slips and falls will be treated according to first aid principles (e.g., wrapping and rest for a sprain, dressing for a cut), depending on type and seriousness of the injury.</p> <p>Vehicle accidents by project personnel will be reported in accordance with University procedures. Volunteers will respond in relation to their own judgement about the nature and severity of injuries.</p>
Identification of location, operational procedures for emergency equipment	University personnel will carry a basic first aid kit in their backpacks and cell phones to maintain communication; volunteers will be encouraged to use the same tools.
Emergency response training requirements	Gabrielle Lajeunesse has first aid training level C
Location and use of emergency facilities	<p>Contact with 911 will be possible. Team members will be able to access the following emergency facilities:</p> <ul style="list-style-type: none"> - University of Alberta hospital, 8440 112 St NW - Royal Alexandra hospital, 10240 Kingsway NW - Misericordia Community hospital, 16940 87 Ave - Grey Nuns Community hospital, 1100 Youville Drive NW - Northeast Community health centre, 14007 50 St NW
Fire protection requirements	In case of an emergency, the team will evacuate and call 911
Alarm and emergency communication requirements	Team members will keep their cellphones charged and on their person. Edmonton has consistent cell phone coverage for access to 911 service
First aid services required and designated first aiders	Any serious injuries will be reported. Team members will be treated on site, transported to a medical facility, or

	reported to 911 depending on the severity of the injury
Procedures (rescue and evacuation) and responsible workers	In case of emergency, the team will determine if rescue or evacuation are required. The field sites are located within the city of Edmonton and emergency services are available. In case of field emergencies, standard first aid will be performed, and emergency services will be contacted if needed

c. Emergency Escalation Protocol

Grace period* is: 2 hour(s)
(number of hours)

**Grace period is the period of time before the emergency escalation protocol starts – you wait this long before calling the following:*

	When to Call	Who to Call
1.	If after grace period, still no check-in, call:	Name of researcher: Gabrielle Lajeunesse 24/7 Contact Ph: 438-822-5353
2.	If #1 does not answer, call:	Name of supervisor: Colleen Cassady St. Clair 24/7 Contact Ph: (587) 987-5082
3.	If #1 and #2 do not answer, call:	UAPS: 780-492-5050 UAPS to contact Department Chair, OEM, HSE
4.	If #1, #2, and #3 do not answer, call:	Local RCMP, Ph: 911

5. Communications for Check-in Procedures

With Outside			
Device type	Number	Registered with PRCC (yes/no)	Time of day monitored (check-in procedure)
Satellite phone (s)	NA	NA	
Cell phone (s)	Colleen Cassady St. Clair: (587) 987-5082		Gabrielle will check-in with Colleen during field activities
Radio frequency	NA	NA	
Alternate device			
Within Research Group			
Device type	Number/Frequency	Time of day monitored (check-in procedure)	
Satellite phone (s)	NA		

Cell phone (s)	Gabrielle Lajeunesse: (438) 822-5353 Other team members (TBD)	Team members will communicate with their point of contact within their neighbourhood at the start of their walk and when they finish their walk
Radio frequency	NA	
Alternative Device	NA	

6. Permissions Required

UA REB APPROVALS				
Ethics application title	PI name#	Ethics file # (eg PRO00012345)	Approval Date:	Expiry Date:
Human subject ethics approval was investigated but determined by Charmaine Kbatoff not to be necessary (17 Nov 2020)				

OTHER PERMISSIONS (e.g. Research permit, land access, etc.)			
Permit/Clearance Description	Authorizing organization/agency	Date Obtained	Expiry Date:
Animal Care. The renewal has been submitted and will be evaluated in a meeting scheduled for November 4, 2021	University of Alberta AUP00003783	December 22, 2020	December 21, 2021

7. Training & Immunizations

Copies of training certificates should be kept with the Field Activities Plan (both in field and with the department contact). For immunizations/vaccines, supervisors should explain the benefit of getting these and employees should confirm if they have received this notification.

The [EHS Supervisory Professional Development eLearning Course](#) is required for any who direct work, supervise work and/or control a work site. The [Working Safely at the UofA eLearning Course](#) is required for any worker (supervisor should take Supervisor PD Course above).

Participant's Name	Training Received	Notification Immunizations/Vaccinations required received by participant
Gabrielle Lajeunesse	Wilderness and remote first aid (CPR/AED level C), Institutional Animal Care,	Gabrielle is fully vaccinated, and is aware of the requirement to show proof of COVID-19 vaccinations or negative tests

	Wildlife Awareness, Returning to campus - Covid 19, Supervisory EHS Professional Development, WHMIS 2020, Working Safely at the U of A: a guide to new OHS legislation, Defensive driving course, Driver evaluation course	within 72 hours of activity of medical exemption
Colleen Cassady St. Clair	Institutional Animal Care, Returning to campus - Covid 19, Supervisory EHS Professional Development, Working Safely at the U of A: a guide to new OHS legislation, Defensive driving course, Driver evaluation course	Colleen is fully vaccinated, and is aware of the requirement to show proof of COVID-19 vaccinations or negative tests within 72 hours of activity of medical exemption

8. Accommodations & Meals

Accommodations
Campground: <input type="checkbox"/> Tents: <input type="checkbox"/> Trailers: <input type="checkbox"/> Cabin: <input type="checkbox"/> Hotel/Motor <input checked="" type="checkbox"/> Other
If campground/hotel/cabin/camp, provide name, address & phone #:
Meals
Self-cooked <input checked="" type="checkbox"/> Catered <input type="checkbox"/> Restaurant <input type="checkbox"/>

9. Transportation

Where possible, include all transportation used in research including air travel, boat, on-road, off-road vehicle, **Please remove the examples if not applicable.**

Type of transportation (road, air, boat, public transportation, taxi, ride)	Details (license plate, UofA owned, rental car? Air Carrier)	Time of Use/Travel	Location of use
Road - lab SUV	2008 Ford Escape Hybrid	Periodic through study period	City of Edmonton
Private vehicle	multiple	Periodic through study period	City of Edmonton

10. Drivers & Passengers

Please see [University of Alberta webpage on driver authorization](#)

UAlberta Approved Drivers		
Name (Surname, Given name)	License type/class	U of A certified for vehicle type (yes/no)?
Lajeunesse, Gabrielle	Class 5 - Full	<input checked="" type="checkbox"/>
Colleen Cassady St. Clair	Class 5 - Full	<input checked="" type="checkbox"/>

Passengers in UAlberta Rented/owned Vehicles	
Name (Surname, Given name)	Affiliation (volunteer, collaborator, staff, etc.)
No carrying of passengers is anticipated in U of A vehicles for this project	
Passengers in Collaborators' Vehicles	
Name (Surname, Given name)	Certificate of Insurance obtained
N/A	

11. Equipment

All equipment should be listed in the event equipment is lost, stolen, damaged to assist in insurance claim. Remember to include Personal Protective Equipment. *Note, personal items are not insured by the University.

Equipment	UofA Owned or Rented?	Standard Operating Procedure (provide link)
Weighted tennis balls	No	N/A
Distance evaluation tool	No	N/A

12. Insurance Needs

Personal property is not insured. Please see [Insurance & Risk Assessment's page on Field Research](#).

Off-Campus Equipment inventoried and list created?	x
(link to Equipment List)	https://docs.google.com/spreadsheets/d/1GylA_M34vZTuiNGG42IF2jhRJpBWhN5ilmTytbFnAlk/edit
Participants informed of the need to purchase extra medical travel insurance and to insure personal items through home owner or rental insurance.	<input type="checkbox"/> n/a
Medical Evacuation Insurance obtained?	<input type="checkbox"/> n/a
Certificate of Insurance needed and obtained?	<input type="checkbox"/>
WCB Clearance Certificate needed and obtained?	<input type="checkbox"/>

13. Document Management

Copies of the FAP, Emergency Info Forms, Waiver Forms, and Training Records to be kept in the field and with:


Faculty.Dept. Contact	Gabrielle Lajeunesse Tom Hantos
Contact's Email	glajeune@ualberta.ca hantos@ualberta.ca
Contact's Phone #	438-822-5353

	780-492-2399
Google Link to FAP	https://docs.google.com/document/d/1eAikOJzJ7R3_mzUUo9F_WJh0pNMFzXq_uZ_fs15PfPE/edit#

14. Approval

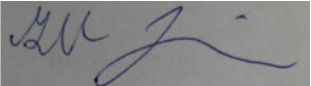
To be completed by the Principal Investigator involved on the project.

I acknowledge that this safety plan has been prepared in keeping with the requirements of the [University of Alberta Off-Campus Activity and Travel Policy](#) and according to my review of [Appendix B \(Risk Assessment Matrix\)](#) and consideration of the research personnel, activities that will be performed and the research site, the risk for this FAP is (CHECK A BOX) low , medium high or extreme . If your risk is extreme, you will need to consult with the [Office of Insurance & Risk Assessment](#) or email insurance.risk@ualberta.ca.

Principal Supervisor's Name	Signature:	Date (DD/MM/YYYY)
Colleen Cassady St. Clair		22 October 2021

To be completed by those participating in the research.

By signing below, the following members of the research team have been informed and/or provided with a copy of this Field Activities Plan and any additional procedures/protocols that are attached to form part of the FAP and are aware and in agreement with the hazards identified and the methods used to control or eliminate the hazards.

Researcher's Name:	Signature:	Date (DD/MM/YYYY)
Gabrielle Lajeunesse		2021-10-22