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	B	C	D
1	Pre-Fielding Visit Checklist		
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3	ACTIVITY	NOTES	DATE CONDUCTED
4	AIRPORT CHECK		
5	While at the airport, investigate the available services and any security/customs/immigration requirements participants may need to know about.		
6	• Can you get a visa on arrival?		
7	• Can you get money from an ATM at the airport?		
8	• Is there a foreign exchange at the airport?		
9	• How do you arrange for a taxi (any other transportation), if required?		
10	• Any restrictions on luggage allowance?		
11	• Describe the airport security.		
12	• Is departure tax required? Cost?		
13			
14	EMBASSY VISIT		
15	Find out where the nearest American embassy is located and where possible arrange a meeting with either the health or security or consular department.		
16	Request a security briefing.		
17	Provide copies of materials for expeditions in that country, and expedition ERPs.		
18			
19	Embassy Question Checklist		
20	• Can you register as an NGO with the embassy?		
21	• Are there other NGOs registered with the embassy?		
22	• Would they assist in a security situation involving their nationals/other nationals?		
23	• Would they assist in a natural disaster (ex. tsunami, earthquake)?		
24	• Would they assist in a medical situation involving their nationals/other nationals?		
25	• For all of the above, to what extent would they assist? (i.e. would they assist with evacuation procedures, could they contact you on a regular basis with updates, etc..)		
26	• How would they prioritize their assistance to various groups of visitors?		
27	• Do they have a military presence in country/ Do they have connections with military operations?		
28	• Can they assist in air evacuation?		
29	• Can they assist in cross border evacuation?		
30	• Opinion/Knowledge of the country's health care system?		
31	• Is it recommended that foreign nationals register individually at embassies?		
32	• Any benefits that 's presence will bring to the country and its people?		
33	• Can they please describe the most recent incidents (within the past year/two years) that Americans/British citizens travelling in country have sought assistance with?		
34			
35			
36	HEALTH CARE FACILITIES CHECK		
37	Find out where the nearest clinics/hospitals are in relation to the various locations participants will be visiting, and where possible arrange appointments with the Chief Medical Advisor/Director at each site.		
38	Obtain the contact details for someone at each hospital that you can call on in the event of an emergency or to seek advice. This person should be able to speak English well.		
39	Obtain or have someone draw onto a map/describe the route from the accommodation/research site to the nearest health facilities (both hospital and clinics) - how far is this (Km/Miles), by what means? Will weather affect this? Route at night? (refer to ERP template and complete this section)		
40			
41	Health Question Checklist:		

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3			
42	• What illnesses/injuries are they mostly seeing on a regular basis amongst locals/visitors?		
43	• What is the level of English spoken throughout the hospital?		
44	• If English is not spoken what measures will be put in place for participants to communicate with medical personnel?		
45	• In your opinion is the hospital hygienic/sterile? <i>This should be based on your observations, ask for a brief tour including visiting a ward, a private room, trauma area, surgery etc.</i>		
46	• Where do doctors mostly receive their training prior to working in the hospital?		
47	• Are ambulances fully equipped, and how reliable are they?		
48	• How does a foreign visitor pay for treatments at the hospital? (ex. Cash up front, check, credit card, can send a bank transfer?)?		
49	• What is the average amount of time a patient would wait to be seen in the outpatients department/drop in clinic?		
50	• Do they have air medevac facilities?		
51	• Is there a helipad located at the hospital or nearby?		
52	• Are all injuries serviced by one hospital or are there specialist hospitals, such as trauma, cardiovascular, etc.?		
53	• Are there insect/animal borne or water borne diseases in the area, such as malaria, hep A, hep B, Anthrax, rabies?		
54	• Is medication regularly stocked and in date?		
55	• What is the estimated emergency response time for an ambulance?		
56	• How do trauma cases get evacuated, and to what medical facility?		
57			
58	ACCOMODATION CHECK		
59	If not staying in the planned expedition accommodations, schedule a visit.		
60	Complete Venue Risk Assessment		
61			
62	Accommodations checklist:		
63	• Provide brief description of accommodations.		
64	• Are there any hazards associated with the accommodation?		
65	• Do genders need to share a room/tent? If yes, with how many others? Shared gender necessary? Any specific recruitment requirements, e.g. max male/female/even split?		
66	• Bathroom facilities - what type? Shared by gender? En suite? Distance from beds? Hot water available?		
67	• Do participants need to bring linens? What size?		
68	• Are mosquito nets required? If yes, are they provided?		
69	• Electricity in the accommodations? Available all day or generated at specific times, restrictions for participants vs. research work? What type of adaptors would be required?		
70	• Is refrigeration possible (should participants have medications that need this)?		
71	• Phone/internet access available at the accommodations? Near by? Cost?		
72	• Can you exchange currency at reception/near by?		
73	• Are laundry services available?		
74	• Is the accommodation secure? (i.e. locked windows/doors, is there a doorman/24 hr. reception?)		
75	• Are there operable phones in the rooms?		
76	• What are the dining facilities like?		
77	• Is there a cook?		
78	• Do participants need to help cook/prepare/pack for the field/clean up?		
79	• Give examples of breakfast, lunch, dinner, snacks, beverages and water		
80	• Are there any special local foods who's names need more description?		
81	• Are there any specific foods which are not available?		
82	• What is the ability of the expedition to accommodate vegetarian/vegan diets? Other special diets?		

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3			
83			
84	COMMUNICATIONS CHECK		
85	Check all communications associated with accommodations and research sites.		
86			
87	Communications checklist:		
88	• What means of communication is being used on the expedition?		
89	to and from ?		
90	• Is mobile network coverage available at all sites?		
91	• Is a satellite phone required?		
92	• Are walkie talkies required?		
93	• Are VHF radios required?		
94	• Is there internet access?		
95	• Is internet access available to staff/participants?		
96	• Are there fax machine facilities?		
97	• Are there any legal restrictions on the use of certain types of communication devices? If so, have the correct permissions been granted? - ask for copies		
98	• What kind of terrain will be traversed during rendezvous/departure transport? What kind of communications devices are required for these situations? If no communications present during travel ensure that the ERP includes a plan specific to this.		
99			
100			
101	COMPLETE RISK ASSESSMENT		
102	Visit all sites that participants will be visiting if possible and see expedition tasks in action		
103	Visit sites that will be offered as recreational activities, if possible.		
104	Visit the accommodations site(s) if not staying there for the visit		
105	Ask to see the expedition vehicle that will be used in transporting participants, and note safety features. Ask about driver qualifications/experience/local knowledge		
106			
107	Risk Assessment Checklist		
108	• Describe the area's climate - temperature extremes, humidity, precipitation averages		
109	• Describe the area's fauna - specific animals/insects which may be encountered (in good/bad way)		
110	• Describe the area's flora - any irritant plants? Anything of special interest to help sell the expedition?		
111	• Are there any firearms on the property?		
112	• Are there any concerns about you participants working on neighboring properties?		
113	• Review accommodation risks, conduct venue assessment		
114	• Assess fitness level required for the expedition - amount of weight to be carried, distance walked etc. - any recommended activities to help participants prepare in advance for the expedition?		
115	• Are there limitations for participants with certain medical conditions? (mobility, phobias, allergies, etc.)		
116	• Review the inclusive expeditions materials with PI and explore potential for inclusive expeditions		
117	• Discuss diseases in the area, prevalence, local experience of these, prevention?		
118	• Is safe drinking water available?		
119			
120	COMPLETE EMERGENCY RESPONSE PLAN		
121	Review purpose of ERP and proper posting and use of this document		
122	Review what incidents have occurred on site in the past. How were they handled? What local resources were utilized/engaged?		

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123	Talk through different incident scenarios and determine how they would be managed? Who would lead the response? What vehicles/boats would be used?		
124	Talk through how the PI will train field staff to manage incidents.		
125			
126	ERP Checklist		
127	<ul style="list-style-type: none"> • Are any expedition staff certified in first aid? Who? What qualifications? • Make list of all emergency response materials that the PI/field staff need to create (i.e. radio operator procedures, English-language emergency response directions for calling EMS, satellite phone directions, etc.) 		
128			
129	<ul style="list-style-type: none"> • Ascertain where the ERP will be kept (i.e. public place, in vehicle, on boat, etc.) • Distance to medical care and routes? (<i>see Health Facilities section</i>) 		
130			
131	<ul style="list-style-type: none"> • Collect maps/satellite images of the research/accommodation areas for ERP and Briefing 		
132			
133	FIRST AID KITS		
134	Check First Aid Kit contents		
135	Who will review medical forms?		
136	Review actions for reviewing medical forms, keeping on hand for the team, and proper method for destroying post-team.		
137	Discuss medication distribution policy		
138			
139	First aid kit checklist		
140	<ul style="list-style-type: none"> • Compare contents with recommendations in Field Manual. (ERP kept inside?) • Check expiration dates on any perishable products. 		
141			
142	<ul style="list-style-type: none"> • How many first aid kits will there be? • Where will they be located? 		
143			
144			
145	REVIEW PARTICIPANT ASSIGNMENTS AND TRAINING		
146			
147	<ul style="list-style-type: none"> • Review plans for on site safety briefing and orientation to expedition. • Visit all sites that participants will be visiting, if possible. • Discuss expedition tasks and requirements. • Discuss training methods. • Any specialist skills which participants may have that would help with tasks? • Discuss task rotation, small group and rotas for clean up, meal prep, etc. • Review contingency plans for rainy days, other unexpected events that interrupt work. • Review plans for final presentation on results of volunteer contributions to data collection. • Review expedition itinerary day by day • Review daily schedule - would there be different schedules for different seasons or types of teams? Is there designated down time? Evening activities & lectures to be listed/described/scheduled? • Recreational day/time? Are specific activities planned? are there options? Who pays? • Discuss signing in and sign out for recreational time and what method will be used. 		
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161	OTHER		
162	<ul style="list-style-type: none"> • Discuss local community integration • Discuss environmental impact of the expedition • What sustainability measures are in place for the expedition (i.e. recycling, local food sourcing, alternative energy/fuels?) • Are permits required for research / access of certain areas? • Review the standard packing list - should anything be added/removed? Particularly important items that participants MUST bring? 		
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3			
167	• Participant personal funds (quantity suggested?)		
168	• Any cultural considerations - tipping/dress code/conduct?		
169			
170	EXPEDITION STAFF		
171	Identify and wherever possible meet all expedition staff		
172	Meet with associated NGOs or partners		
173			
174	Questions regarding staff		
175	• Try to get a record of all expedition staff full titles and responsibilities and resume/CV		
176	• What is the English-speaking ability of all field staff?		
177	• Try to gauge their level of ability to interact with participants.		
178	• What experience do staff members have in leading groups of participants/students?		
179	• Are cooks trained in food handling/hygiene?		
180			

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