



ENGAGE NORTH DENE THA PROJECT MANAGEMENT PLAN

Engage North is a University of Alberta program that connects university students to the peoples and cultures of isolated First Nations and Inuit communities in northern Canada. Those connections range from supporting awareness and educational events in the South to arranging for students to live and work in northern communities as Engage North Fellows.

IC-IMPACTS is a pan-Canadian Centre bringing together researchers, industry innovators, community leaders, government agencies, and community organizations from across India and Canada, to work hand-in-hand to find solutions to the key challenges that affect the quality of life of millions of people in Indian and Canadian communities.

Engage North and IC-IMPACTS Centres of Excellence have partnered together to extend the reach of Engage North's 2013 pilot Fellowship Program to include graduate students, and to expand into new communities.

Engage North fellowships are the flagship activity of the organization. Engage North will work with community based organizations to develop a project list suitable to engage a senior undergraduate or graduate student for a four- month placement. This placement benefits the community through the completion of projects in the community and benefits the student by providing not only a work experience but also a social and cultural experience in Canada's north. Engage North will partner students to the projects and will provide pre-departure training and provide support during the placement.

The Dene Tha Engage North project will place one health consultation graduate fellowship to spend the summer in consultation with community members to investigate areas of IC-IMPACTS research that could be leveraged to support community health initiatives.

Two undergraduate fellowships have been developed around creating a radio broadcast program for the local station and working with an archaeology team on a youth leadership/sacred sites catalogue.

The Dene Tha' are divided into three separate communities located in Northwest Alberta – Bushe River, Meander River, and Chateh (formerly known as Assumption). Total acreage is 74,224. These reserves are accessible in different ways, such as winter road, road, water, and rail.

Today, approximately 1800 people live on the reserves and about another 600 live off the reserves. The Dene Tha nation has a K through grade 12 school, health and nursing services in Meander River and Chateh/Assumption and an RCMP station located at Chateh/Assumption. The reserves also have social services, alcohol counselling services, a family violence healing team, community health resources and Child and Family Services.

Economic activities in Dene Tha' First Nations include a gas station/food store; other stores (hardware, crafts, fur purchasing); a laundromat; a post office; a bottle depot; snack and coffee shop.

This plan has been developed based on the 2013 Engage North Pilot Project in Pangnirtung, Nunavut. The purpose of the plan is to prepare the fellows for life in a northern First Nations Community and must also be shared with the Director and other faculty staff/members as needed and will be kept for a minimum of 5 years.

The Program Director will manage the Engage North projects and will have the following duties:

- Manage Student Fellowship Placements with Northern Communities
- Facilitate the creation of and provide support to Engage North Student Chapters
- Facilitate Pre-Departure Training of Student Fellows
- Facilitate organization of logistical arrangements for Fellowships
- Track and maintain communications with community, academic and industry partners
- Bring Engage North to scale
- Fiscal Stewardship and advancement

The plan has also been prepared as part of the actions required pursuant to the [Off-Campus Activity and Travel Policy](#) and will be modified to reflect the risk as the project progresses.

Records of all formal and informal training, safety meetings, tailgate meetings, orientations etc. must be kept whether prior to or during the project itself.

Date FAP Prepared (MM/DD/YY):	03/18/2014
Department:	Mechanical Engineering
Name of Program Director:	<ol style="list-style-type: none"> 1. Engage North Program Director 2. 3. Program Advisor
Supervisor's Contact Info:	
Name	
Work Phone:	TBA
Home Phone:	
Cell Phone:	
Email:	

1. Project Description/Overview

Date of Departure (MM/DD/YY):	Spring 2014
Date of Return (MM/DD/YY):	August 2014
Country:	Canada
Geographical Site: (address or Latitude/Longitude)	
Nearest City and Distance to:	Chateh, Alberta
Project Description:	Community based program to connect university students to the peoples and cultures of isolated First Nations and Inuit communities in northern Canada. Engineering Fellows will be involved in three projects in Dene Tha for the

	spring/summer of 2014: <ol style="list-style-type: none"> 1. Investigate areas of IC-IMPACTS research that could be leveraged to support community health initiatives 2. Creating a radio broadcast program for the local radio station 3. Working with an archaeology team on a youth leadership/sacred sites catalogue
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2. Engage North Participants

Name:	Position:	Emergency Info Form completed	Informed Consent Forms completed
TBA		<input type="checkbox"/>	<input type="checkbox"/>
TBA		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

3. Document Management

Copies of the Project Plan, Emergency Info Forms, Informed Consent Forms, and Training Certifications will be kept with the Engage North Director:

Name:	
Email:	@ualberta.ca
Phone:	
Cell:	

4. Emergency Response Information

University Specific Contact Info:	
Department Contact and Phone Number:	
UofA Protective Services:	780-492-5050
UofA Environmental Health & Safety:	780-492-1810
UofA Office of Insurance and Risk Assessment:	780-492-8886
Engage North Director	Cell:
Field Specific Emergency Contact Info	
Local Contact and Phone Number:	
Local Emergency Response Number:	911
Local RCMP Detachment:	Chateh: Complaint: 780-321-3753 Admin: 780-321-3835
Fire:	911
Health Centre:	Meander River Health Centre : (780) 926-3446 Hay Lake Assumption Nursing Stn: 780-321-3971
Mental Health Care	See Health Centres

5. Emergency Response Plan (ERP):

<p>Potential Emergencies:</p>	<p>Potential emergencies include, but are not limited to:</p> <ul style="list-style-type: none"> • Plane crashes • Boat, water incidents • Vehicle collisions or loss of control • ATV incidents including rollovers, collisions and falls • Wildlife encounters resulting in injury • Slips or falls resulting in injury • Work related injuries • Personal emergencies/ illness/disease • Exposure to extreme weather events and/or extreme temperatures, resulting in injury, hypothermia, or heat stress • Getting lost in the field • Exposure to mosquitos, black flies • Fires • Spills • Violence
<p>Procedures for dealing with Potential Emergencies:</p>	<p>Procedures for participants dealing with the specific emergencies outlined above will be addressed in the following section (6. Hazard Assessment and Control).</p> <p>The generalized procedure in response to emergencies is as follows:</p> <ol style="list-style-type: none"> 1. Identify and evaluate the emergency situation and hazards 2. Take immediate action if necessary and safe to do so in order to prevent the situation from worsening (e.g. stop the flow of a fuel spill) 3. Immediately notify the Executive Director of the situation, and instruct him/her to call the appropriate authorities in order of urgency, including: <ol style="list-style-type: none"> i. RCMP: Assumption/Chateh 780-321-3753 ii. Protective Services 780-492-5050 iii. Engage North Program Director: iv. EHS 780-492-1810 v. Insurance & Risk Assessment 780-988-5305 4. Take any action possible to mitigate the emergency, according to instructions provided by emergency contacts. First aid may be administered if necessary by a trained individual, and transportation will be undertaken, if possible to do so given the situation and patient condition. 5. Detailed documentation will be maintained for each incident in order to meet regulatory requirements, facilitate possible investigations, and to help prevent reoccurrence of the incident. A report will be made to the necessary parties, including Occupational Health and Safety, Campus Security, EHS, WCB and Engage North. 6. Incident Report Forms are available through EHS online at http://www.ehs.ualberta.ca/en/ReportanInjuryIncidentorConcern.aspx
<p>Identification of, location of and operational procedures for</p>	<p>Personal emergency equipment: field first aid kit, bear spray (each worker will be trained in its use) and cell phones .</p> <p>There is a regional health center at Meander River and Hay Lake/Assumption Nursing Station.</p>

emergency equipment:	
Emergency response training requirements:	All participants will be trained in: (1) CPR and Standard First Aid; (2) bear safety; (3) field communications (two way radios and cell phones).
Location and use of emergency facilities:	Hospital: Mender River Health Centre and Assumption Nursing Station RCMP: Assumption/Chateh 780-321-3753 Fire: 911
Fire protection requirements:	Fire is not considered a serious hazard, however fire extinguishers must be available for use in tents and in living accommodations. In the event of a fire the local number to call is 911.
Alarm and emergency communication requirements:	Cell service and internet is available.
First aid services required:	All participants will be trained in CPR and Standard First Aid prior to departure to the field. Serious incidents will require medical assistance and/or evacuation to the nearest health center or hospital.
Procedures for rescue and evacuation:	To trigger search and rescue notify the RCMP.
Designated rescue and evacuation of workers:	As per RCMP protocol

6. Hazard Assessment and Control:

Task	Potential Hazard	Mitigation or Controls
Riding as passengers on motorized vehicles	Loss of control of the vehicle; collisions with wildlife and/or obstacles (injury/death)	<ul style="list-style-type: none"> Fellows will not be authorized to drive ATVs, trucks, boats or other motorized vehicles All passengers will wear appropriate PPE at all times: CSA approved helmets, sturdy closed toed footwear, gloves and sturdy full length pants No more than one rider will be allowed on any ATV at any one time
Personal Vehicles	Same as above	<ul style="list-style-type: none"> Personal vehicles are to be used for non work activities only.
Chemical hazards	Fuel spills (environmental damage, injury)	<ul style="list-style-type: none"> All fuel containers must be marked properly according to MSDS standards (includes Jerry-cans). Review safe handling procedures as per MSDS Follow guidelines established by Hamlet/community Have MSDS sheets available and easily accessible Know location of spill kit
Bears	Injury/death	<ul style="list-style-type: none"> Pre-Departure Training which includes bear safety will be taken prior to departure NO FOOD IN TENTS Receive bear training before arriving at Dene Tha All staff will be provided with bear spray Staff will be trained in the use of all bear deterring equipment All bear sightings will be communicated to Executive Director or immediate supervisor Bear spray will be kept in tents.
Other wildlife – moose, bees, cougars, etc	Injury/death, allergic reaction	<ul style="list-style-type: none"> Bee stings – if any crew are known to be allergic to insect bites, they are asked to bring an epi-pen or other appropriate treatment with them Adult ungulates (ex. moose, deer) can be hazards Wildlife hazards will be discussed and staff will be briefed in handling problem wildlife during pre-departure training All staff will be provided with bear spray which can be used to fend off wildlife
On the land and hiking	Injury	<ul style="list-style-type: none"> All participants will carry suitable clothing and equipment, including sunglasses and sunscreen; extra food and water; extra clothing; headlight/flashlight; first aid kit; fire starter; matches/lighter; and a knife) and communication equipment (e.g. Cell phone, Spot Locator; 2-way radios)

Task	Potential Hazard	Mitigation or Controls
		<ul style="list-style-type: none"> • Daily meetings to discuss risks, particularly in the context of the day's expected weather, and any previous incidents. • Hazard awareness discussions that include icy conditions, glacial streams, rock falls, hiking hazards, quick sand locations and ground conditions. • Everyone is to wear sturdy boots • Workers will maintain radio contact in case of injury
Exposure and/or extreme weather events	Injury, illness, death, sunburn	<ul style="list-style-type: none"> • Never travel alone, always travel with an experienced community member • Whenever possible, a weather forecast will be obtained before going into the field • Workers are required to wear (or take into the field) insulated clothing and rain gear in good condition in order to keep dry and warm • Workers are to take adequate water to maintain hydration and take rest breaks as necessary • Workers trained in hazards of exposure to hot and cold temperatures • If winds are high, no staff will be allowed to conduct surveys. • Always bring appropriate rain gear into the field • During severe electrical storms: stay away from high points on the landscape, do not go into the water, remain in your vehicle (if driving)
Working alone	Becoming lost and/or injured	<ul style="list-style-type: none"> • All workers will sign out at the start of the day, and sign in upon their return. They will provide details of potential dangers and anticipated return time. If a worker has not returned or made radio contact within one hour of expected return time, he or she will be presumed lost and a search will be initiated. • All workers are trained in working alone requirements, including all hazards that may be encountered, and proper communication and check-in procedures that must be maintained.
Boating hazards	Illness, injury, drowning Water bodies are extremely cold and hypothermia can occur within minutes	<ul style="list-style-type: none"> • Pre-departure training in boat safety must be taken prior to departure • No boating alone, • Life jackets must be worn at all times
Mosquitoes West Nile Virus	West Nile Virus - may result in flu like symptoms including fever, headache and body aches. A mild rash or swollen lymph nodes may also develop. West Nile can also cause	<ul style="list-style-type: none"> • All staff will be made aware of the hazards associated with bites from mosquitoes and the potential risk of West Nile Virus • To reduce the risk, staff will be encouraged to wear protection against mosquito bites (i.e. bug spray, bug

Task	Potential Hazard	Mitigation or Controls
	severe illness.	jackets, etc.) <ul style="list-style-type: none"> Seek medical treatment if necessary
Animal bites	Tetanus - Is an infection of the nervous system with the potentially deadly bacteria Clostridium tetani. Spores enter the body through an injury or wound.	<ul style="list-style-type: none"> Without proper vaccination, there is a risk of tetanus from scratches and punctures from various objects in the camp and field environment All staff will be asked to get a tetanus shot prior to their work period, if they have not received one in the past 10 years
	Rabies is a deadly viral infection that is mainly spread by infected animals. Average incubation period is 3 – 12 weeks.	<ul style="list-style-type: none"> All staff will be made aware of the hazards associated with bites from wild animals that may be carrying rabies If bats are known to be roosting in a particular area, or are observed to be acting strangely, staff will avoid that area If bit clean the wound well with soap and water and seek professional medical help immediately. If there is a risk of rabies infection treatment will be given via a series of preventive vaccines.
Impetigo	Highly infectious bacterial skin infection mainly affects children but can affect adults as well particularly in close living conditions.	<ul style="list-style-type: none"> Maintain good hygiene practices through hand washing, not sharing towels, sheets etc with an infected person. Refrain from scratching infected areas and wash infected areas with soap and water. Seek treatment which will typically be anti-biotic cream or ointment.
Head Lice	Insects that live on the scalp where they lay their eggs. They do not spread disease. They are more common in close overcrowded living conditions. Head lice spread through contact with another person who has head lice, touching the clothing or bedding of someone who has head lice, sharing hats, towels, brushes or combs of someone infected.	<ul style="list-style-type: none"> Do not share hats, towels combs, brushes or clothing with others. If infected shampoo can be purchased over the counter from a pharmacy. Seek medical treatment if the shampoo is not effective, Do not scratch the scalp as a secondary infection may occur.
Camp/Tents	Equipment damage, injury, fire	<ul style="list-style-type: none"> All staff trained in proper hook-up of propane and open fuel appliances Safe use of Coleman Stove Tent Safety All fuel is stored outside of tent or in exterior (box) of trucks If propane appliances are used in cabins/tents, they shall be kept well ventilated Fire extinguisher is kept readily available near any fuel and/or fuel-based appliances All staff are expected to show competency in the above

Task	Potential Hazard	Mitigation or Controls
Campfires	Equipment damage, injury, wildfire	<ul style="list-style-type: none"> • All workers know the location of the fire extinguishers in each location of the base camps • Workers are familiar with the use of fire extinguishers
Uncertainty of safety procedures	Various	<ul style="list-style-type: none"> • During the initial training week, new workers are expected to read the safety material thoroughly • Field supervisor discusses and demonstrates proper safety procedures • Workers are expected to demonstrate competency with all elements of the safety manual • Workers are periodically reminded and the topic of safety is regularly discussed with the group during the project • Workers are encouraged to bring up safety concerns that they may have at the workplace. They will be given the opportunity to discuss this with the whole working group, the field supervisor, and the employer (principal research investigator) • All workers will also be given the option to contact and discuss issues in confidence with outside sources if deemed necessary (e.g. Environmental Health and Safety personnel on campus, Campus Security Services, Office of Safe Disclosure or Workplace Health and Safety) • Periodic tailgate meetings (as conditions change, for example) to review the safety challenges expected to be encountered, and appropriate responses.
Medical	Various	<ul style="list-style-type: none"> • During field excursions a “field” medical kit will be carried by each participant. (The contents of these kits will conform to the specifications outlined on the Field Research Office website.) • Emergency contact information will be given to each participant and contained in each medical kit. All participants will be urged to bring a backup pair of prescription glasses (as appropriate) and extra prescription drugs (if critical). • No one is allowed to administer medication to another person
Psychological	<ul style="list-style-type: none"> • Cultural differences • Drinking/drugs • Living with local families • Isolation • Geographical location (light or dark all the time) 	<ul style="list-style-type: none"> • All participants will participate in the Engage North Pre-Departure Training to prepare them for life in a First Nations/ Inuit community • Mental state of all participants will be monitored to ensure that they are coping well with the various pressures that can result from fieldwork (e.g., isolation, stress, mental fatigue, etc.).

Task	Potential Hazard	Mitigation or Controls
	<ul style="list-style-type: none"> Language barriers Limited personal space Confined space (no road out) Food 	<ul style="list-style-type: none"> A predictable schedule allowing for days off will be adhered to, as much as is possible Any incident (e.g. bear encounter) will be followed-up with discussion to determine whether the worker is in any way traumatized or uncomfortable with further work All workers are encouraged to speak out if any activity seems dangerous or makes them uncomfortable

7. Permits Required or Ethics Clearance Needed

Permit/Clearance:	Date Obtained:	Expiry Date:
Camping Permit		

8. Training

Name	Position	Training Required	Training Completed
		Bear Safety (U of A)	<input type="checkbox"/>
		Standard First Aid and CPR	<input type="checkbox"/>
		WHMIS Training	<input type="checkbox"/>
		Pre-Departure Training Cultural/Social <ul style="list-style-type: none"> Local Customs and heritage Ethics Children Housekeeping Quiet hours Private time Visitors Meals Groceries Sharing Accommodations Psychological aspects/mental health issues Mental Health First Aid 	<input type="checkbox"/>
		Pre-Departure Training Safety <ul style="list-style-type: none"> Bear Safety “Sex, Drugs and rock n roll” talk Hiking Safety Boat Safety Cold Water Submersion Fire Arms Awareness 	<input type="checkbox"/>

		<ul style="list-style-type: none"> • Training • Special medical needs • Working Alone • Camping Trip 	
		Logistics <ul style="list-style-type: none"> • Program expectations • Arranging housing, food • Specific community projects, terms of employment with partner organizations • Packing list and advice • Support networks from home 	<input type="checkbox"/>

9. Immunizations

Travel Immunization/Prophylaxis Requirements:		
<input type="checkbox"/> Diphtheria <input type="checkbox"/> <input type="checkbox"/> Hepatitis A <input type="checkbox"/> Rubella <input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Tetanus <input type="checkbox"/> Tuberculin testing prior to departure <input type="checkbox"/> Measles <input type="checkbox"/> Typhoid. <input type="checkbox"/> Meningococca	Other (specify) <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/>

10. Accommodations

Type	Location / Contact info (e.g., campground name & phone)
Tents	
Staff Housing	Staff Housing

11. Meals

Type:	√
Self cooked*	Self-cooked OR prepared by host

12. Transportation

To, from and at Field Camp/Site (fellows are not authorized to operate any motorized vehicle)

Type (Road, Air, Off-Road)	Details	Source (UofA, Rental/Rental Co. etc.)
Truck	Passenger only	

Car/Truck	Personal vehicle	For non work related travel only
ATV: off-road	Passenger only	
Boat	Passenger only	
Air		

13. Drivers

Names of Approved Drivers	License type/class	U of A certified for vehicle type?
Fellows are not authorized to drive any motorized vehicles during their fellowship (except personal vehicles for not work activities)		

14. Communications

With Outside		
Device type	Number	Time of day monitored / check-in procedure
Spot Locator		
Cell phone		
Alternate device		
Within Research Group		
Device type	Number	Time of day monitored / check-in procedure
Two Way Radio		
Radio frequency		
Cell Phone		

15. Equipment

Equipment	UofA* / rental / other	SOP [Standard Operating Procedure] Prepared ('yes') or not applicable (N/A)
2-way radios		
Satellite phone	N/A	
Bear Spray		
Mosquito Spray (Deet)		
First Aid Kit		
Cell Phone (Bell)		
Safety Glasses		
Flashlight/Headlight		
Sunscreen		
Personal Floatation Device		
Heavy Hiking Boots/Steel Toed Boots		
Sunglasses		
Pocket Knife		
Personal Hygiene/Grooming		

Products		
Personal Protective Equipment Recommended		
<p>Exposure: Each participant will have appropriate clothing, footwear, sunscreen, sleeping gear, and personal safety gear (e.g., gloves, eyewear/eye protection, sunscreen, waterproof outerwear).</p> <p>PPE: Each participant will wear sturdy closed toed boots with ankle support, sturdy full length pants and gloves. While on ATVs, will wear CSA helmets, gloves, and safety glasses.</p> <p>Bear safety: Participants will carry bear spray</p>		

16. Insurance Needs

Check off if addressed

Off-Campus Equipment registered? Maintain	<input type="checkbox"/>
Participants informed of need to purchase extra travel insurance	N/A
Medical Evacuation Insurance	<input type="checkbox"/>
Certificate of Insurance required?	<input type="checkbox"/>

17. Approval

Signature of

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:

Name: (please print)	Signature:	Date (MM/DD/YY)