

# Field Activity Plan

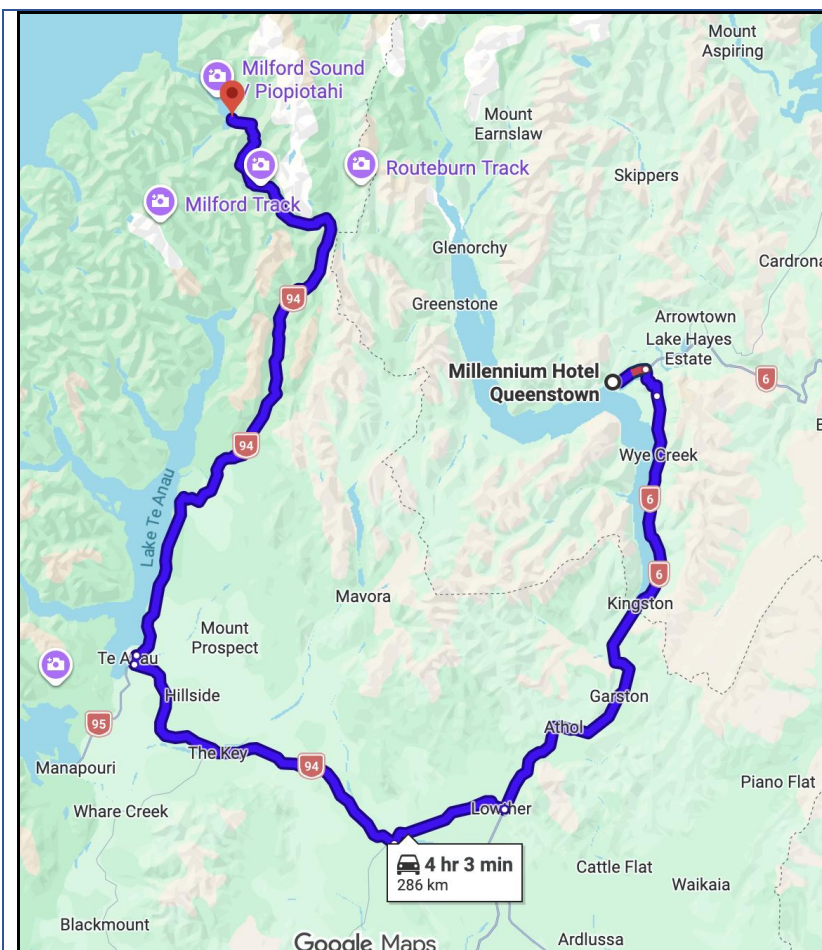
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## Activity Leader

Full Name	Tom Robinson		
Address	University of Canterbury, 20 Kirkwood Rd, Ilam, Christchurch		
Email	<a href="mailto:Thomas.robinson@canterbury.ac.nz">Thomas.robinson@canterbury.ac.nz</a>	Phone	0224584342
Signature		Date	15 April 2026

## Field Activities Details

Trip name	Milford Sound Landslide-induced Tsunami Cruise - Societal risk tolerance
Start Time and Start Date	0600 28 April 2026
Finish Time and Finish Date	1900 28 April 2026
Location	Milford Sound
Accommodation (if any)	n/a
Intended Programme of Activities – Include an itinerary and map, or map coordinates of locations visited, and activities to be undertaken at each	
0630 – Depart from Queenstown via coach 0830 – Toilet Stop in Te Anau 0845 – Depart from Te Anau 1030 – Arrive in Milford Sound 1100 – Private charter boat cruise on Milford Sound 1300 – Return to Milford Sound ferry terminal 1315 – Walking tour of Milford Sound village 1500 – Depart from Milford Sound via coach 1645 – Toilet stop in Te Anau 1700 – Depart from Te Anau 1900 – Arrive back in Queenstown	



Has/will a trial run been completed? If not are all locations known to the leader or leaders?  
 No trial run – locations are well known to trip leader who has undertaken multiple previous trips to Milford Sound.

### Emergency Plan

Mobile Phone Number		0224584342
First Aid Kit		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
List names of qualified First Aiders attending the Field Activity		Thomas Robinson Mathew Darling
Emergency Contact (not on field trip)	Name	<b>Amy Abel</b>
	Position	Head of Events
	Phone	
	Mobile	027 526 0337

### Emergency Procedures

What could go wrong despite efforts to control risks? How will you manage the emergency? Consider:

- prevention of further harm or injury
- communication
- access to emergency services
- emergency equipment

#### General Approach:

- The Field Trip Leader (FTL) coordinates all emergency responses and maintains communication with transport operators and emergency services.
- Immediate priorities: ensure group safety, treat injuries, contact 111, and notify the off-site contact once everyone is secure.
- If the field trip leader is incapacitated, this will fall to the Deputy Field Trip Leader (D-FTL)

#### 1. Medical Emergency or Injury (bus travel, boat cruise, coastal walk, tracks)

- Stop activity immediately; prevent crowding around injured person.
- First Aid Officer administers treatment using carried kit, and FTL / D-FTL records the incident.
- Call 111 if serious injury, stating clear location and easiest road access point (e.g., Milford Ferry terminal once through the Homer Tunnel).
- Assign D-FTL / senior attendee to supervise the remainder of group away from hazard.
- Once stable, notify off-site supervisor of situation and updates.

#### 2. Slips, Trips or Falls along Coastal Tracks

- Encourage steady pace and proper footwear.
- If injury prevents walking, keep group safe and send two people to nearest road access with FTL / D-FTL's phone coordinates for ambulance pickup.
- Prevent further injury by keeping casualty still, warm, and hydrated.

#### 3. Lost or Missing Person

- Conduct immediate headcount and retrace to last known location.
- Attempt phone/radio contact if available.
- If not located within 30min → notify 111 (Police Search and Rescue) and site staff (e.g., Arataki rangers).
- Keep remainder of group together in safe, visible area.

#### 4. Vehicle or Roadside Incident (bus or road crossing)

- Follow driver's instruction; move group off roadway to safe verge.
- First Aid Officer attends any injured; contact 111 for collisions or serious events.
- FTL / D-FTL notifies off-site supervisor and bus company dispatcher.

#### 5. Severe Weather / Environmental Hazard (tide, heavy rain, high wind, heat exposure)

- FTL monitors forecasts prior to and throughout day.
- If dangerous conditions develop, retreat to nearest safe structure (e.g., café, bus, visitor centre).
- Contingency – remain at Milford Sound Visitor Centre for indoor session if conditions prevent further travel.
- Consider remaining in Te Anau or postponing field trip if travel along SH94 between Te Anau and Milford Sound is disrupted, or weather conditions/forecast is bad.
- Ensure hydration and appropriate clothing.

#### 6. Fire, Landslide, Tsunami, or Other Immediate Danger

- Move calmly and quickly upwind and upslope where safe.
- For everything but a tsunami, assemble group at the Milford Sound visitor car park or Milford Sound ferry terminal
- In a tsunami, quickly and calmly evacuate the group to the Milford Sound lookout point via the access track. Ensure the group knows the evacuation point and pathway immediately upon arriving at Milford Sound.
- FTL /D-FTL calls 111, giving nature of emergency, location (GPS or landmark), and number of people involved.

#### 7. Boat incident

- Follow all instructions from the RealNZ crew and ship captain.
- Ensure all participants are aware of the safety protocols and procedures onboard and know the location of life jackets.
- FTL / D-FTL / RealNZ operators call 111, giving nature of emergency, location, and assistance required.

#### 8. Communication Plan

- FTL mobile – primary contact for emergency services.
- Off-site contact: as provided in this form
- Mobile coverage beyond Te Anau is poor, but RealNZ journey providers have non-mobile communication devices that are available in an emergency.
- RealNZ driver number provided 24 hrs before trip.

#### 9. Access to Emergency Services

- Ambulance/Police/Fire: 111 (NZ emergency).
- Nearest A&E: Fiordland Medical Practice, Te Anau (03 249 7007)
- Rangers at Milford Sound and RealNZ Staff can assist with local response coordination. Note that once in Milford Sound, a member of Emergency Management Southland is part of the field trip leadership team.

#### 10. Emergency Equipment

- Fully stocked first aid kit (carried by FTL).
- Charged mobile phone + spare battery pack.
- Emergency contact list and participant register.
- High-visibility vests for roadside stops for FTL.
- Extra water and snacks, sun protection, warm layers, and rain protection.



# Hazard Risk Assessment and Management

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Insert additional rows as needed

<b>Work/Activity Details /Risk Assessment</b>					
Risk assessment conducted by:	Tom Robinson	Date:	15 April 2026	Time:	12pm

<b>Hazard</b> (An actual or potential source of harm, including behaviour)	<b>Consequence If Hazard Not Controlled</b> (i.e. Injury, Illness, Incident, Property Damage, etc)	<b>Likelihood</b> (L value)	<b>Consequence</b> (C value)	<b>Risk Rating</b> (L x C)	<b>Controls</b> (i.e. Eliminate, Substitute, Guarding, Training, Administrative, PPE)	<b>Residual Risk Rating</b> (The remaining level of risk after controls have been implemented)	<b>Hazard Eliminated or Minimised</b> (E or M)
<b>Walking to bus / crowd assembly in Queenstown and Milford Sound – traffic, slips</b>	Minor injury from fall, vehicle contact, lost person	3	3	9 (Medium)	Pre-trip briefing, use crossings, FTL front/rear, closed-toe shoes, headcount before leaving.	3 (Low)	M
<b>Bus travel – traffic accident, sudden stop, embark/disembark on road</b>	Moderate to serious injury from collision or fall	2	4	8 (Medium)	Certified bus/driver, seatbelts where provided, load/unload in safe zones only, FTL supervision at doors.	4 (Low)	M
<b>Boat cruise – accident, heavy sea conditions, embarking/disembarking</b>	Moderate to serious injury from falling on the boat or overboard into the water	2	5	10 (High)	Certified boat crew, follow all crew instructions, minimise movement onboard in rough weather, FTL supervise loading	5 (Low)	M
<b>Coastal walk (Milford Sound) – uneven ground, slippery rocks, tide exposure</b>	Sprains, minor cuts, possible fall into shallow water	3	3	9 (Medium)	Walk only at low tide, sturdy shoes, pace control, stay on marked path, first aid kit carried, weather & tide check.	6 (Medium)	M
<b>Heat and sun exposure</b>	Dehydration, sunburn, heat exhaustion	3	2	6 (Medium)	Mandatory hats, sunscreen, water, rest breaks in shade, monitor fatigue.	3 (Low)	M
<b>Weather deterioration – rain, strong wind</b>	Hypothermia, slips, falling branches	4	3	12 (High)	Check forecast, cancel if severe, mandatory waterproof clothing, relocate to bus or visitor centre if unsafe.	3 (Low)	M
<b>Lunch stop – food allergies or choking</b>	Medical incident, allergic response	2	3	6 (Medium)	Attendees pre-advise dietary needs, carry epinephrine where required by individuals, first-aid qualified leader.	3 (Low)	M
<b>Milford Sound Visitor Centre / indoor session – slips, electrical hazards, fire alarm</b>	Minor injury, evacuation required	2	3	6 (Medium)	Safety briefing by centre staff, know exits/assembly point,	2 (Low)	M

					keep floor dry, follow building warden instructions.		
<b>Emergency evacuation from remote location (Milford Sound)</b>	Delayed medical attention	2	4	8 (Medium)	FTL mobile & backup charger, identify nearest road access, coordinate with bus driver.	4 (Low)	M
<b>Earthquake / Landslide / Tsunami</b>	Moderate to serious injury or death, evacuation and immediate assistance required	2	5	10 (High)	Evacuate as soon as possible when safe to do so. Evacuate out of tsunami evacuation zone. Wait for official emergency management officials for information and directions. Carry emergency food into Milford Sound. Do not overnight in Milford Sound. Remain aware of evacuation routes	6 (Medium)	M

Person in Control of Work/Activity .....	Name .....
Position .....	Position .....
Signature ..... Date .....	Signature ..... Date .....
<b>Hazards not eliminated on completion of work must be recorded on Hazard Register</b>	

**How to use this form:**

1. List all the known or potential hazards associated with the proposed activity.
2. Identify the potential consequences if the hazard(s) are not controlled.
3. Consider the likelihood of it occurring and the consequence rating if it did occur.
4. Use the Risk Rating Matrix below to rate the hazard risk.
5. Identify suitable control options for the hazard that will reduce the risk levels.
6. Use the Risk Rating Matrix to calculate the residual risk.
7. Record the residual risk rating score against the hazard.

**Hazard Control Key:**

E = Eliminate the Hazard

M = Minimise the likelihood the hazard will cause harm

8. Determine if the controls eliminate or minimise the hazard.

<b>Risk Rating Matrix</b>						
<b>Risk Matrix</b>						
<b>Result</b>	Minor (1)	Moderate (2) (first aid only)	Severe (3) (Notifiable Event)	Major (4) (permanent disabling injury)	Catastrophic(5) (Loss of life, > \$1m costs)	
<b>Likelihood</b>						
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)	
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)	
Moderate (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)	
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Critical (20)	
Almost certain (5)	Medium (5)	High (10)	High (15)	Critical (20)	Critical (25)	

<b>Risk Categories</b>	
Critical & High	Risk treatment strategies to be approved by Supervisor/Manager.
Medium	Risk treatment strategies to be implemented by Person in Control of Work/Activity and any specialist support as required. Strategies to be approved by persons with specialist knowledge or experience.
Low	Risk acceptable – to be managed under normal control procedures (e.g. planning, training, information, supervisor and review).

**Risk:** the chance of something happening that will impact on your work.  
**Residual Risk:** The levels of risk remaining after all control measures have been implemented.