

OUTDOOR SAFETY PROCEDURES FOR PERSONS STAYING AT THE POLISH POLAR STATION HORNSUND

I. Before going outdoors*

1. The intention to go outdoors must be communicated by means of:
 - informing the person on duty about the intended outdoor activity;
 - making an appropriate entry in the Logbook available at the Polish Polar Station Hornsund.

2. When making an entry in the Logbook, it is necessary to provide at least the following information:
 - expected date and time of departure;
 - planned route;
 - name and surname of all group members;
 - expected date and time of return;
 - emergency alert time, which must be set for no more than two hours after the expected time of return (emergency alert time is the time after which the Expedition Leader informs the governor's office about the necessity to launch a search and rescue action).

3. During any outdoor activity it is necessary to observe safety rules and regulations applicable at the Station.

*going outdoors should be interpreted as engaging in any outdoor activity, including using a motorboat

II. During outdoor activity

1. A VHF radiotelephone must be switched on at all times and set for channel 16.
2. If a group fail to return before the emergency alert time specified before departure in the Station's Logbook, they must contact the Station, inform the staff about the reasons for delay and set a new expected time of return and emergency alert time. Should the group engaged in outdoor activity fail to contact the Station, an attempt to contact the group will be made by the person on duty. If the attempt is unsuccessful, the person on duty must make the fact known to the Expedition Leader or the Deputy Expedition Leader, who may decide that a different method should be used to try and contact the group.
3. If the reported reasons for delay do not require any action on the part of the Station's staff, the person on duty makes appropriate changes in the expected time of return and emergency alert time in the Station's Logbook.
4. If outdoor activity is expected to take more than 24 hours, the group must maintain regular contact with the Station, at time intervals not exceeding 24 hours. The person on duty enters the time of contact in the Station's Logbook.
5. The Station may be contacted with the use of a VHF radiotelephone, satellite telephone (phone number: +881 631 444 070), InReach communication devices (email address: dyzurny1@igf.edu.pl) or other available means of communication agreed on in advance with the person on duty.
6. All groups going outdoors (especially those heading to areas outside the reach of a VHF radiotelephone) are strongly advised to be equipped with a Personal Locator Beacon, satellite telephone and an InReach device (or another device with GPS location tracking) set so that the current location of the group is visible on the computer in the Station's communication room.

7. The person on duty must constantly monitor the VHF radiotelephone, satellite phone and dyzurny1@igf.edu.pl inbox as well as the current location of groups which make use of devices with GPS location tracking.
8. The person coming off duty must inform the person taking over about all groups currently engaged in outdoor activity.
9. If a polar bear is spotted, it is necessary to withdraw to a safe distance and then immediately inform the Station about the encounter. The person on duty must pass the information on to everyone at the Station and all groups working outdoors. It is forbidden to conduct fieldwork or any other activity in areas where polar bears are present.

III. Lack of contact after the emergency alert time

1. If there is no contact with a group engaged in outdoor activity after the specified emergency alert time, the person on duty must make the fact known to the Expedition Leader or the Deputy Expedition Leader.
2. The Expedition Leader or the Deputy Expedition Leader must immediately inform the governor's office in Longyearbyen (phone number: 112 or +47 79021222) that a group engaged in outdoor activity cannot be contacted, providing all available information necessary to make an informed decision about launching a search and rescue action.
3. The potential cost of a search and rescue action conducted as a result of a group's failure to contact the Station after the specified emergency alert time shall be covered by the members of the group.

IV. After returning to the Station

1. A group's return to the Station must be communicated by means of:
 - informing the person on duty about the group's return to the Station;
 - making an appropriate entry in the Station's Logbook.