

**PROCEDURES  
RELATED TO FIELD TRIPS  
FOR PERSONS USING THE INFRASTRUCTURE  
OF THE POLISH POLAR STATION HORNSUND**

**§ 1. Duties before going into the field**

1. Going into the field must be reported by:
  - 1) informing the person on duty about the planned trip;
  - 2) making an appropriate entry in the Logbook located at the Station.
2. When making an entry in the Logbook, provide at least the following:
  - 1) the planned date and time of trip;
  - 2) the planned route;
  - 3) first names and last names of the group members going into the field;
  - 4) the planned date and time of return (by return time is meant the time after which the Expedition Leader initiates activities related to contacting the group in the field by means of communication and, if possible, organizes a search group from among those staying at the Polish Polar Station Hornsund);
  - 5) the alarm time, with the reservation that this time may not be set later than 2 hours after the indicated return time (by alarm time is meant the time after which the Expedition Leader informs the Governor's Office about the need to initiate a rescue operation by the appropriate SAR services).

**§ 2. Duties during field stay**

1. While in the field, the Station's regulations and safety rules must be followed.
2. A VHF radio must be turned on (channel 16) at all times while in the field.
3. If the return time specified in the Logbook has passed, contact with the Station must be made without fail to report the reasons for the delayed return and to determine the current planned return time and alarm time. If there is no contact from the group in the field at the scheduled times referred to in § 1 item 2 point 4, the person on duty will

immediately attempt to make contact. If contact with the group cannot be established, the person on duty informs the Expedition Leader or their deputy, who may decide to attempt another method of contacting the group.

4. If the reasons for the delayed return do not require additional actions from the Station staff, the person on duty makes the appropriate change to the return time and alarm time in the Logbook.
5. If a trip lasting longer than 12 hours is planned, constant contact with the Station must be maintained, and the interval between individual contacts must not be longer than 6 hours (except for planned overnight breaks in field shelters such as trapper cabins). The planned contact times should be recorded in the Logbook. The person on duty records any planned changes to contact times in the Logbook.
6. Contact with the Station may take place via VHF radio, satellite phone (phone number +881 631 444 070), InReach communication devices (to the email address [dyzurny1@igf.edu.pl](mailto:dyzurny1@igf.edu.pl)) or other available means of communication agreed upon with the person on duty before going into the field.
7. It is recommended that during field trips (particularly in areas beyond VHF radio coverage), the group be equipped with a satellite phone, an emergency radio transceiver, and an InReach device (or other device with tracking capability) set to share its real-time position on the computer located in the Station's communication room. In the event of trip into areas beyond VHF radio coverage, carrying the independent communication means listed in this point is mandatory.
8. The person on duty is required to maintain ongoing supervision over the VHF radio, Iridium phone, and the inbox of the email address [dyzurny1@igf.edu.pl](mailto:dyzurny1@igf.edu.pl), as well as over the current position of groups using tracking-enabled devices.
9. During a shift change, the person handing over the duty must pass on current information about groups present in the field to the incoming person.
10. Do not perform or plan any fieldwork in areas where bears are present.
11. If a bear is observed, one must immediately retreat to a safe distance and then promptly contact the Station to report the incident. The person on duty is obligated to relay this information to those present at the Station and to other groups in the field in the area where the bear was observed.

### **§ 3. Procedure in case of no contact with the field group after the return time**

1. If the group in the field fails to contact the Station after the return time noted in the Logbook, the group is considered missing.

2. The person on duty informs the Expedition Leader or – if they are absent at the Station – their deputy or an authorized representative.
3. The person mentioned in item 2 attempts to contact the missing group in the field using the communication tools available to them (VHF radio, satellite phone, InReach communicator).
4. The person mentioned in item 2 also attempts to contact other groups operating in the area where the missing group was expected, asking them to conduct an initial search of the area.
5. If possible, a search team is organized from people currently at the Station. This team heads into the field following the return route planned by the missing group.

#### **§ 4. Procedure in case of no contact with the missing group after the alarm time**

1. If the group in the field fails to contact the Station after the alarm time noted in the Logbook, the person on duty informs the Expedition Leader or – in their absence at the Station – their deputy or an authorized representative.
2. The Expedition Leader immediately notifies the Governor's Office in Longyearbyen (phone 112 or +47 79021222) and the Station Leader about the lack of contact with the group in the field, providing all available information about the area and activities of the group, and any other groups active in the area, as well as any additional information necessary to make a decision regarding the initiation and nature of a rescue operation by SAR services. The Expedition Leader, persons at the Station, and other field groups remain fully available for SAR services during this time.
3. Group members will be held responsible for any costs of the rescue operation resulting from the lack of contact with the Station after the alarm time caused by failure to follow the procedures outlined in this instruction.

#### **§ 5. Duties upon return to the Station**

Return to the Station must be reported by:

- 1) immediately informing the person on duty about the return to the Station;
- 2) making an appropriate entry in the Logbook.