

Department of Earth and Environmental Sciences – Field Safety Information and Guidelines

Preparation and Safety Planning for Field Work – Instructors, Field Trip Leaders, Party Chiefs.

Modified in part from Earth Sciences and Dalhousie policies, GSA field trip policies, and the AAPG/ExxonMobil geoscience field safety guidelines

Updated February 2023

Participant safety is Dalhousie Earth and Environmental Sciences' highest priority. For well-being of all participants, and for maintaining the high-quality standard of Dalhousie Earth and Environmental Sciences field experiences, all participants, both staff and students, are expected to follow the laws and customs of the jurisdiction in which the trip is operating, and the rules and regulations of the properties, structures, areas and vehicles at and on which activities take place. Excursion leaders are responsible for ensuring a safe and positive environment for all participants at all times on the excursion.

Forms: All participants (students and staff) are required to sign and return Field Excursion forms provided by Earth and Environmental Sciences. The checklist below can be used as a guide to the forms and documents to be completed, signed and returned to Earth and Environmental Sciences prior to departure. They are included in this document but can also be found under For Current Students on the Earth and Environmental Sciences website. Excursion leaders (primary instructor in the case of field schools and course trips) are responsible for ensuring all documents and forms are completed and submitted to the department. In addition to developing an emergency preparation and response plan, the Excursion Leader should also develop and communicate a set of rules for all participants.

Items and Forms to be Discussed with Participants	Document/Form
Field Arrangements (localities, times of departure, return, special equipment)	Emergency Response Form*
Designation of excursion leader, deputy leader, and assistants	Emergency Response Form*
Ensure all participants will have suitable personal field equipment (clothing, footwear, other equipment)	Field Excursion Hazards Checklist
Ensure appropriate safety equipment/supplies for the activity (first aid kits, high visibility markers/vests, hard hats, goggles, etc.)	
First aid training of staff – check if valid (standard/wilderness)	Emergency Response Form*
Communications plan – list cell numbers of staff; VHF radios (communicate this with all participants. And develop protocols for how to chain of communication in case of emergency)	Emergency Response Form*
Affiliation of participants. Friends, visitors or other non-affiliated people are generally not permitted	
Medical conditions. Consult with all participants well in advance of trip - <i>Voluntary disclosure of medical conditions that could jeopardize the individual or group while in a remote setting during strenuous physical activity. Participants can choose not to share medical information.</i>	Individual Information Form <i>Must be kept confidential. Excursion leader and deputy.</i>
Notify participants of any specific safety concerns. - <i>Note: if individuals are concerned about certain field activities, they have the right to refuse to take part in these particular activities.</i>	Field Excursion Hazards Checklist
Acknowledgement of Risk Form. All participants must sign - <i>This form should be explained in person with all participants present. The trip details, rules, general and specific safety concerns should be explained.</i>	Acknowledgement of Risk*
Recording information related to an accident or incident - <i>Filled out in the event of an accident. Submit to Chair, Field Safety Coordinator and Risk Management Coordinator within 48 hours</i>	Accident/Incident Report
Media Consent Forms - <i>Optional. Permits Dalhousie to use images of and by participants for promotional purposes</i>	Media Consent Forms A and B

*Required for all field excursions sanctioned by Dalhousie Earth and Environmental Sciences. Submit to Department Office prior to trip

Chain of Command: The excursion leader (primary instructor for field trips/schools; party chief for fieldwork) is in charge. They should develop and clearly communicate roles and responsibilities for each staff member. An excursion leader should have another trip leader who is designated second-in-command (deputy leader). One trip leader should not be the only person who knows the itinerary, emergency contact information, location of first aid supplies, and emergency response procedures.

Avoiding missing persons: Each time a trip leader departs from any location, they should do a head count to ensure all participants are present and safe.

Reporting of accidents, injuries, or illnesses: In the event of an accident/injury/illness during a field excursion, a trip leader should first ensure the safety of all participants, while making the necessary arrangement to tend to the injured. A leader should then get in contact with a Dalhousie representative (see below), and fill out the Accident/Incident Report. Within 48 hours of the incident, submit to the Environmental Health and Safety Office (if incident was on campus) or the University Risk Management Coordinator (if incident was off campus), and Earth and Environmental Sciences Chair and Field Safety Coordinator.

Personnel in 2022/23:

Chair of Earth Sciences:	James Brennan	902-809-6711	jbrean@dal.ca
Departmental Administrator	Danielle Wood	902-494-2358	erthadm@dal.ca
Field Safety Coordinator (ES):	Mike Young	902-494-2364	mike.young@dal.ca
Safety Committee Chair (ES):	John Gosse	902-494-6632	john.gosse@dal.ca
Environmental Health & Safety Office:		902-494-2495	
Risk Management Coordinator:	Karen Foster	902-494-8356	kfoster@dal.ca or insurance@dal.ca

Preparation: Participants in field work/trips should be made aware of any risks (e.g. unsafe cliffs, hammer chips, environmental conditions, etc.) beyond those encountered in everyday life. Necessary rules, appropriate to the situation and experience level of participants should be made known and enforced.

1. Determine risks beforehand and establish procedures to be followed.
2. Safety equipment, if necessary, should be provided and instruction given in its use if necessary.
3. For field work or a field trip to be covered by a university liability insurance policy, it must be formally sanctioned by the university. This means the Departmental Chair should be informed of all field trips; and the Chair should clear any unusual trips with the university administration. Examples of unusual trips include going down mines or to offshore rigs, etc. Normal trips, even along cliffs, are deemed usual.
4. Each field campaign or trip should have a designated leader and deputy leader(s). Field trip leaders are responsible for determining and communicating the field trip rules, safety precautions, and emergency response plan. It is recommended that field trip leaders have valid first aid training. Wilderness First Aid is appropriate where trip localities are remote with limited cell phone service.
5. If the trip is international, trip leaders must ensure all participants follow the Dalhousie University Policy on International Travel.
6. Vehicles: Care should be taken when planning field work and field trips when personal or rental vehicles are used. Drivers should have sufficient experience for the planned activities. Defensive Driving courses are recommended. It is advisable that drivers and navigators consult maps prior to departure and stay in convoy as much as possible. Communication by VHF or CB radio is recommended. Check tire pressure (and spare as well) and oil levels early and often. Each vehicle should have a first aid kit. Maximum vehicle capacity is 8 people, except for chartered busses with professional drivers.
 - a. Private Vehicles:
 - i. The university does not provide insurance coverage for private vehicles. The private insurance policy of the vehicle owner would come into effect if necessary. Therefore, if private vehicles are used, ensure there is adequate insurance – at minimum there should be \$1 million Third Party Liability and Accident Benefits coverage. Some private insurance policies would be nullified if used for work purposes. It is up to the vehicle owner to ensure their insurance policy is valid.

- ii. For obvious reasons and those listed above, the use of private vehicles by students is not recommended.
- b. Rental Vehicles:
 - i. To be covered by the university liability insurance, only Dalhousie employees can drive rental vehicles. They must be authorized drivers according to the rental agency policies (eg. driver's license, age restrictions, etc). The university liability insurance coverage is only valid if an employee is driving. Purchasing supplemental liability coverage does not supersede the university coverage (see below). Teaching assistants are considered employees in terms of insurance coverage as long as their TA duties form lists driving rental vehicles as one of their duties.
 - ii. When renting a vehicle for university business, ensure that you have Dalhousie's name recorded as the business, i.e., *your name*, c/o Dalhousie University.
 - iii. It is recommended to use the university Travel Card provided by BMO when renting vehicles. The coverage benefits are generally better (wider range of vehicle use and greater scale benefits) than what can be purchased from rental companies. It is important to read and comply with the Travel Card policies and limitations. You must decline all available insurance provided by the rental company for the BMO insurance policies to come into effect. One rental car per card holder and all employees can drive that vehicle as long as the card holder is present on the field trip/school.
 - iv. If purchasing insurance from a rental car agency, do not accept Supplemental Liability Insurance (SLI). As of 2013, Nova Scotia law states that all universities are 'first-to-pay' in liable claims and therefore, any third-party liability insurance would be invalid.

Precautionary Behavior and Code of Conduct:

1. Although each excursion leader/team will develop their own rules, a few general Code of Conduct principles are listed below. Participants should be informed that if they do not observe these rules, they may face consequences such as verbal and/or written warnings, loss of points on a particular assignment or course component, or removal, at the participants' expense, from the excursion. Setting the rules and enforcing the consequences are at the trip leader's discretion, but they must be explained in writing prior to commencing the excursion.
 - Participants should be made aware of the trip rules and regulations. Each person should agree to the rules and follow them throughout the duration of the excursion.
 - Each participant should never initiate or be involved in any activity that is dangerous to themselves or others.
 - If alcohol is allowed on a trip, it should not be consumed during field activities, during transit to/from field activities, and it should be used in moderation such that each participant is able to control their action at all times and able to participate safely in all field or camp activities.
 - Participants must never participate in sexual misconduct of any form. Sexual harassment is defined as any sexually-oriented behavior of a deliberate or negligent nature which adversely affects the working or learning environment. It may involve conduct or comments that are unintentional as well as intentional.

Sexual Harassment Policy of Dalhousie University
https://www.dal.ca/dept/university_secretariat/policies/human-rights---equity/sexual-harassment-policy-.html

Sexualized Violence Policy (adopted in June, 2018)
https://www.dal.ca/dept/university_secretariat/policies/human-rights---equity/sexualized-violence-policy.html
 - Participants will show respect to others, including non-participants and the general public, at all times.

Personal Harassment Policy of Dalhousie University:
https://www.dal.ca/dept/university_secretariat/policies/human-rights---equity/personal-harassment-policy-.html
 - Participants must not leave the group or the accommodation/camp unless they have the permission of the trip leaders.

- Participants should respect the properties, structures, areas and vehicles at an on which activities occur. All rules and regulations of those properties, structures, areas and vehicles must be observed.
 - Only authorized drivers can operate field trip vehicles. And they should be used only for official field trip purposes other than as permitted by trip leaders.
 - Participants must not be in possession of illegal drugs while on the trip.
 - Participants must not possess weapons, including firearms. Trip leaders of excursions to remote locations may deem firearms a necessary safety precaution against potentially dangerous wildlife. In these instances, all applicable laws related to storage, transport and operation must be observed and only people with appropriate licenses and experience shall possess firearms.
 - Each participant must bring and wear appropriate clothing and footwear at all times. Trip leaders will inform participants of appropriate clothing and footwear for the type of field excursion, location and expected weather conditions prior to the trip.
 - Participants will have appropriate behavior at all times, including in the evening hours.
2. Roadcuts: Avoid crossing highways to examine roadcuts; examine only the side on which you are parked. On major highways pull right off the road, do not park on the hard shoulders and do not allow participants to walk on the hard shoulders. It is recommended to use road cones and have each participant wear a high visibility vest.
 3. Falling rocks: Falling rocks are a major hazard on field trips. Every situation should be individually assessed, but the following are useful guidelines:
 - Avoid obviously unstable or overhanging cliffs;
 - Do not hammer above your head, or above anyone else;
 - If a slope is to be climbed, do not allow participants to climb while others are below. Plan slope-bottom activities away from slope-top activities.
 4. Cliff tops/slopes: falling off the top/slopes of cliffs is a cause of accidents for Earth and Environmental Sciences excursion participants. Where possible, avoid cliff tops and ascending/descending steep slopes, particularly with large groups.
 5. Tidal sections: take great care on sections that are cut off at high tide. Plan the excursion using tide charts. Designate a trip leader or staff member as Safety Watch who should monitor tide conditions, and stays at the back of the group thereby keeping track of all group members.
 6. Old mines: do not enter old mine workings or caves, except by arrangement, and always in company. Use proper lighting, headgear and clothing. Ensure that someone knows where you are, when you went underground, and when you are expected back. Ensure the old mine working is well ventilated.
 7. Do not pick up explosives or blasting caps.
 8. Meet legal requirements. Examples are illegal parking, speeding, trespassing and other situations where leaders may behave in a potentially illegal manner.
 9. If students have split into groups, establish a time to return from the field and arrange an effective method of ensuring all have returned. Work in pairs or larger groups; no one should work alone.
 10. Communication protocols by cell phone and/or VHF radios should be established.
 - Distribute a phone number list to all participants. Some general numbers are included in the template for the Emergency Response Plan. Local emergency medical personnel and facilities should be included along with their locations.
 - If using VHF radios, establish procedures and rules regarding use, testing, storage and charging protocols.
 - Satellite phones should be considered if you will be far (e.g., day-long trip) from cell service for extended periods (e.g., multiple days) during the excursion.

Field Excursion Hazards Checklist.

(Adapted from University of Tasmania Field Activity Policy)

- 1) assess whether the risk is low, medium or high,
- 2) decide on any action needed to minimize the risk, and
- 3) decide whether to discuss the risks with the Field Safety Coordinator or the Department Chair.

Low-risk situations involve infrequent occurrence, negligible consequences, and a remote to low probability of occurrence,

Medium-risk situations are occasional to frequent, with serious to minor consequences and a moderate probability of occurrence, and

High-risk situations are continuous or nearly so, with a high probability of a serious to fatal consequence.

Hazard	Risk assessment	Mitigation method
Field Work Party/Class <ul style="list-style-type: none">• Size• Composition (year, graduates)• Fitness• Medical conditions		
Clothing <ul style="list-style-type: none">• Warm clothing• Hat• Trousers/overalls• Footwear		
Types of activities <ul style="list-style-type: none">• Urban• Bushwalking• Rope work• Rock/tree climbing• Cliff work• Sample collecting• Underground• Diving• Boating		
Personal <ul style="list-style-type: none">• Sunburn• Heat stress• Cold stress• Walking• Lifting• Hammering and grasping• Slips and trips• Mental stress		
Etiquette <ul style="list-style-type: none">• Bush/toilet etiquette• Collecting permits• Private land		
First aid requirements <ul style="list-style-type: none">• First aider in group• First aid kit in vehicles• First aid kits on personnel		

Flora/Fauna <ul style="list-style-type: none"> • Stinging animals • Dangerous wild large animals • Stock animals • Snakes • Bats • Spiders, ticks, leeches, etc. • Allergens (hay fever) • Harmful plant contacts 		
Personal Protection Equipment <ul style="list-style-type: none"> • Gloves • Safety goggles • Face mask • Hard hat • Against chemicals • Other: _____ 		
Transportation <ul style="list-style-type: none"> • Vehicle type (truck, car, boat) • Drivers licence/certificate • Driver training 		
Navigation <ul style="list-style-type: none"> • Route selection • Location • Direction 		
Communications <ul style="list-style-type: none"> • Method • Between participants • With locals • With Authorities 		
Tides, Weather, and Water <ul style="list-style-type: none"> • Tidal data • Weather forecasts • Marine weather forecasts • Moving water (rivers) 		
Fire Risks <ul style="list-style-type: none"> • Extinguisher • Camp fires • Combustibles/explosives 		
Urban/Rural Risks <ul style="list-style-type: none"> • Dogs • Violent persons • High voltage equipment 		
Mechanical Hazards <ul style="list-style-type: none"> • Vehicles • Machinery • Vibration • Dust generators 		
Overseas Risks <ul style="list-style-type: none"> • Disease • Vaccinations • Political Climate 		

Emergency Response Form

To be filled out by Excursion Leader prior to excursion, with copies at Department office and in possession of leader and designated deputy leader. Some items can only be determined when excursion commences (e.g. total number of participants), and the form information should be confirmed before leaving. All boxes to be filled in or ticked.

SAFETY ITEM	INFORMATION FOR THE EXCURSION		
Excursion Date and Time (departure / return)	Departure		Return
Location of Excursion			
Field Leader			
Designated Deputy Leader			
Designated Assistant(s)			
No. of Participants (excluding Leader and Assistants)			
Emergency Equipment Present: Safety helmets for all participants First aid kit(s) available Other equipment (list)	Safety helmets: First aid kits:	Other equipment:	
Who has formal First Aid experience			
Drivers with valid licenses and suitable license classification			
Rental vehicle insurance coverage (collision, personal accident, possessions)	Collision	Personal Accident:	Possessions:
Cell phone number(s):			
Local Emergency Telephone Numbers (Ambulance, Fire, Police)	911; forest fires 1-800-565-2224		
Other Emergency Numbers: Coastguard (joint rescue co-ordination center) Emergency Measures Organization (NS)	902-427-8200 (outside HRM: 1-800-565-1582) 911 (902-424-5620; or 1-866-424-5620)		
Weather Forecasts	Public weather forecast 902-426-9090; Marine forecast 902-426-9600 http://weather.gc.ca/marine/region_e.html?mapID=15		
Tidal information	Canadian Hydrographic Service 902-426-3497 Tide tables: http://www.waterlevels.gc.ca/english/Canada.shtml		
Nearest Medical Facilities add as required for field location(s)			
University Contact Numbers	Dalhousie Security: 902-494-6400 Department of Earth and Environmental Sciences Chair: (James Brenan: 902-494-2358 (w)) Department Office: 902-494-2358 Department Field Safety Officer (Mike Young): 902-494-2364 (work), 902-789-7519 (cell)		

DALHOUSIE UNIVERSITY DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES

ACKNOWLEDGMENT OF RISK

This document must be read and signed before you, the participant, may take part in the event described below. The purpose of the document is to inform you of the risks inherent in participating in the event. By completing and signing this document, you acknowledge that you understand and agree to the terms below.

Participant's Name: _____

IN CONSIDERATION of being permitted to participate in the excursion to *<INSERT DETAILS>*
_____ (the "Event") being held by Dalhousie's
Department of Earth and Environmental Sciences (the "University") on *<INSERT DATE>*
_____, I understand and agree that:

1. The Event may include, but is not limited to, transportation by chartered bus, rental vehicle or other means of transportation to participate in strenuous and demanding physical activities such as, without limitation, walking, hiking, and light climbing *<INSERT ANY FURTHER SPECIFIC DETAILS>* _____ with or without supervision by University trip coordinators;
2. Although University trip coordinators will make efforts to provide supervision, I recognize that there is an element of risk in any activity associated with the outdoors. The University trip coordinators are not professional leaders, guides, or licensed first aid attendants. I am aware that the trip coordinators may not have completed an outdoor leadership course or have any further first aid training or experience and are in no manner whatsoever responsible for my safety;
3. I understand and accept that there is a risk of injury, possibly of a serious nature, from participating in the Event. Injuries may result from, without limitation, traffic accidents, weather conditions, rough terrain, water-related accidents, the consumption of food or beverage, contact with other persons, equipment malfunction, insects, wildlife, sunburns, slipping, tripping, falling, or falling objects such as rocks, trees and branches and other hazards inherent to the environment and the Event;
4. I will immediately notify the nearest representative of the University if at any time I observe any unusual hazard or unsafe condition, or I feel that I have experienced any deterioration in my physical, emotional or mental fitness impacting on safe participation in the Event;
5. I understand that all applicable University rules and policies for participation must be followed, regardless of my role, and that at all times during the Event the sole responsibility for my personal safety rests with me;
6. I declare that I have read, understood and agree to the contents of this Acknowledgment of Risk in its entirety and I sign it freely and voluntarily without any inducement.

Participant Signature

Date

Witness Signature

Date

Individual Information Form for Field Excursions
Dalhousie University
Earth and Environmental Sciences

Name:

Address:

Phone numbers (cell/home/work):

Date of Birth (YYYY/MM/DD): ____/____/____

In case of emergency during the field excursion, please list two people who may be contacted who are not traveling with you:

<i>Name</i>	<i>Name</i>
<i>Address</i>	<i>Address</i>
<i>City, State, Prov., Country</i>	<i>City, State, Prov., Country</i>
<i>Postal Code</i>	<i>Postal Code</i>
<i>Telephone #: Day</i> <i>Evening</i>	<i>Telephone #: Day</i> <i>Evening</i>
<i>Relationship to you</i>	<i>Relationship to you</i>

Excursions may involve some walking, sometimes over rough and uneven terrain and up steep banks. Are you able to fully participate in these types of activities (please circle one): Y N

If no, please provide details below:

Declaration of Medical Information and/or accommodation*: Do you have any special medical requirements or allergies that may or affect your ability to participate in field work activities on this excursion? If so, please provide details on a separate sheet and provide to the course instructors.

If you require regular medical or other support and the use of specific facilities or assistance while at Field School, you are strongly advised to consult with the Dalhousie Accommodation Office well in advance of the field school start date with your accommodation request.

*** If you have a condition that may put you or others at risk, you may be obligated to share your medical information or any accommodation requirements. Any information you do provide will remain confidential.**



ACCIDENT/INCIDENT REPORT

Safety Office

902-494-2495

Injury -

Near Injury -

Property Damage -

P E R S O N A L	Last Name	First Name & Initial	Dalhousie ID #	Dalhousie Phone #
	Home Address		Home Phone #	Student <input type="checkbox"/> Temp Staff <input type="checkbox"/> Other <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Faculty <input type="checkbox"/>
	Faculty/Department		Classification	
I N C I D E N T	Date, Time & Location of Incident (In Detail)		Name & Phone of Witnesses	
	Describe the incident in detail. (Include sequence of events leading to the incident, what the person was doing, and what conditions contributed to the incident.)			
	<hr/> <hr/> <hr/> <hr/>			
	When and to whom was the incident reported?		Did the incident result in an early departure from the University? Yes <input type="checkbox"/> Time No <input type="checkbox"/>	
I N J U R Y	Describe Injuries:			
	<hr/> <hr/> <hr/>			
	Briefly describe medical treatment. (Include name of doctor & hospital)			None needed <input type="checkbox"/>
	Will the injury result in time away from the University beyond the day of the incident? Likely <input type="checkbox"/> Unlikely <input type="checkbox"/>		Will further treatment be necessary? Likely <input type="checkbox"/> Unlikely <input type="checkbox"/>	
F O L L O W U P	Date _____ Person involved in Incident _____			
	Describe previous similar incidents.			
	Based on the supervisor's knowledge of the job and work conditions, what steps should be taken to prevent a recurrence?			

Date _____ Supervisor/ Director/Department Head _____

Please return the completed form to the Director of Safety within 48 hours of the incident. Use additional pages if necessary. Report fires and serious personal injuries immediately to Security from Dalhousie phones - 4109, from external phones - 902-494-4109.

● Original - Safety Director Copies - Person involved in Incident, Supervisor, Local Safety Committee

Media Consent Form A – Recordings made by Dalhousie University

I understand that an image and/or voice recording has been made of me, as described below. I hereby consent to Dalhousie University's use of the recording in any medium (including negatives, slides, printed photographs, tapes, computer files, or any other analog or digital recording format) for the categories of allowed uses described in Section C below.

A. Personal Information *(This information will be used solely for internal administrative purposes, and for contacting you in the future in the event that further notification and/or consents are necessary.)*

1. Name: _____
2. Category: ☐ Faculty ☐ Staff ☐ Student ☐ Other: _____
3. Department: _____
4. Dalhousie ID: _____
5. Email: _____
6. Phone: _____

B. Recording Details *(Please be as specific as possible.)*

1. Description: _____
2. Format: ☐ Photograph ☐ Video ☐ Audio ☐ Other: _____

C. Permitted Uses *(I consent to the following uses, except where limited in section D.)*

- Administrative: Made available or used within Dalhousie. Example uses: ID cards, printed directories or handbooks, intranets or private websites.
- Publications: Made available or used externally on a not-for-profit basis. Example uses: marketing and promotional material (brochures, DVDs, videos, websites), annual reports, media releases, magazine articles.
- Internal Education: Made available or used for educational purposes (including lectures, workshops, tutorials, lab or clinical skills demonstrations, grand round presentations) within Dalhousie. Example uses: tutorial case exhibits, lecture handouts, DVDs or videotapes on library reserve, internal media or learning objective libraries.
- External Education: Made available or used for educational purposes external to Dalhousie on a not-for-profit basis. Example uses: external media or learning object libraries, journal articles, international projects.

D. Other limitations on Use *(Please list other limitations, such as time limits on use, in detail below)*

E. Signature

_____ Date: _____

Media Consent Form B: Submitted Media Items to Dalhousie University

Having submitted a media item for use, storage, or distribution by Dalhousie University, I hereby grant to Dalhousie University the non-exclusive right to use the media item in any medium (including negatives, slides, printed photographs, tapes, computer files, or any other analog or digital recording format) for the categories of uses selected or described in Section C below, provided that appropriate attribution and/or acknowledgment is made by Dalhousie as set out in section D below. I confirm that the media item is my original work, and that I have full authority to grant Dalhousie the rights set out in this document. I also confirm that I have obtained all permissions required for material used from other copyrighted material, and that I have obtained all other consents required by law and/or good ethical practice.

A. Personal Information *(This information is protected, and will never be used for any other purpose.)*

1. Name: _____
2. Category: ☐ Faculty ☐ Staff ☐ Student ☐ Other: _____
3. Department: _____
5. Email: _____
6. Phone: _____

B. Media Item Details *(Please be as specific as possible. This information is required to specifically identify the media item, including details about the subject and setting, and technical details such as filename, format, and equipment used.)*

1. Description: _____
2. Format: ☐ Photograph ☐ Video ☐ Audio ☐ Other: _____

C. Permitted Uses *(Please select all that apply. If no option is selected, the default will be "Administrative." Dalhousie will not use the image and /or voice recording for any other purpose without your prior consent.)*

1. ☐ Administrative: Made available or used within Dalhousie. Example uses: ID cards, printed directories or handbooks, intranets or private websites.
2. ☐ Publications: Made available or used externally on a not-for-profit basis. Example uses: marketing and promotional material (brochures, DVDs, videos, websites), annual reports, media releases, magazine articles.
3. ☐ Internal Education: Made available or used for educational purposes (including lectures, workshops, tutorials, lab or clinical skills demonstrations, grand round presentations) within Dalhousie. Example uses: tutorial case exhibits, lecture handouts, DVDs or videotapes on library reserve, internal media or learning objective libraries.
4. ☐ External Education: Made available or used for educational purposes external to Dalhousie on a not-for-profit basis. Example uses: external media or learning object libraries, journal articles, international projects.

D. Attribution Information *(Please provide details of how the media item should be attributed: i.e. @Jane Doe, 1990)*

E. Other limitations on Use *(Please list other limitations, such as time limits on use, in detail below)*

F. Signature

Date:
