# Check-in call procedure for ship-board expeditions.

**Communication to and from ship needs to be established prior to departure**

* Shore contact – in case of emergency who should the ship’s captain contact?
* Ship contact – in case of emergency (e.g., illness in family) how does the shore contact communicate with the vessel, e.g., satellite phone, shore-relay
* If vessel tracking website is available, provide this to shore contact

Note: Spouse or anyone else who has a personal relationship with individual in the field can be nominated as a call-in contact person - does not have to be associated with UBC

**Procedure:**

* Participant confirm arrival at vessel
* Participant confirm departure on expedition
* Estimated return date and place is logged with voyage plan
* Participant communicate change if return date and place change during the voyage
* Participant call in if there is an accident/emergency
* Participant confirm arrival when returned.

Most large vessels are in routine daily contact with shore operations, e.g., Coast Guard. If vessel is not in routine contact with shore, a means of contact needs to be established, e.g., satellite phone call / text, and participant check-in daily.