

FIELD RESEARCH MANAGER IN BLA

How to calendar the role of the Field Research Manager in BLA

Daily

Schedule time to do the following.

- ☐ 6:30 to 7:15 AM. Morning announcements. Review the information listed below. Update the Staff House Board. If you need help, ask the Program Manager to update the board in the Staff House.
 - Transportation Schedule, Snorkel Pairs and Boat assignments.
 - Safety Officer.
 - Location / Staff with the EPIRB/Field Gear/Dry bag on Explore the Bay Day, etc.
- ☐ 7:15 to 12:25 AM Field Research (as needed. See BLA Schedule).
- ☐ 12:30 Update the Field Ready whiteboard outside the supply area. These are supplies for the next field day. This will be shared in the “Field Research Briefing Meeting.”
- ☐ 1:00 to 1:10 Support “Team Lead” in “Field Rsearch Briefing Meeting.”
- ☐ 1:10 to 1:50pm to participate in “Team Lead Check-in and Prep.”
- ☐ 3:00 – 4:00 Prep for “Know it! Own it!”
 - Create a schedule and prep materials based on “blocks from schedule.”
- ☐ 4:00 – 6:30 Lead “Know it! Own it!”
- ☐ 6:30 – 7:00 Clean up “Know it! Own it!”

Add buffer time to adjust for curriculum with bad weather, program changes etc.

Day 1

- ☐ Field Station Orientation – for student and staff introduction.
- ☐ Schedule time for your role in the preparation of the Community Celebration.
[See Community Celebration](#)

Day 2

- ☐ Staff Meeting during siesta.

Day 4

- ☐ Meet w/ Program Manager to review the following:
 - Confirm who will be driving personal vehicles.
 - Students snorkel ratios and adjust groups as needed.
 - Vehicle schedules
 - Mentor pairings.

- Boat schedules

Day 6

- ☐ Staff meeting during siesta.

Day 8

- ☐ Meet w/ Program Manager to review the following:
 - Confirm who will be driving personal vehicles.
 - Students snorkel ratios and adjust groups as needed.
 - Vehicle schedules
 - Mentor pairings.
 - Boat schedules

How to prep for the program during Set-up Week

Prepare the Field Station for execution of curriculum.

Prepare spaces

- ☐ Set-up/organize supply shelves.
- ☐ Set-up classrooms.
 - Tables and chairs
 - Hang SDP process posters.
 - Set up projector, laptop, and screen.
 - Download all PowerPoint onto laptop.
 - Create cold call popsicle sticks.
 - Write one student's name on each popsicle stick until you have one for each student.
 - Create a bin of supplies for Know it! Own it!
 - Dry erase markers (assortment)
 - Dry erase eraser (1)
 - Index cards (1/2 of what we have in each bin)
 - Large paperclips (1/2 of what we have in each bin)
 - Ream of blank paper
 - Transect tape (2)
 - Small orange cones (4)
 - Scissors (2)
 - Popsicle sticks (1/student)
 - Cup for popsicle sticks (1)
 - Science notebook (1/student)
 - Pencils (1/student)
 - Group Name Stickers
 - Animal stickers
 - Prize bin w/ assorted prizes.
 - Set up student's papers file box.

- Create a manila folder for each student and place inside file box.

Prepare Tools and Supplies.

- ☐ Prepare Field Gear Bags
- ☐ Prepare Boat Safety Kits
- ☐ Prep Gear for Day 1
- ☐ Determine the need for Alternate Schedules
 - See curriculum “Appendix.”
 - Print & review these the during Team Lead Arrival Day Protocol
 - Create “Team Lead Know it! Own it Schedule.
- ☐ Collect and secure bracelets from the Community Relations Manager.
- ☐ Prep Day 1 Curriculum and Day 1 Know it! Own it! materials.
 - Know it! Own it!
 - Art bins (1/3 students)
 - Set up supply bins for students (1/3 students)
 - Index cards
 - Pencils
 - Highlighters
 - Paper clips
 - Calculators
 - Field notebooks

Prepare Team

- ☐ Prep for Team Leads
 - Prepare a clipboard with Day 1 Curriculum printed out.
 - Prep supplies for Day 1.
- ☐ Meet with Program Manager to review:
 - Snorkel buddy assignments.
 - Boat Assignments
- ☐ Meet with Volunteer Manager
 - To confirm which volunteers will be driving personal vehicles on Day 3.

How to manage the Team Leads

Oversee the Field Safety Team

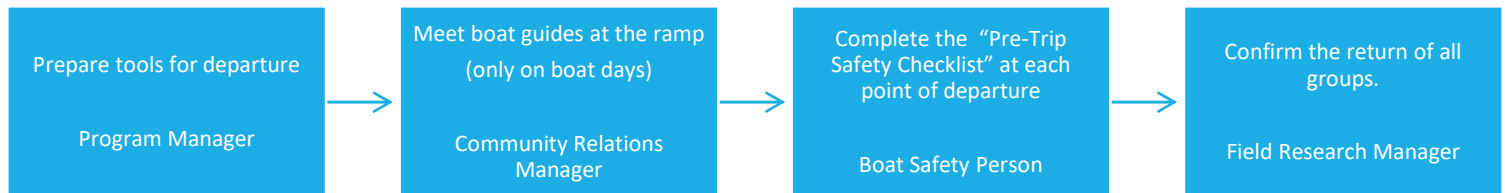
Four team members lead the Field Safety Team.

- Program Manager oversees all schedules and staffing.
- Field Research Manager oversees all process related to students’ experience and trains the Boat Safety Person.
- Community Relations Manager is responsible for communication with boat guides, decisions on boating conditions and any boat safety-related issues (such as malfunctioning engines).

- Team Lead is responsible for the "Pre-Trip Safety Check" using the "Pre-Trip Safety Checklist." The "Pre-Trip Safety Check" is completed before any vehicle (boat or van) leaves the field station with students. They are responsible for all communication and decision making.
- Boat Safety Person. The Field Research Manager will identify and train the Boat Safety Person.

Prepare the team to go out in the field

- ☐ Prior to each snorkel/ swim update the snorkel pairs with the Program Manager.
- ☐ Distribute bracelets to the Team Leads as needed. Provide to the Community Relations Manager prior to the trip. She will usually miss the boat safety check.



Prepare tools for departure (Program Manager)

- ☐ Update the "Field Trip Transportation Schedule" and share this with the Community Relations Manager, Field Research Team Leads.
- ☐ Print out a copy for the Community Relations Manager to add to their clipboard. They will update and return to the Program Manager.
- ☐ Prepare communication for the Morning Announcements.

Meet boat guides at the ramp (Community Relations Manager)

- ☐ Logon to Guillermo's wifi at the boat ramp.
- ☐ Communicate with any boats that have not yet arrived.
- ☐ Greet each boat and confirm conditions. Assess if any modifications are needed (timing or place). Use color coding to communicate readiness. Communicate with Program Manager if the location or timing changes. If WIFI is available, send the color code selected and any changes from the boat ramp and if not, provide upon return.
 - Green –The conditions are good, the team is ready, and the equipment is accounted for.
 - Yellow – Issues can be addressed in 5-10 minutes.
 - Red - Unable to depart and cannot be addressed within 15 minutes. This might include wind conditions, safety risks that cannot properly be mitigated etc. If winds are strong, or questionable, defer to fishermen/boat guides to adjust field trip and/or research plans.
- ☐ Update the Field Research Team Lead on any modifications.

Complete the “Pre-Trip Safety Checklist” at each point of departure (Field Research Team Lead)

Checks are done prior to entering vans and prior to going on boats. Checks are quick and thorough.

On the first day the Field Research Manager will lead this and set expectations for the group and train the Field Research Team Lead. The Field Research Manager will clearly set expectation for what happens at the vehicle and what happens at the ramp. The Program Manager will [schedule the Field Research Manager](#) for this portion.

- ☐ Physically divide groups by vehicle (boat or van). Each group will have all the people and gear assigned to that vehicle.
- ☐ Review the “Pre-Trip Safety Checklist”. The trip can begin when all groups are ready.

Confirm return and collect completed "Field Trip Transportation Schedule" (Program Manager)

- ☐ Collect the "Field Trip Transportation Schedule" from the Community Relations Manager. The Program Manager will review to ensure the schedule reflects completed trips, locations, drivers, etc.
- ☐ Confirm that all boats have arrived at the field station prior to lunch.
 - If any boats have not arrived, call on radio. Problem-solve and communicate accordingly. Bring in the Community Relations Manager as needed.

Team Lead Arrival Day Protocol

Field Research Manager meets with Team Leads the night of student arrival to review critical items and location of materials that will be needed the next day.

Usually done during Community Bingo on Day 1 (~30 minutes)

- ☐ Show Team Leads:
 - Supply Closet
 - Review Field Research Gear
 - Safety Gear
 - Marine Radio
 - File box of copies
 - General Field Supply Check-list for packing
 - Classroom and classroom supplies
 - iPod and playlist for musical cues
- ☐ Review with Team Leads
 - Team Lead clipboard (pre-prepped)
 - [“Pre-Trip Safety Checklist.”](#)
 - This will be done at the point of departure for every trip (boat and vehicle.)
 - Day 1 Agenda
 - Confirm who will lead each piece of curriculum for Day 1 and note that.
 - For any activity you are the Lead for you will play the musical cue.

- Prep your clipboard daily.
 - Implementation Agenda
 - Curriculum
 - Rosters
- Review the policies shared with Boat Guides.
 - No smoking.
 - When students are in the water watch and follow.
 - Confirm that each guide will always have a working radio on board.
 - The number of people on boats must be consistent with insurance.
 - Please be consistent as possible, as we want students to build a relationship with you.
 - Boats should stay within visual proximity.

NOTE – if you are separating, there must be a plan for communication or the next point of contact.

- ☐ Review Field Research Briefing Meeting (Daily)
 - I will model the first one.
- ☐ Schedule another time to meet if necessary.
- ☐ Questions or concerns throughout the two weeks come and see me.