

A guide to going south with British Antarctic Survey



**British
Antarctic Survey**

NATURAL ENVIRONMENT RESEARCH COUNCIL

POLAR SCIENCE
FOR A SUSTAINABLE PLANET

Director's foreword

Season 2023/24

Are you ready?

The anticipation of a new Antarctic season and the preparation period is one of the most exciting times of the BAS year; whether you are a returner or about to go south for the first time. Even those of us left in Cambridge feel the buzz of excitement. Going to Antarctica is an amazing opportunity that may define the best moments of your life.

Antarctica clearly plays a critical role in the future of our planet as our climate changes. Global warming caused by human activity is creating huge change in the remote Polar Regions. Our science shows that change is melting the glaciers, shrinking the sea ice, strengthening the winds, changing ocean circulation and threatening marine ecosystems. Melting polar ice is raising global sea levels in coastal regions around the planet, affecting the lives of billions of people in the future.

We need to go south to investigate how Antarctica is changing but we are developing new autonomous marine robots, sensor-carrying drones, wind-driven sail buoys and using AI to find the most efficient routes, all to save fuel and cut our carbon footprint, but you all have an important role to play, whether you are providing a critical support service or are a researcher on the ship or in the field.

We recently launched a new safety campaign called 'Safety Together', which covers more than just physical safety and includes mental health and social wellbeing (i.e. being free from harassment of any kind). What this means is that we need to look after each other; provide support and care where needed, and call out bad behaviour; which we won't tolerate.

There's a lot to do this season whatever you will be doing – science, construction or logistics – but most importantly, stay safe, be kind and give your very best. Then you will enjoy the great adventure that you are about to undertake in the most amazing place on the planet.

Good luck!



Professor Dame Jane Francis
Director, BAS



Checklist

This handbook contains a great deal of information, and you cannot be expected to absorb it all immediately. Please carry it with you when you go south as a source of reference. We have created a checklist of the most important things to remember before you leave home.

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Cargo	
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Communications	
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<input type="checkbox"/> Do you have your tickets and travel guidance? (Please note this will be sent two weeks before travel)	13
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Basic preparations



Health matters

Medical examination – Everyone who travels with BAS to the Antarctic must pass a strict medical examination. The purpose of the medical is to determine whether you are physically and mentally fit for the arduous nature of Antarctic service.

Covid-19 makes the need for travellers to have had a Covid vaccine booster very important. Antarctica is a medically austere environment.

It is important to make full declaration of any medical conditions and dental issues in advance of deployment, including any changes since your pre-deployment medical screening.

You are putting yourself and your colleagues at risk if you don't declare pre-existing conditions.

As the medicals are often completed many months before travelling south, it is vital that you report any subsequent medical problems to the BAS Medical Unit (BASMU) before departure, while in transit or while on BAS ships and stations.

The final decision rests with the Senior Medical Officer at BASMU.

Please refer to the BASMU document 'Medical aspects of living and working in Antarctica' for more information (bas.ac.uk/for-staff/polar-predeployment-prep/intro-guidelines-and-forms/medical-guidelines-and-forms/).

Dental check – You must ensure that you have a thorough dental check before leaving the UK and that a letter from your dentist confirming your dental fitness is supplied to BAS. Your own dentist should carry out this check.

Confidentiality – Medical records are retained by BASMU. BAS does its utmost to maintain the confidentiality of medical information. However, as there may be safety, welfare or operational implications, personnel additional to the medical staff may sometimes be involved.

Immunisation – Prior to departure from the UK, you must be well in date with the following immunisations, which may be freely available from your GP:

- Diphtheria, Tetanus, Pertussis (DTP or Revaxis Polio)
- Meningitis ACWY

- Measles, Mumps, Rubella (MMR)
- At least one Covid-19 vaccination
- Proven by NHS Covid Pass where possible

Please refer to BASMU document 'Immunisation Policy' for more information: bas.ac.uk/for-staff/polar-predeployment-prep/intro-guidelines-and-forms/medical-guidelines-and-forms.

Ensure that you have a record of your immunisations with you when you leave for the Antarctic. A BASMU doctor may wish to see this.

Passports and visas

Please ensure that your passport will be in date, and not beyond 10 years old, throughout your stay in Antarctica plus at least an extra six months after your planned date of return, including time for any subsequent travel.

This is vital. You cannot renew your passport once you have left the UK, nor can you travel on a passport with less than six months' life on it.

We have been advised that those travelling through South Africa must have at least two adjoining pages clear of all immigration stamps for use by South African authorities.

You are responsible for obtaining any necessary visas. UK citizens do not require visas for travel to South Africa, Chile, Uruguay or the Falkland Islands.

Citizens of other countries, and UK citizens travelling elsewhere, should check their visa requirements well in advance of travel.

Financial affairs

Supplementary material will be given at Pre-deployment Training.

We cannot provide financial advice. To prevent problems and minimise worries for yourself and your family, you should take every step to ensure that your financial arrangements are as well organised as possible. Further details on the tax and NI situation can be obtained from the BAS Personal Accounts Manager:

You should consider giving someone you trust Power of Attorney to enable them to act on your behalf and deal with all matters concerned with your affairs. You need to arrange this via a solicitor. You should inform your bank that you are going to be away.

You may also have to inform insurance companies, particularly with regard to life, health and home insurance policies. This is particularly important for those who will be wintering.

Voting

There are no arrangements for you to vote in general or local elections whilst you are in Antarctica. If you wish to retain your entitlement to a vote the only way to do so is by arranging a 'proxy' vote before you leave the UK. Please contact your District Council for more information.

IT

Ensure BAS accounts are set up before you depart, this is very hard to do once you're south! The BAS IT department can help with this.

Making a will

It is always prudent in terms of personal affairs to have a will in place. You are strongly advised to make a will if you haven't already done so.

Bad news whilst you are away

You should take the opportunity to discuss with your friends and family the possibility that there may be bad news from home whilst you are in the Antarctic.

Whilst we always consider requests to return home for compassionate reasons it will not always be possible within certain timeframes and should not be relied upon.

Packing for the Antarctic



What NOT to take to Antarctica

- Importation of PCBs (polychlorinated biphenyls) and pesticides is banned under the Antarctic Treaty. These materials may persist in the Antarctic environment and damage local wildlife
- Do not use polystyrene chips or similar packing for your equipment; these items are also banned under the Treaty system. Wrap fragile items in clothing or newspaper (not shredded)
- Do not take equipment containing elemental mercury (such as thermometers)

Importing non-sterile soil and non-native species (such as plants, seeds, bulbs and invertebrates) is strictly banned under the Antarctic Treaty. If you require a non-native species for your scientific research or other work you will need to obtain a permit – contact the BAS Environment Office for more details.

Non-native species can be introduced inadvertently to Antarctica on visitors' clothing and in their personal belongings. For example, seeds and spores can get trapped on outer clothing and mud can be imported on boots.

To reduce the risk of non-native species introduction through BAS activities, the Environment Office has developed the BAS 'Biosecurity Regulations' (accessible via bas.ac.uk/wp-content/uploads/2021/08/BAS-Biosecurity-Regulations.pdf). Please consult this for further biosecurity information.

Individuals shall not import any of the following into South Georgia or Antarctica:

- Any living plant, animal or micro-organism
- Non-sterile soil or compost
- Any plant propagules (e.g. seeds, bulbs, cuttings) or invertebrate eggs (e.g. brine shrimp or sea monkey eggs)
- Untreated wood where bark remains attached
- Any perishable foods including fruit, vegetables, cheese, fish or meat

Please ensure that any person that is likely to send gifts or packages to you while in South Georgia or Antarctica is also aware of these restrictions.

Image: Outdoor work clothing is provided by the Clothing Store at BAS Cambridge.

i For more information, please visit: bas.ac.uk

What to take to Antarctica

If you buy anything new to take south, such as a camera or outdoor equipment, you should carry the receipt with you. When you re-import the goods to the UK, the receipt will provide clear evidence that duty has been paid on the goods. There should be no problems re-importing equipment that is clearly well aged.

Antarctic and sub-Antarctic clothing

BAS issues appropriate outdoor and work clothing that is specifically designed for each location, activity and length of tour. A stock of specialist and back up clothing is maintained on each BAS station and vessel.

Clothing is issued from the Clothing Store in Cambridge. You should contact your Line Manager, Principle Investigator or the Clothing Store directly (clothing@bas.ac.uk) to arrange a fitting session well before you deploy to Antarctica.

All BAS-issue clothing remains the property of BAS and must be returned at the end of your Antarctic tour. A kitbag and its contents are tracked via the Bill of Lading (BoL) system and you are accountable for it.

BAS does not supply indoor clothing, so take your own. All ships and stations are warm inside. You will require items such as jeans, tracksuit bottoms, shorts, t-shirts, sweatshirts or similar, as well as nightwear, underwear, indoor socks and shoes (croc's are great!).

You may have some time in the Falkland Islands, Punta Arenas or Cape Town without your kitbag, so you should carry some of your own outdoor clothing such as outdoor shoes or boots, trousers, tops, insulated jacket and waterproof jacket for immediate use. Most stations have semi-formal meals or other events on Saturday nights, so you will need at least one set of reasonably smart clothes.

More information on issued clothing can be found in the clothing catalogue on the BAS Ice Flow (Intranet) or speak to your Station Leaders for more specific information.

Glasses

If you wear glasses, ensure that you take at least one spare pair with you. Leave a copy of your prescription with Human Resources so that replacements could be obtained in an emergency. Contact lenses have the advantage that they do not get steamed up or frozen. Note, those who have had laser eye surgery should take plenty of dry eye drops with them.



Images: Top: BAS issues appropriate outdoor and work clothing that is specifically designed for each location.
Bottom: Gentoo penguins coming ashore at Bird Island, South Georgia.

Packing for the Antarctic *continued*

As part of the clothing issue, BAS will pay an amount towards the purchase of prescription sunglasses if required, please contact the Clothing Store Manager for more information (clothing@bas.ac.uk).

Provision of contact lenses and supplies for them is your own responsibility.

Toiletries

We will supply all items necessary for your safety in the Antarctic. High-factor sun cream and lip salve are freely available on the ship and stations (although you will have to provide your own when you first arrive in the Falkland Islands/ Chile/Cape Town).

General toiletries are supplied on station – these include soap, shampoo, toothpaste, toothbrushes, floss, razors and shaving foam (but not deodorant or shower gel – please avoid aerosol products). On the ship, these items have to be purchased from the ship's bond.

We advise personnel should purchase their requirement of sanitary products that they are comfortable with and use regularly. Costs can be reclaimed via the expenses system.

Medication

All ships and stations carry stocks of medicines, covering requirements from first aid to emergency treatment. The ships carry various anti-seasickness remedies although it is worth starting such a course just prior to the voyage if you are so disposed. The field rations are nutritionally balanced but many people take vitamin supplements when in the field for longer periods.

The stations are well supplied, but do not have the range of medication available in the UK, and are equipped to deal with emergencies, not ongoing problems. If you are taking regular medication of any kind (including contraceptive pills) you will, as far as possible, need to take sufficient quantities for your tour.

Those who suffer from hay fever due to grass pollen occasionally have a strong response during Tussock Grass pollen season. We

recommend that you take a reasonable supply of your own preferred anti-hay-fever medication on your trip south if you are being deployed to KEP, Bird Island or Signy.

If your tour is longer, or there are any problems with medication, contact BASMU as soon as possible, and well in advance of your departure date. If you have any concerns at all, please discuss your medication with BASMU well in advance, who will advise or assist in ensuring you have what is needed. To avoid potential problems at Customs, ensure that all medicines are carried in their original containers with labels intact. If you are taking any prescription medicines, or are carrying any controlled drugs, this must be declared on your medical questionnaire and at your medical and should also be advised to the doctor or ship's Master/ Station Leader when you join the BAS ship or station.

Electrical demand

Generating electricity on station is a very fuel-intensive process. We are trying to minimise electrical loads where possible. Please limit any personal electrical equipment you intend to bring to station to minimum. Check with station management or your Line Manager whether what you need is already provided on station. If you need to take a personal electrical equipment with you that is above 2.5kW, then you will need to fill out an Antarctic Equipment Assessment Form and return it to Pete Smith (petmit@bas.ac.uk) and Nopi Exizidou (pardou@bas.ac.uk) before going south.

Photography

Don't panic about the cold, most modern cameras work perfectly well in Antarctica, but be aware that in the winter, extreme low temperatures will dramatically reduce battery performance, so ensure that you have spares. The camera killer is condensation, so take a plastic bag – more at Pre-Deployment Training.

Don't underestimate the compact camera. It'll often capture those unforgettable moments simply because it's there in your pocket.



A good camera bag and a few cleaning cloths are a sound investment and think about UV filters on all your lenses, if only for protection.

In our world of digital imaging, the one thing people underestimate is just how much storage capacity you need, so take twice as much as you think.

A top tip for digital SLR users: never change lenses with the power on – the powered sensor acts like a vacuum cleaner for dust!

One final point, the BAS image collection relies heavily on photos taken by everyone who goes south, so to find out more about submitting your pictures or to just get those questions answered, you can email: Pete Bucktrout and/or Jamie Oliver at pictures@bas.ac.uk.

Music, films and books

All stations hold large collections of music, films and books (including e-books). A personal MP3 player with headphones is useful and wintering personnel may wish to take a mini hi-fi system/iPod dock/speakers etc. Remember to take rechargeable batteries (with a charger) for any portable equipment. Musical instruments are popular and concert nights are sometimes organised. Ask for packing advice if you wish to take musical instruments.

Skis and snowboards

There is a selection of skis available on the larger stations, but you may wish to take your own skis or snowboard. Recommendations vary between stations – you should consult your Station Leader as to local preferences before purchasing new equipment.

Appropriate protective equipment should always be used when skiing or snowboarding, and all skis must have releasable bindings and be set up by a qualified person before use. All downhill skiing while deployed with BAS requires a helmet. These are available on station but you may wish to take your own. Please consult the Operations Group if you intend to hand carry your skis.

Other items

The Antarctic is hard on watches. You should take at least two watches – inexpensive digital watches are quite adequate. Spare straps and batteries are also useful. A watch with an alarm is recommended. You may consider taking items such



Images: Top: A decent camera is certainly recommended and most cope well with the cold.

Bottom: Halley VI Research Station on the Brunt Ice Shelf.

 For more information, please visit: bas.ac.uk

Packing for the Antarctic *continued*

as binoculars, a hair dryer, alarm clock, etc. but avoid power-hungry items as generator capacity on the stations is limited.

Unaccompanied personal belongings

P-Boxes (applies to wintering staff only)

Winterers may consign personal belongings as manifested cargo (that is, cargo officially declared to Customs) on a BAS vessel, for delivery to their wintering station. This cargo will not be available until the ship arrives at your station, which may be some time after your own arrival. It is not accessible whilst onboard ship.

Space on stations is extremely limited – you should therefore give careful thought to your requirements and not pack more equipment than is completely necessary.

All wintering personnel will be issued by Supply Chain Logistics (SCL), a box 75 × 38 × 41 cm in which to pack breakable items and a soft kitbag for clothing. These containers will remain the property of BAS and will be retained when your possessions reach Cambridge at the end of your tour. In addition you may consign a bag containing skis and/or a snowboard.

Personal boxes must NOT contain any perishables, fireworks, aerosols, batteries etc. and liquids such as shower gel or shampoo should be securely sealed in leak-proof packaging.

As a guide, any material that has an orange warning label on the original packaging is hazardous and may not be transported.

As the cargo is shipped through the tropics, heat-sensitive material should not be shipped, but rather hand-carried south. Ensure all packed boxes comply with BAS biosecurity requirements (see page 8).

Cargo packing dates vary according to vessel itineraries; Supply Chain Logistics (SCL) (kani@bas.ac.uk) will make contact to advise routings and precise dates.

You should deliver your personal possessions to the BAS SCL warehouse by the date advised by Supply Chain Logistics. **All boxes must be**

accompanied by a full list of contents and be clearly labelled with your name and station. An electronic copy of the contents will also be required.

Unmanifested cargo will not be accepted onboard ship.

Scientific cargo

All scientific cargo must be delivered to the SCL warehouse by the published packing date unless specific arrangements have been made in advance with Supply Chain Logistics. All cargo must comply with BAS biosecurity regulations (see page 8).

All cargo must be accompanied by a cargo packing note giving a full description of cargo, including hazard information and stowage conditions if appropriate.

Cargo will not be accessible onboard ship unless it has been exceptionally designated as 'Wanted on Voyage' and approved as such by Operations Supply Chain Logistics in advance.

Scientific cargo is only transported by air to Rothera or Halley on an exceptional basis, and must first be approved by the Operations Teams. You should contact the Operations Manager by the middle of July for authority if you think you might have an exceptional justification to ship cargo by air.

Further details concerning cargo movements are included in the Supply Chain Logistics Shipping Guide and individual station Visitors' Guides.

Northbound cargo

Your Station Leader, or if at Rothera, the Station Logistics Manager, will supply you with more information regarding northbound cargo for return from Antarctica. Essentially the same procedures apply as for southbound cargo. Your possessions should fit into one of the supplied cargo containers as described above.

Travelling to and from Antarctica



How do I get there?

Most people travelling to Antarctica will transit through the Falkland Islands, Punta Arenas or Cape Town (Halley only). These are known as the Gateway Destinations.

BAS organises transport from BAS Cambridge to the departure airport. If you do not wish to use this transport you will need to make your own arrangements to get to the airport; you may then reclaim reasonable expenses incurred depending on your funding arrangements. Please note we cannot refund internal UK flight costs.

BAS will arrange all of your travel from the UK airport onwards, as well as any accommodation and transfers required during your journey.



What information can I expect to receive from BAS?

Approximately two weeks before your planned departure date you will receive your travel details and confirmations from the Polar Operations Support Team.

This will either be a commercial flight departing from London Heathrow, or an MOD flight departing from RAF Brize Norton, depending on your Gateway Destination.

Alongside information given at PDT, this email will contain important information about any extra travel forms to fill in or requirements that must be met. Please read this email thoroughly, if not all requirements are met then you may have issues whilst travelling.

What facilities are available at the Gateway Destinations?

You will be met at the airport and transferred to your accommodation.

If you are accommodated at any Gateway Destination onboard ship, all your meals will be provided onboard.

For more information please refer to the Gateway Guidance Notes: bas.ac.uk/for-staff/polar-predeployment-prep/intro-guidelines-and-forms. Current Gateway information will also be sent out with your travel details two weeks before you depart.

Images:Top: RRS Sir David Attenborough during sea trials.

Bottom: The Dash-7 aircraft landing on the blue-ice runway at Sky-Blu Field Station.

 For more information, please visit: bas.ac.uk

Travelling to and from Antarctica *continued*

Gateway Destination: The Falkland Islands

The BAS office in Stanley will arrange and pay for your transfers and accommodation in The Falkland Islands.

Your accommodation will be booked full board wherever possible. If booked into bed and breakfast accommodation you may eat lunch and dinner elsewhere. Reimbursement for lunches and dinners will be based on actual costs. You must keep receipts in order to make a claim. For information on T&S rates please visit: gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk.

Gateway Destination: Cape Town

The BAS-appointed agent in Cape Town will arrange and pay for your transfers and accommodation in Cape Town. This will be provided on a full board basis wherever possible.

Gateway Destination: Punta Arenas

The BAS-appointed agent, Agunsa, will arrange and pay for your transfers and accommodation in Punta Arenas; this is provided on a B&B basis.

Reimbursement for lunches and dinners will be based on actual costs. You must keep receipts in order to make a claim. For information on T&S rates please visit: gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk.

How will I travel onwards from the Gateway Destination?

You can normally expect at least one night's accommodation at your Gateway Destination before departing for Antarctica. However, due to the unpredictable nature of the weather in Antarctica, last-minute changes can occur.

Those travelling to/from Rothera can be routed either by air or sea. Those travelling to Halley will travel by air. All other BAS personnel will normally travel to/from their Antarctic destination by sea.

If you are travelling by ship on any leg of your journey you will be required to complete a Personal Survival Techniques (SST/STCW'95) course prior to your departure. You **MUST** carry the original certificate with you onboard the vessel.

Travelling home from Antarctica

Your northbound travel arrangements will be distributed by the station/ship at the end of your stay in Antarctica.

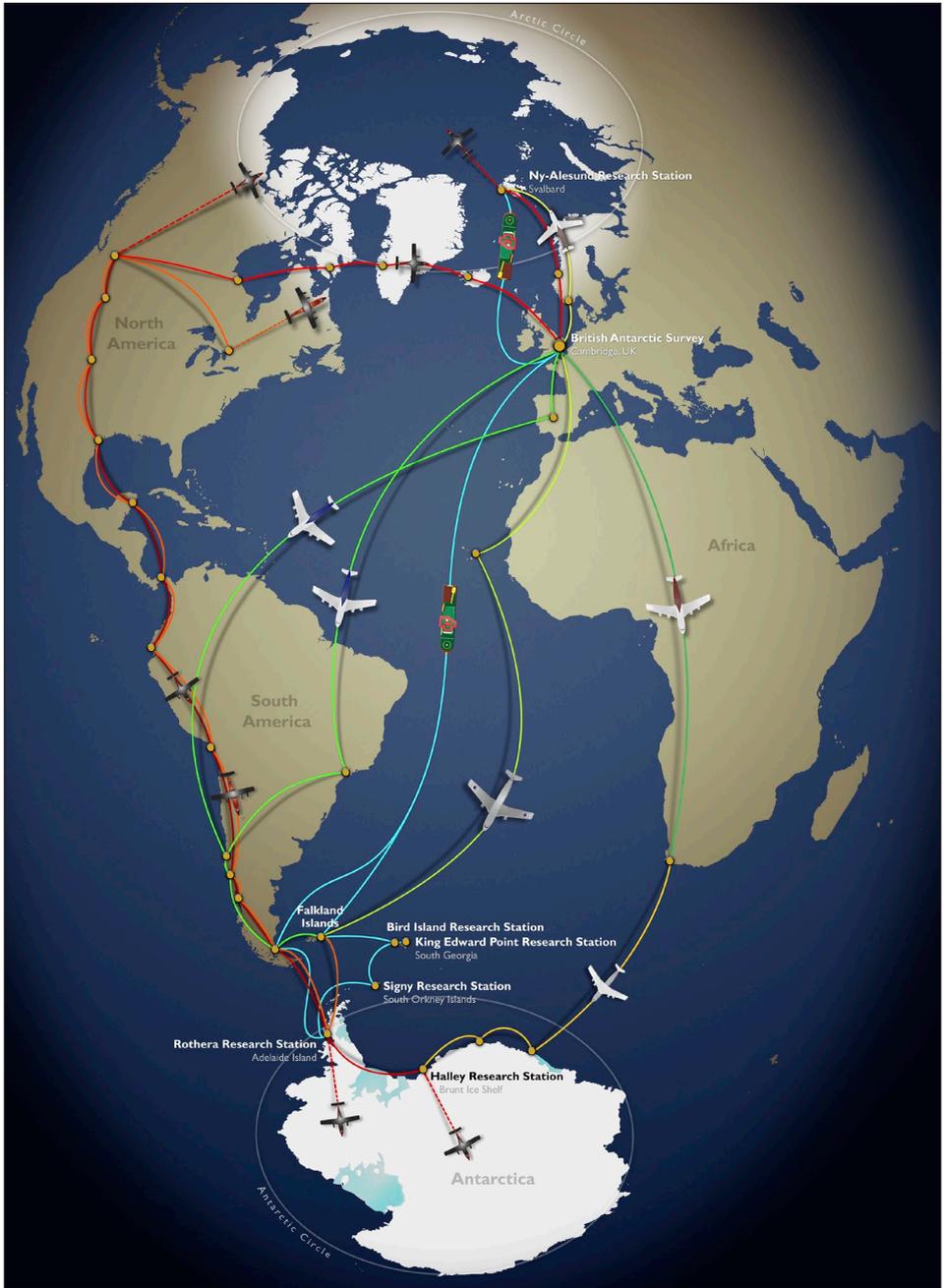


Image: Routes taken by BAS ships and aircraft to the Polar Regions.

i For more information, please visit: bas.ac.uk

Living in Antarctica



Living on a ship

You may travel on RRS *Sir David Attenborough* (SDA) either in transit to or from a station, or as part of a science cruise. Shortly after joining the ship, you will be given a briefing on the ship's layout, safety, security and emergency procedures and the plans for the coming work period.

Please read the Information booklet that is in your cabin as soon as you join the ship. This will tell you everything you need to know about safety and the ship's routine.

The Master has overall authority onboard. Any of the ship's crew will be pleased to explain the operation of the ship and the routines. It is possible to visit the Bridge and Engine Room in small groups after first obtaining permission. Otherwise, you must not enter restricted areas. All non-crew members on the ships are designated as Special Purpose Personnel (SPP). This means legally you are a mariner, with a job to do on the ship. Therefore whilst in transit, (unless you are currently working on scientific

data collection/support – see Science Cruises) you may be required to provide galley and general assistance.

Someone is always sleeping, so please keep noise to a minimum in accommodation spaces at all times.

Staff should expect to share cabins. You will be expected to keep your own cabin, working and living areas clean and tidy.

Seasickness remedies are available from the ship's doctor. Ask whether any have side effects, e.g. drowsiness, in which case you may be limited in what you do while taking them.

The SDA has a gym and sauna for general use and carries a selection of books and games to pass the time. There is also table football and a dart board. If you are travelling for more than a few days, you are advised to take some leisure items with you, especially your own choice of reading. If you have an electronic book like a Kindle, iPad or laptop, download your books, movies or music before you leave home.

Image: RRS *Sir David Attenborough* in ice, Antarctic Peninsula.

 For more information, please visit: bas.ac.uk

People can get dehydrated on ships; you should drink plenty of water and may wish to take a skin moisturising cream. Soft drinks are available from the ship's bar. The ship's Bond (shop) sells souvenirs using a cashless system. You will not require money whilst onboard.

Science cruises

Science cruises typically last two-to-six weeks. Scientific work on ship during the cruise frequently continues 24-hours-a-day, seven-days-a-week, with personnel working 12-hour shifts. A Principal Scientist (PS) for the cruise will assume responsibility for cruise personnel. He or she will nominate watch leaders for each shift who will co-ordinate requests between the science and ship operations teams.

All personnel must have completed a Personal Survival Techniques (STCW 95/STCW 2010) course to sail on the SDA. You are required to send a copy of the certificate to BAS. **The original certificate must be taken with you to the ship.** BAS Cambridge staff will need to organise this training for themselves, and the Polar Ops Support Team will organise for all AEP staff.

Safety shoes and a helmet must always be worn whilst working on deck. Additional personal protective equipment (PPE) must be worn as appropriate. For health and safety reasons, flip-flops are only permitted for use within cabins.

Ships' laboratories are usually shared by different projects. It is important for everyone to be considerate of other users and work in a tidy manner. All laboratory regulations and guidelines apply as they do in the UK. However there are extra risks in ship laboratories and the ship-specific Laboratory Code of Practice and Cruise Risk Assessments should be thoroughly read before undertaking any laboratory work onboard. The Code of Practice and the Risk Assessments for the cruise are available in the ships' laboratories.

Internet

The bandwidth on the SDA is limited, you should not expect to surf the web as you might at home. Ensure you download any necessary updates to computers or personal devices before coming onboard. Do not expect to be able to download large files once onboard. WhatsApp can be accessed onboard the vessel.



Images: Top: Working in a dual-occupancy cabin onboard RRS Sir David Attenborough.
Bottom: RRS Sir David Attenborough getting put through its paces in rough weather.

Living in Antarctica *continued*

Living on stations

Each station has a Station Leader (SL) who is present each summer and has overall authority on the station. Stations occupied during winter have Winter Station Leaders (WSLs).

Accommodation and work routines vary between the BAS stations. When you first arrive on station you will be given an introduction and tour of the facilities. Incoming personnel are provided with training before they are allowed to undertake field activities or use boats or vehicles. This training builds on that received over the preceding summer, including at the Antarctic Pre-Deployment Training Course and/or Winter Teams Training Week.

Most station staff work a routine five or six-day week, with some on structured shifts. However, some teams may work different hours as projects or operations require. There are times, for example when discharging cargo, when personnel may be required to work shifts to ensure efficient operations. However, it is intended that there should be adequate time in each week for personnel to undertake recreational and social activities. It is important that everyone is aware that their leisure hours may not coincide with those of personnel working on other projects. Do not get upset if others are playing whilst you are working.

Staff should expect to share accommodation on stations. At Rothera and Halley meals are normally provided by professional chefs, but at other stations all personnel take turns to cook.

Vegetarian and vegan food is available on all stations. There are communal tasks to be undertaken at all BAS stations. The tasks differ from station to station, however you will be expected to take part in domestic duties on a rota basis. These tasks include washing up, dealing with waste and general cleaning (especially at the weekly 'scrub-out'). You may also be required to assist in other duties such as station maintenance, cargo handling, staffing of field huts, acting as night watch and assisting with flying operations. BAS has always believed that

everybody who lives on a station should take equal responsibility for its daily maintenance.

In addition, staff will probably be co-opted into some science support work at some point in their tour. This could include depot work, field flying support, boating/fieldwork support, as well as direct science support tasks.

Each station runs its own bar facilities with a limited supply of alcoholic and non-alcoholic drinks. The particular system will be explained to you on arrival, but all operate on some variation of either the 'tick sheet' or pre-supply systems, with payment deducted from your personal account. An electronic point-of-sale system is on trial so you should bring a contactless payment card in case your duty station has adopted the terminals. Staff wishing to consume alcohol must comply with the BAS Policy on Alcohol and Drugs and any local station protocols. You must not take personal supplies of alcohol onto stations or the ship.

Other purchases (such as postcards etc.) can also be made through your personal account or contactless payment card. You will not require money on station.

All stations operate a policy of no smoking within station buildings.

The ship and stations supply UK-standard 230V 50Hz AC power through standard British three-pin sockets and are equipped with ample computers for personal or work-related use. All stations operate an energy conservation plan to reduce fuel use.

All your electrical equipment must be PAT tested before you use it on station. This can be done on arrival but it will save you time if you get it tested in Cambridge beforehand. The electrician will endeavour to get your equipment back to you as soon as possible but please don't expect an immediate turnaround. If you need to use anything straight away, get it tested before you arrive.

There are washing machines and dryers at the stations. Washing powder is provided.



Morale and behaviour of staff

Maintaining morale depends on all team members being considerate, friendly and productive. It is recognised that working and living closely together can be challenging at times but it is important to always interact and behave responsibly, respectfully and professionally. Before deploying you will have been provided with *A UK Polar Community Guide to Inclusive Behaviours* and asked to sign the Code of Conduct outlining expectations. Whilst the majority of staff and visitors have a fantastic experience there can sometimes be conflict or unwelcome behaviour. We encourage everyone to speak up at the earliest opportunity via either line management, HR, the EDI Manager or other contacts provided so that support can be provided and appropriate action taken.



Recreation

There are many opportunities to learn and take part in recreational activities in Antarctica, particularly for those people staying on BAS stations. However, it is important that you understand that BAS has a 24-hours-a-day duty of care towards you whilst you are living in Antarctica. This applies whether you are a member of the BAS staff, a contractor or a visitor from another research centre. Therefore, it is necessary for BAS to take the same approach to recreational activities as it does to the work programme. You will not have the same freedom to go and do whatever you like in your 'time off' as you would in the UK.

We have established sets of regulations and undertaken risk assessments for recreational activities and those wishing to take part must follow these. Most of these are common sense and are no different to the precautions that you would take in the UK. If in any doubt, you should consult your Station Leader who will ensure that you have the advice, information and safety equipment that you require.

Living in the field

This section is primarily aimed at those personnel who will be living and working off station for extended periods. BAS employs field safety specialists (Field Guides) to ensure that off station activities are carried out safely and efficiently.

The majority of fieldwork is undertaken using tents but small field huts are used at some locations. It may be necessary to

Images: Top: King Edward Point Research Station, South Georgia, with the abandoned Grytvikken whaling station in the foreground.

Bottom: Ice and rock climbing are popular recreational activities at Rothera Research Station.

 For more information, please visit: bas.ac.uk

Living in Antarctica *continued*

share with a member of the opposite sex and if this is likely to cause problems it should be raised in advance.

Food comes in the form of expedition-style rations and these provide around 3,500 kilocalories per person, per day. We can cater for dietary requirements in the field, but it is not always easy. If you are going into the field and have dietary requirements please make it known to Field Operations as soon as possible.

Input into the field is usually by Twin Otter aircraft, but may be by ship for northern peninsula or island projects.

Poor weather can result in several days being spent in the tent, known as 'lie up'. Books, games and media storage devices with speakers/headphones help to pass the time. Charging will generally be using a solar panel or a small generator. Some projects may only be provided with a solar panel for charging comms equipment, so power requirements should be considered in advance of deployment.

Fieldwork advice

- Plans can change at short notice due to weather or operational constraints. The more flexible your approach, the more you will achieve
- Be prepared to use any time of day to get the project completed. Don't waste good weather
- Your Field Guide may rule that travel or work is unsafe at any time. The safety of personnel and equipment will take precedence over project completion
- You may not get on with your work colleagues all of the time. Patience and tolerance are just some of the essential qualities required for living and working in the Antarctic

Communication in the field

Field parties have a daily radio sched back to base using HF (high frequency) radio. Iridium satellite phones are used as a backup to HF radio and for data transfer. HF is the preferred method of communication.

The Iridium phone can be used for personal calls and these must be paid for by the individual. Iridium phone account cards are available from the station ICT Engineer and these should be acquired prior to deployment into the field.

Limited work and personal emails can be sent from the field but these should be kept to a minimum and limited to text only, it is not possible to send attachments to/from field email accounts. To ensure the correct equipment is available, any requests for data use in the field should be made well in advance of deployment in agreement with the Field Operations department. More information on comms matters will be given on station prior to deployment.

Time differences

During the Antarctic summer, Halley and Rothera are three hours behind GMT (as are the Falkland Islands), KEP and Signy are two hours behind and Bird Island is on GMT. Other conventions apply in winter months.

Communications

Post

Each station is able to receive and send normal post during the southern summer. Please note that the opportunities for doing so are infrequent and if you are going to Antarctica for a short time you may get home before the post arrives. Ships' personnel may send post when the ship is in port.

Stations use either British Antarctic Territory or South Georgia and South Sandwich Islands stamps, which are available on station. Post is taken out on the first available ship or aircraft and dispatched, normally through the Falkland Islands. Postal rates for letters, postcards and parcels are available on station.

Anyone with an interest in stamp collecting will have the opportunity to buy the wide selection of stamps and first day covers available at the stations and from the places through which you transit.



Your contacts will be sent ships' itineraries and contact addresses to enable them to send mail for personnel onboard or for transfer to stations. All letters and small packages should be sent via airmail. However, the route may be tortuous and post may be delivered out of sequence. Parcels will normally be treated as surface mail and may take many weeks to arrive. If you are deploying to Halley, your post should be sent to BAS Cambridge to be forwarded under BAS arrangements.

Family and Friends Liaison

BAS has a 24-hour responsibility for personnel in the Antarctic. Your contacts can call Human Resources at any time. Outside office hours there is always a member of Human Resources on call via BAS Reception (01223 221400). Both personnel in the Antarctic and their contacts will be dealt with sympathetically and confidentially at all times.

Your contacts' details are taken from your personal details form. Please ensure that you complete all the information that is requested on this form and remember to tell Human Resources if any details change.

Personal accounts

Supplementary material will be given at Pre-Deployment Training.

There are no banking facilities on the ships or stations. Instead, there are point-of-sale till systems at each site to be used for expenditure incurred whilst south. Please ensure you are carrying a debit/credit card that is valid for your entire deployment to be used for purchases.

Please also fill out and return the Personal Account Undertaking sent to you and register for Worldpay as this will allow us to take a payment from you if there is a problem with your card during your deployment.



Health and safety and medical issues

Safety Together

physical safety • mental health • social wellbeing

Your health and safety

Safety Together. Putting people and prevention at the heart of our safety culture.

Your safety is our first priority. We are committed to providing you with a safe and healthy stay in Antarctica. We are working to make sure we have the right work conditions and environment to foster a safe culture and build resilience as we know that our working conditions directly impact our mental health, and when this is not good it can lead to human error and accidents. We do this with continual learning, a focus on prevention and constant improvements for all aspects of the way we work.

We want people to feel empowered to speak up and take action to protect themselves and their colleagues when something is unsafe or if you require support for your mental health, and encourage positive behaviour for a healthier and safer workplace.

What do we need from you?

BAS needs you to take a positive and proactive attitude to your and your colleagues' health and safety. We need you to understand your responsibilities and how to work professionally and to your best ability at all times. To act in a manner that ensures the continued health and safety of yourself and others.

BAS has a 24/7 duty of care when you are deployed south, as a result safety goes beyond the normal workplace limits and includes all recreational activities. Key messages to take south with you:

- Be an effective team member
- Be self-disciplined, work within accepted limits and procedures
- Be adaptable to changing circumstances
- Be vigilant for your own safety and that of others, speak up if concerned
- Be mindful, recognise your own abilities and limitations

- Take responsibility for your personal health, e.g. wear sun cream, take regular exercise and use the recreational opportunities available, drink responsibly and never whilst on duty
- Report all injuries and near misses to the BAS reporting system, and anything you feel is unsafe to your supervisor or the Station Leader
- Look after your colleagues, be a buddy and keep a look out for them. Mental health and safety is especially essential in Antarctica

A few key terms and definitions in BAS Safety Management

Risk Assessment

A management tool and method of identifying hazards, quantifying risks, planning safety controls and setting actions for improvement to reduce the likelihood and severity of injuries.

Safe Operating Procedures (SOP)

A formally-documented step-by-step guide to ensure more complex work activities are carried out safely and efficiently; often a SOP will be in place for higher-risk activities.

Control of Substances Hazardous to Health (COSHH) Assessment

A risk assessment to control substances which are hazardous to health, to reduce risk of harm to as low as reasonably practicable. Typical controls are substituting the substance for something less hazardous, isolating the hazard, using fume cupboards, practicing good hygiene, training, instructions and then PPE.

Maximo Incident Reporting System

The BAS online reporting tool. All staff, collaborators and visitors are required to report injuries, near misses, unsafe conditions, loss of control events and environmental incidents. You will find the BAS Maximo Incident Reporting system on the BAS Ice Flow (Intranet) or you can report using an observation card (speak to your Station Leader for guidance).

Health & Safety online

You will find current BAS-wide health and safety information on the BAS Intranet (Ice Flow) and

the Maximo procedures database. You can ask to update information or make suggestions via the Maximo change request module.

Personal Protective Equipment (PPE)

A term used for equipment you generally wear or attach yourself to, to offer some form of safety protection. Hard hats to sun hats, mukluks/ biffin boots to toe-protection footwear all come under this category, including polar clothing.

Training

All personnel travelling south require training in order to work safely. You MUST attend the appropriate Antarctic Pre-Deployment Training Course and first-aid training.

Job-specific training can take place as soon as your contract starts, prior to PDT and after. You may also be required to undertake further training, onboard ship or at the station.

Training is an ongoing process, even for those with extensive polar experience. Repeating courses or undertaking refresher training is all part of the training schedule to ensure all persons are kept up-to-date and to maintain their skills.

Medical cover

In order to provide a high standard of medical care for people in the Antarctic, BASMU deploy doctors and military medical staff to Antarctica. Where BASMU staff are not deployed on station some team members are trained to an advanced first aid standard. RRS SDA, Rothera, KEP and Halley all have small surgeries from which medical support is provided. A military medic will be serving at Signy for the 2022/23 season.

All stations have extensive first aid/medical supplies and are supported through 24/7 cover via telemedicine link.

The medical service in the Antarctic is limited by the availability of staff and facilities. The doctors undergo extensive special training before deployment, but there are no specialist hospital facilities or Intensive Care Units, and only limited surgical facilities. Circumstances may arise where conditions cannot be treated on station.

Evacuation will be undertaken where possible, but this will be dependent upon the time of year, weather and logistic capability.

Personal health

Antarctica is, in general, a clean, healthy environment. However, the prevailing conditions do expose personnel to a number of hazards with which they may not be familiar. These can lead to medical problems, but are avoidable if proper precautions are taken. They include:

- Hypothermia
- Non-freezing cold injury
- Sunburn and snow blindness
- Dehydration
- Carbon monoxide poisoning

Further information on all of the above, and other conditions, will be available in the BASMU first aid manual.

Wellbeing support

During your deployment it is completely normal to find adapting to station or ship life challenging, or to experience lows. It is important to share concerns and look out for each other. In addition to more experienced colleagues on station we offer specific welfare support from Cambridge via the EDI Manager or Local Welfare Officers.

The service is completely confidential and Local Welfare Officers are trained to listen, acknowledge and aim to understand the concern from your perspective. They do not give advice, impose opinions, or tell you what to do.

Your contacts are Ali Teague (alag@bas.ac.uk) in BAS, UKRI Welfare Adviser, Greg Pirt (greg.pirt@ukri.org) or you can email (welfare.support@ukri.org). Ali Teague has a welfare mobile phone which can be called anytime Mon-Fri during Cambridge working hours: 07514 721369.

BAS employs an Equality, Diversity and Inclusion Manager whose role it is to provide guidance and support to people living and working on station and on the SDA. Contact details are: Anette Grindsted (aneste@bas.ac.uk).

Environmental protection

It is a priority for BAS to minimise our effect on the environment. We aim to achieve the highest standards for our own environmental performance, set a good example to our peers and lead on Antarctic environmental policy issues.

All of our activities are assessed for their potential impact before they are allowed to proceed. You are responsible for meeting the requirements of your Environmental Impact Assessment and ensuring you have any permit necessary for your research – contact BAS Environment Office for more details.

There are many day-to-day measures that all personnel need to take to minimise their own impact on the environment of Antarctica and South Georgia. These are detailed below and summarised in the BAS Environmental Code of Conduct (bas.ac.uk/wp-content/uploads/2022/08/Environmental-Code-of-Conduct.pdf).

Waste management

See Waste Management Handbook (available here: bas.ac.uk/wp-content/uploads/2021/10/Waste-Management-Handbook.pdf).

Everybody is responsible for minimising the quantity of waste they produce, and for the proper disposal of their own waste. Before departing for Antarctica, remove as much packaging as possible (e.g. cardboard or plastic packaging from toiletries etc.). Where practicable, use rechargeable batteries.

Do not drop litter, including tea-bags and cigarette ends, on land or over the side of ships. Open burning or burying of waste is prohibited. Particular attention must be paid to the correct packaging and labelling of hazardous waste.

Soon after arriving on ship or station you will be given a tour of the facility and the waste management system will be explained in more detail. Details of waste disposal procedures are given in the BAS Waste Management Handbook and should be followed closely.

Protect Antarctic wildlife

- Do not feed, handle or disturb birds or seals, or approach too closely for photographs (stay at least 5m from wildlife). Walk slowly around them and remain quiet
- Do not use vehicles, boats, or aircraft in a way that will disturb wildlife
- Do not collect samples of biological or geological origin (including plants, eggs, bones, antlers, rocks, meteorites, fossils) unless you have been granted a permit to do so for scientific purposes. There is to be strictly no collecting of any plant, animal or geological material as part of presents, craft projects or other non-scientific purposes
- Do not walk or drive over extensive areas of moss or lichen
- Do not bring non-native animals, plants or seeds to Antarctica (see page 8)
- Prevent light pollution – switch off external lights and close blinds

Respect protected areas

- Know the location of protected areas and any restrictions on entry into them
- If you are permitted to enter a protected area, carry the permit and management plan with you, and pay particular attention to the conditions of the permit
- Do not remove, destroy or damage Historic Sites or Monuments or the artefacts within them
- Do not build cairns

Prevent pollution

- If involved in refuelling activities, follow the established procedures. Never leave refuelling unattended. Report any spills immediately to the Station Leader
- Do not pollute lakes or water courses (this includes urinating!)
- Do not paint or engrave names or graffiti on rocks, buildings or other structures



- Do not flush anything (other than pee, poo and loo roll) down the toilets on stations or the ship
- Sanitary waste should be disposed of in the same way as clinical waste. Arrangements vary between the ship and stations, specific information on each will be provided
- Take only environmentally benign toiletries – no microplastics in scrubs or toothpastes, avoid harsh chemicals

Reduce energy use

Everybody on station can assist in minimising the quantity of fuel used and the related carbon emissions produced:

- Switch off all lights, computers and other equipment when not in use
- Unplug chargers when not in use and use USB chargers linked to computers wherever possible
- Unplug laptop power packs when not in use
- Do not bring non-essential energy-using equipment to stations
- Use the radiators' valves (TRVs) to control the temperature of the room you are in. A recommended bedroom temperature would be at setting 2 (18°C) while a recommended living room temperature would be at setting 3 (20°C). Make sure the radiators and radiator valves are not blocked or covered by furniture or clothes
- Remember to turn down the radiator valve when leaving the room or turn it off completely when opening the window
- Special attention needs to be given to workshops with electric heaters. Do not leave electric heaters on when there is no need. Check fridge and freezer temperatures for over-cooling
- Only take brief showers (3-4 minutes) – don't leave taps running, only wash full loads of clothing and use tumble dryers only when necessary, i.e. when no drying space is available. Please report any leaks you see, no matter how small
- Avoid unnecessary journeys in vehicles (skidoos and gators)

Fresh water production, hot water generation and waste water treatment are a significant use of energy on stations.

These may seem like small measures, but with everyone working together these steps can soon add up to significantly large energy, carbon and cost savings.



Images: Top: Solar panels on Bransfield House at Rothera Research Station, Antarctica.

Bottom: A wandering albatross chick waits on its nest on Bird Island, South Georgia.

Communications and media

When it comes to communications and media at the British Antarctic Survey, it's important to understand a few things. BAS knows that media and social media have a big impact on how people see science, and the Communications Team are there to help everyone handle media and social media interactions. If any journalists or influencers reach out to you directly, just point them to the BAS Press Office.

If you need to do any interviews or media appearances, the Press Office will help you prepare and give you the necessary info. You can reach them at press@bas.ac.uk.

BAS also has an education programme, and if you want to support schools or educational activities while you're with them, it's a good idea to get in touch with the Communications Team at schools@bas.ac.uk. Heather Adland is the main contact for that. We sometimes get asked for volunteers too, so when that happens, we will do a shout out via the Station Leader.

Sharing your stories, experiences and images

We know that when you are south there are lots of opportunities to keep in touch with friends and family and wider networks and communities with your experiences. We love this type of content and would really appreciate it if you could share some of your blogs, pics and experiences with us. To help with this we have provided each Station Leader with a fully-functioning iPad mini you can use, or you can use your own kit, whichever is easiest. If you do send us any pics, you own the copyright, but we would like a rights agreement with you to allow us to share, and credit you, in our comms activity.

Sponsorship and endorsement

One thing to be careful about is sponsorship and product endorsement. As a taxpayer-funded organisation, we are bound by Government rules and must comply with Freedom of Information (FOI) requests. So, always talk to your Line Manager and the Communications Team before going ahead with any sponsorships or offering PR opportunities.

Social media – be aware!

Lastly, if you're using personal social media accounts to share your work experiences, remember some important principles. Don't share confidential, sensitive, or privileged information about BAS or its projects. Always comply with policies and guidelines – especially around health and safety and animal handling, and if the media contact you about a social media post, contact the BAS Press Office for guidance.

Top 10 compliance principles

1. **Confidential work-related information** – ensure that no information is made available that could provide a person with unauthorised access to BAS/UKRI-NERC
2. **Privileged information or confidential material** – posting of this type of content is not acceptable. For example, scientific conclusions that have not yet been peer-reviewed, details of operational activities/incidents, medical evacuations, content captured using BAS equipment
3. **Sensitive corporate/operational/commercial information** – posting of this type of content is not acceptable. For example, images of people working with animals that could be misinterpreted as being unethical, major infrastructure projects that could be misinterpreted as being environmentally damaging. If you are not sure, check with BAS Communications Team



4. **Local policies/guidance** – always comply with UKRI-NERC and BAS policies, as well as national and international legislation
5. **Major science or modernisation projects** – are frequently the subject of a collaborative media campaigns that have key communication milestones and messages. Do not post images of these types of projects without first checking with the BAS Communications Team
6. **BAS's computing facilities/photographic equipment** – must not be used to distribute material which might reasonably cause offence or which would be considered socially unacceptable or embarrassing to others
7. **Speaking on behalf of the organisation** – unless authorised to do so, staff must not give the impression that they are speaking on behalf of the organisation in personal blogs/ social media posts. You should make it clear that your views are personal. Phrases such as "I am a member of staff of... but I am expressing my own personal views" should be used
8. **Complaints** – complaining about your employer or colleagues through blogs, websites or social media is not an appropriate way to comment on organisational policy (if you have a grievance or complaint you should contact your Line Manager or HR)
9. **Media** – if media/journalists contact you about a post get in touch with the BAS Press Office immediately. We will provide you with guidance, support and, if appropriate, give you authorisation to respond
10. **Accuracy** – Check the accuracy and sensitivity of your social media posts

Top six best practice tips to remember

1. **Manage your privacy settings** – without these, more than your family and friends can see your personal social media posts. Journalists and 'news aggregator' sites regularly trawl official and personal social media posts (especially X/ Twitter) looking for stories
2. **Photo and video content** – great photos can add enormously to your story, but remember you must obtain permission to use images of people appearing in photos or video before posting. Credit the copyright holder in a caption if you post a photo/video taken by others

Images: Top: Filming for BBC Horizon at Halley VI Research Station, Brunt Ice Shelf, Antarctica.
Bottom: BAS Twin Otter aircraft refuels at Sky-Blu Field Station under the midnight sun.

Communications and media *continued*

3. **Music** – avoid breaching copyright law by using royalty-free music or obtaining a license. There are plenty of online sites where you can obtain royalty-free music
4. **Scientific results** – avoid scientific statements that pre-empt peer review. Where appropriate report scientific activities in terms of what was done, and what the aims were, but avoid speculation about likely conclusions
5. **Working with animals** – be sensible, do not post images showing people posing too close to animals, or apparently causing distress to animals
6. **Safety** – we seek to promote BAS as a safe operator wherever we are working. Please avoid images that imply, or could be perceived as implying, unsafe practices (e.g. foreshortened images that appear to show people without appropriate protection close to cliffs)

Human Resources policies



BAS, NERC and UKRI have a series of policies that apply to the conduct of its staff. Whilst they are aimed directly at UKRI employees, they may also be taken to apply in spirit to contractors and visitors. Any person in serious breach of regulations will be removed from the Antarctic at the first opportunity, regardless of their affiliation, and the particulars handed on to their own employers for consideration.

These policies are detailed in UKRI Policy Notices on the BAS and UKRI intranet pages and are available on all ships and stations or from Human Resources in Cambridge. Before leaving, make sure you familiarise yourself with the following policies:

- BAS Alcohol and Drugs Policy
- UKRI Health Promotion Policy
- UKRI and BAS Code of Conduct Policy
- UKRI Grievance, Harassment and Bullying Policy
- UKRI EDI Policy
- UKRI Managing Performance and Conduct Policy



Station Leaders and Masters are sworn in as magistrates for British Antarctic Territory (BAT). They also have ultimate responsibility and authority for all activities within their facility and associated areas. All personnel should be aware that whilst they are territorially outside the UK, UK law applies unless a specific alternative BAT statute is in force. Personnel may be prosecuted for any breach of the law as if they were in the UK and either extradited or referred to a higher court for trial.

Images: Top: A meeting on the wharf at King Edward Point Research Station.

Bottom: Emperor penguin and chick at Windy Creek near Halley Research Station.

 For more information, please visit: bas.ac.uk

Further information

The **BAS public website** offers a wide range of information on BAS activities and science. BAS staff both at Cambridge and on ships and stations have access to Ice Flow (the BAS Intranet), which holds much practical guidance and links to the websites of BAS groups, services and resources.

Public site: bas.ac.uk

Ice Flow: bas.ac.uk/iceflow

Details about the BAS science strategy 'Polar Science for a Sustainable Planet' can be found on the BAS website (bas.ac.uk/sciencestrategy).

BAS publications: bas.ac.uk/data/our-data/our-publications

The **BAS Library** forms part of the joint NERC Library Service, which includes the British Geological Survey. The focus of the BAS collection is primarily scientific but includes general polar interest material. As well as the physical library at Cambridge, there are small collections on ship/stations, as well as e-journals and online resources. Information on access can be found in the library section of Ice Flow. Email enquiries and requests to baslib@bas.ac.uk, and search the joint library catalogue at: nerc.on.worldcat.org/discovery.

The **BAS Archives Service** preserves and makes accessible records created by BAS from the 1940s to the present day relating to our scientific, logistic and administrative activities. These support the scientific research needs of the organisation and contain information valuable to carrying out our current activities. The Archives database is not currently available online, but can be accessed in the Archives Office, rooms 206-207. Archives staff can also provide information from the database remotely. Enquiries can be sent to: basarchives@bas.ac.uk

The Archives Service is also responsible for records management within BAS, including implementing the UKRI Records Management Policy, with the aim of ensuring effective storage, retrieval and disposal of both electronic and physical business records. The Archive Manager

is the BAS Freedom of Information Officer and BAS Data Protection Lead.

The **Polar Data Centre** (PDC) is the UK National Antarctic Data Centre and provides data management support for NERC-funded polar scientists; this includes data and information services for operational support, science delivery and long-term data management. The PDC can support scientists in ensuring the secure transport of data from the Antarctic to BAS Cambridge and can provide a long-term home for UK polar data. By making data findable and accessible, the PDC helps NERC-funded polar scientists comply with NERC data policy and Antarctic Treaty data obligations.

BAS also holds collections of rocks, fossils, zoological specimens and has a herbarium. Enquiries can be sent to: PDCServiceDesk@bas.ac.uk.

Data and collections: bas.ac.uk/data/our-data

The **Mapping and Geographic Information Centre** (MAGIC) provides maps and other geospatial and remote sensing information to BAS staff and others working south with BAS. Maps of the areas you will travel to are provided at Pre-Deployment Training. Details about published maps and online GIS resources are available at: bas.ac.uk/data/our-data/maps and bas.ac.uk/data/our-data/maps/online-mapping-resources.

Specific maps and geospatial data for fieldwork deployment and travel are coordinated through the Field Operations planning process.

Geospatial and remote-sensing support for science projects can be requested through the MAGIC Helpdesk (for BAS staff), and magic@bas.ac.uk for external collaborators.

MAGIC also hosts the Antarctic Place-names Committee. Access to place-names through a web-map and information on how to propose new names to support your work are available at: apc.antarctica.ac.uk.



The Information, Communications and Technology (ICT) group provides the computing and communications infrastructure for BAS; their wiki site provides essential information for new starters.

ICT wiki: <http://basweb/its>



Images: **Top:** Elephant seals on South Georgia.
Bottom: Skidoo training at Rothera Research Station.

 For more information, please visit: bas.ac.uk

We welcome your feedback and comments on this document. These should be addressed to:

BAS Operations

British Antarctic Survey
High Cross, Madingley Road
Cambridge, CB3 0ET, UK

Email: micak@bas.ac.uk

For further information about BAS, please visit:

bas.ac.uk

Contact information

This page can be cut out and given to family or friends.

Email

Email is the best and most reliable way to contact your friends and family working for BAS. All BAS staff will get a BAS email account. Your contact should be able to provide you with this once they arrive on station. Most people have their own personal email address and this will also work but we would encourage you to use their BAS email address. Please do not send large email files as this can clog up the network.

Non-BAS staff will not be given a BAS account, and will need to use a web-based personal email account.

Phone

Your friends and family will be able to call you at the station or vessel you are working on, this will be a Cambridge number and they will be charged at a local call rate.

Mail

Mail for the Antarctic stations (Rothera, Halley, Bird Island and Signy) is only delivered during the Antarctic summer; between November and April. King Edward Point (KEP) can have mail delivered throughout the year but in the Antarctic winter deliveries will be very sporadic.

Ship itineraries will let you know when the ships are due to leave ports or call en route to the stations. Links to the latest itineraries can be found on the ship pages of the BAS website: bas.ac.uk/polar-operations/sites-and-facilities/facility/rrs-sir-david-attenborough

BAS recommends that you direct all mail to the Antarctic through the Falkland Islands using the address below:

Name and Station/Vessel
British Antarctic Survey
Port Stanley
Falkland Islands
FIQQ IZZ
South Atlantic

Human Resources Support

At whatever hour in any situation of domestic crisis or other emergency, do not hesitate to contact any member of the Human Resources team.

This can be done both during office hours and outside of office hours by dialling via British Antarctic Survey Reception on 01223 221400. A member of the HR team is on call 24/7, 365-days-a-year. Arrangements can be made for messages to be passed quickly over our communication systems with the stations and ships.



**British
Antarctic Survey**

NATURAL ENVIRONMENT RESEARCH COUNCIL

BAS offices and research stations

NERC Arctic Research Station, Ny-Ålesund

BAS Cambridge



BAS Stanley Office

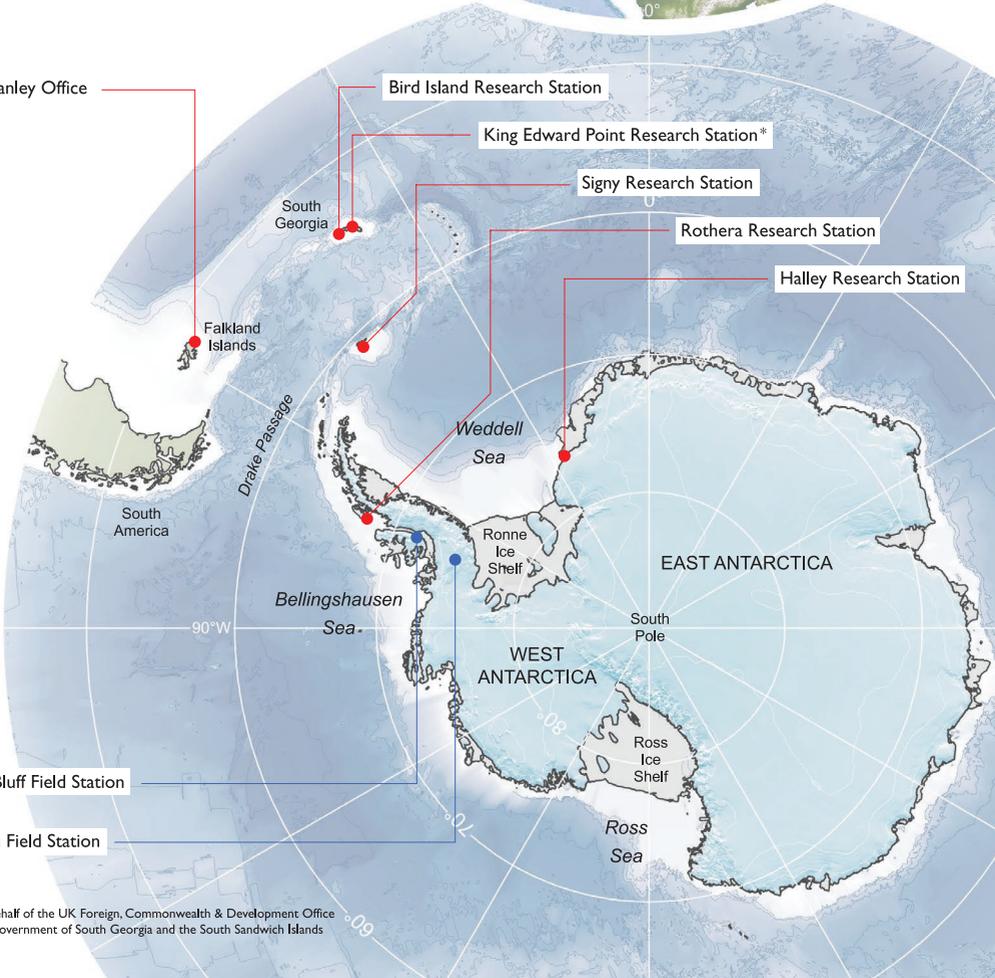
Bird Island Research Station

King Edward Point Research Station*

Signy Research Station

Rothera Research Station

Halley Research Station



Fossil Bluff Field Station

Sky-Blu Field Station

* Run on behalf of the UK Foreign, Commonwealth & Development Office and the Government of South Georgia and the South Sandwich Islands



The British Antarctic Survey strives to uncover the secrets of the Polar Regions and the frozen regions of the Earth. Our expertise spans the depths of the oceans to the inner edge of space.

Our research highlights the fragility of the Earth's frozen environments, and what that means for our planet. We have been living and working in the extremes of Antarctica and the Arctic for over 60 years. Our scientists discovered the hole in the ozone layer and identified key evidence for climate change in ancient ice – our science continues to inform decision-makers.

We provide the UK's national polar capability by operating research stations, aircraft and Royal Research Ship *Sir David Attenborough*, supporting science at the poles and securing the UK's presence in Antarctic affairs.

The British Antarctic Survey is part of the Natural Environment Research Council (NERC). NERC is part of UK Research and Innovation.

bas.ac.uk



British Antarctic Survey

NATURAL ENVIRONMENT RESEARCH COUNCIL



Natural Environment Research Council