

Field Safety and Emergency Management Plan

**SAFE AND INCLUSIVE WORK ENVIRONMENT**

**Working Environment Description**

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**Expectations for Maintaining a Culture of Safety and Inclusion in the Field**

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**Communication Expectations**

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**Incident and Concern Reporting Procedures**

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**Incident and Concern Resolution Procedures**

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**Procedures Related to the Abuse of Any Person**

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Including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form.

**Procedures Related to Inappropriate Conduct**

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Defined as conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

**Additional Support Resources Available for Participants**

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**FIELD PLAN**

**General Information**

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| Principal Investigator Name |  |
| Office Phone Number |  |
| Cell/After Hours Phone Number |  |
| Means of Communicating in the Field |  |

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| Team Members | Contact Information | Emergency Contact | Contact Information |
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**Field Activities and Itinerary**

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**Check-In Communication Plan**

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**Field Rules and Other Expectations**

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**Field Equipment and Gear**

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**Pre-Trip Preparations (e.g., trainings required, vaccinations, visa applications required, etc.)**

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**FIELD HAZARD IDENTIFICATION AND MANAGEMENT**

Hazards associated with conducting regular field activities.

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| **Activity Hazard** | **Summary of Hazard and Safety Information** |
| [ ]  Use of mechanical equipment |   |
| [ ]  Strenuous physical activity |  |
| [ ]  Driving a vehicle  |  |
| [ ]  Driving a vehicle, off road |  |
| [ ]  Use of chemicals, gases, or cryogens |  |
| [ ]  Use of registered pesticide or herbicide |  |
| [ ]  Noise exposure |  |
| [ ]  Working alone |  |
| [ ]  Working at night |  |
| [ ]  Work with animals  |  |
| [ ]  Work potentially involves human, plant, animal infectious agents, or other biological hazards (indicate) |  |
| [ ]  Use of boat or diving equipment |  |
| [ ]  Excavation, trenching, or other confined space |  |
| [ ]  Other (indicate) |  |

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| **Location Hazard** | **Summary of Hazard and Safety Information** |
| [ ]  Limited access to reliable means of communication |  |
| [ ]  Personal security issues |  |
| [ ]  Travel to private property |  |
| [ ]  Limited access to potable drinking water and appropriate food storage |  |
| [ ]  Animal encounter (indicate species) |  |
| [ ]  Poisonous plant encounter (indicate species) |  |
| [ ]  Camping outdoors |  |
| [ ]  Work near a road |  |
| [ ]  Use of fire |  |
| [ ]  Hiking over uneven terrain |  |
| [ ]  Technical climbing |  |
| [ ]  Proximity, crossing, or entering a body of water |  |
| [ ]  High elevation  |  |
| [ ]  Snow and/or glaciers |  |
| [ ]  Underground area (e.g., cave, mine) |  |
| [ ]  Canyon, valley, or floodplain |  |
| [ ]  Work at height (fall potential of >2 meters) |  |
| [ ]  Sun/UV exposure |  |
| [ ]  Extreme heat  |  |
| [ ]  Extreme cold |  |
| [ ]  Potential of being outside during storm |  |
| [ ]  Potential of severe storms (e.g., tornado) |  |
| [ ]  Travel to a country with an active travel alert or warning from the U.S. State Department |  |
| [ ]  Other (indicate) |  |

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| **Health Hazard** | **Summary of Hazard and Safety Information** |
| [ ]  Work could exacerbate pre-existing health concerns |  |
| [ ]  Potential for allergic reaction |  |
| [ ]  Potential for dehydration |  |
| [ ]  Potential exposure to vector-borne disease (indicate disease and vector species) |  |
| [ ]  Potential exposure to other endemic diseases (indicate) |  |
| [ ]  Other (indicate) |  |

**Other Safety Measures (e.g., additional procedures, optional actions, support resources, etc.)**

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**EMERGENCY RESPONSE PROCEDURES**

**Team Member Expectations During Emergencies**

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**Emergency Communication Instructions**

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**Rally Points**

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**First Aid Kit Location**

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**Situational Response Instructions**

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| **Situation** | **Response** |
| Vehicle Accident/Break Down |  |
| First Aid |  |
| Medical Emergency |  |
| Missing Person |  |
| Rescue |  |
| Legal/Government Authority |  |
| Natural Disaster/Civil Unrest |  |
| Other |  |

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| **Emergency Resource** | **Contact Information** |
| Local Hospital Phone Number |  |
| Local Hospital Address |  |
| Local Law Enforcement Number |  |
| Local Emergency Services Number (e.g., 911) |  |
| Local Towing/Repair Shop Number |  |
| U.S. Embassy or Consulate Number |  |
| International Medical Insurance Number |  |
| Other |  |

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| Local Emergency Contact Person Name |  |
| Daytime Phone Number |  |
| Cell/After Hours Phone Number |  |

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| University Emergency Contact Person Name |  |
| Office Phone Number |  |
| Cell/After Hours Phone Number |  |

**INSTRUCTIONS**

This form should be used to communicate basic expectations, expected hazards, required safety measures, and emergency response procedures to field researchers prior to travel. The completed form should be provided to all of the field researchers. If you need assistance in identifying hazards or choosing appropriate safety measures, contact ESSR.

Safe and Inclusive Work Environment

This section provides an overview of expectations related to managing a work environment free of all forms of harassment, where people can learn, grow, and thrive. *Note: Completing this section can fulfill NSF PAPPG requirements for a Safe and Inclusive Work Environment Plan.* The **Working Environment Description** section defines the basic structure and scope of the field experience including identification of any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment. **Expectations for Maintaining a Culture of Safety and Inclusion in the Field** should provide a framework for setting a positive safe working environment committed to the prevention of abuse, harassment, and unsafe behaviors by defining conduct expectations and roles and responsibilities of participants and defined consequences, including how this extends to any off-duty hours. Identify steps to nurture an inclusive off-campus or off-site working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events. **Communication Expectations** should cover within team as well as communication to the organization, and how of multiple organizations or the presence of third parties in the working environment should be taken into account. Minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone) should be defined. **Incident and Concern Reporting and Resolution Procedures** should describe how team members report any incidents or concerns in addition to how these reports would be addressed and resolved. Include relevant information about campus reporting requirements. Specific **Procedures** are required for **Abuse of a Person** (which includes, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form) and for **Inappropriate Conduct (**which is defined as conduct that is unwelcome, offensive indecent, or disorderly). Any **Additional Support Resources Available to Participants** should be defined, such as counseling services, available hotline and warmlines, or other pertinent campus resources.

Field Plan

The **General Information** section provides basic information about the field activities. **Contact Information** should be completed for all members of the field team. **Field Activities and Itinerary** should include the scope of the expected work and a schedule of the trip. **Field Rules and Other Expectations** are set by the principal investigator and should cover any site-specific guidelines or other expectations. **Check-In Communication Plan** should indicate how frequently and how the field team members should check-in with the university contact or principal investigator. **Field Equipment and Gear** should be a checklist for all required materials that should be taken on the field expedition, include all required personal protective equipment. Indicate if the items are to be supplied by the principal investigator/department or personally by the researcher. **Pre-trip Preparations** should cover all required items and/or activities that need to be completed before travel.

Field Hazard Identification and Management

The **Field Activity Hazard Identification** section is where all potential hazards that may be present during field activities are identified. The summary should include the scope of the hazard with respect to the field activity*.* If a hazard is identified, appropriate safety measures to control this hazard should also be described. Use the hazard fact sheets located on our website to help choose safety controls for specific hazards. **Other Safety Measures** can include safety related guidance for actions/items that are optional or extra-protective.

Emergency Response Procedures

This section provides an overview of expected actions and resources to be used to respond to incidents and emergencies. **Responding Team Member Expectations** should describe what the role of team member response should entail*.* **Emergency Communication Instructions** should include the conditions and order in which to call emergency contacts. If providing a satellite device, indicate instructions on use. Minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone.) should be considered. **Rally Points** are designated meeting points in case of emergency. The location of the rally point may vary due to the situation and access to means of communication, so you may have multiple rally points for various incidents. **First Aid Kit Location** is where the researchers can find the first aid kit.

**Situational Response Instructions** should describehow response should be conducted. For each incident, indicate who completes each role. **Emergency Resource** and **Contact Information** should provide appropriate numbers including area and country codes, if applicable.