Field Safety Plan

**INSTRUCTIONS**

Please complete all sections of this form that apply to your research and email it to esh@umbc.edu. The primary purpose of this form is to communicate basic expectations, expected hazards, required safety measures, and emergency response procedures to laboratory personnel prior to travel. The completed form should be provided to all of the laboratory personnel. If you have questions or need assistance identifying hazards or choosing appropriate safety measures, contact UMBC ESH esh@umbc.edu.

Safe and Inclusive Work Environment (Optional, but highly recommended)

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).

Field Plan (\*Required)

The **General Information** section provides basic information about the field activities. **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

Field Hazard Identification and Management (\*Required)

The **Field Activity Hazard Identification** section is where all potential hazards that may be present during field activities are identified. Select the hazards associated with your research. Summaries 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 the ESH website to help choose safety controls for specific hazards.

Emergency Response Procedures (\*Required)

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. **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.

**SAFE AND INCLUSIVE WORK ENVIRONMENT** (Optional, but highly recommended)

**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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| The online form found on ecr.umbc.edu/report can be used to report Incidents involving Prohibited Conduct under the UMBC [Sexual Misconduct (Title IX) Policy](https://humanrelations.umbc.edu/sexual-misconduct/policies-and-procedures/) (https://humanrelations.umbc.edu/sexual-misconduct/policies-and-procedures/), or the [Anti-Discrimination Policy](https://humanrelations.umbc.edu/non-discrimination/) (https://humanrelations.umbc.edu/non-discrimination/ )which cover UMBC students, employees, faculty, staff, interns, contractors, volunteers and visitors including:* Sexual and Gender-Based Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Interpersonal Violence, Relationship Violence, Domestic Violence, Stalking, Cyber Harassment, or Cyber Stalking.
* Discrimination or Harassment on the basis of race, creed, color, religion, sex, gender, pregnancy, age, gender identity or expression, ancestry or national origin, citizenship status, veterans status, marital status, sexual orientation, physical or mental disability or genetic information with respect to educational programs or with respect to terms and conditions of employment.
* Hate/ Bias incident.
* Retaliation for reporting or participating in the investigation of any of the issues above.

**Filling out the above form does not file a criminal complaint with the police. For an immediate threat or to file a police report call UMBC Police at****410-455-5555****or call 911.****Resources:** Many resources are available to you for your safety and wellbeing, whether or not you choose to make a report. See [Help and Support](https://humanrelations.umbc.edu/sexual-misconduct/help-and-support/) (https://humanrelations.umbc.edu/sexual-misconduct/help-and-support/ )for more information and resources.Reports may also be submitted by contacting the Office of Equity and Civil Rights at ecr@umbc.edu or 410-455-1717.For questions, contact ECR@umbc.edu or TitleIXCoordinator@umbc.edu. |

**Incident and Concern Resolution Procedures**

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| ***Resolution of Complaints***Reporting a matter to ECR does not mean that the person intends to file a formal complaint or that the person is requesting that the University take action or investigate the conduct.Reports may be submitted via the [**online reporting/referral form**](https://umbc-advocate.symplicity.com/titleix_report/index.php/pid430996) or by contacting the Office of Equity and Civil Rights at ecr@umbc.edu or 410-455-1717.Individuals who believe they have experienced or witnessed conduct that may be a violation of the Discrimination and Equal Opportunity Policy are encouraged to report the conduct as soon as possible.Employees are asked to report conduct that has been reported to them by a student or another employee immediately, including, if known, the names of those involved, names of any witnesses, and the time, place, location and description of the conduct.**Formal Complaints**The University will respond to all Formal Complaints of discrimination.Any Formal Complaint must be filed not later than one hundred eighty (180) days after the person became aware of the alleged discrimination, harassment or retaliation.  Prompt filing after an action assists ECR in effectively reviewing the complaint.Written complaints are encouraged, but not required.In order to file a Formal Complaint a reporting party may indicate that they are intending to file a Formal Complaint in their [online report](https://ecr.umbc.edu/) or can send an email to ecr@umbc.edu indicating they wish to file a formal complaint.If a verbal complaint is made, the Office of Equity and Civil Rights may prepare a written statement of the allegations and ask that the Complainant acknowledge its accuracy in writing.All Formal Complaints must contain the following information:(a) Name, address and telephone number of the person filing the complaint;(b) A brief description of the alleged discrimination or harassment, including the location and date of the alleged discrimination or harassment, and any other people who may have relevant information; and(c) The remedy, result or resolution sought.**Supportive Measures**Supportive Measures may be requested by an impacted party, the Complainant or the Respondent, or continue from a matter initially brought under the Sexual Misconduct Policy.  Supportive Measures may also be implemented by the Office of Equity and Civil Rights as an appropriate Interim and/or Supportive Measures while the matter is being assessed, evaluated, resolved or investigated.Examples of Interim and/or Supportive Measures include, but are not limited to, a referral to the Employee Assistance Program (“EAP”), or the Student Counseling Center, academic adjustments (if such alternatives are feasible and available), modifications in work location or schedule (if such alternatives are feasible and available), academic support, and no contact instructions**Initial Assessment**The Office will acknowledge receipt of a report or Formal Complaint by sending a notification to and speak to the reporting and/or complaining party and conduct an initial assessment of the complaint to determine whether the matter is covered by the University’s Non-Discrimination and Equal Opportunity Policy or other Policy, whether informal resolution may be possible, and whether or not a formal complaint should or could be investigated.In assessing the appropriate response to a report or Complaint, ECR will consider a number of factors including but not limited to: the reporter or Complainant’s position as to whether or not the complaint should be investigated; whether the Respondent is currently enrolled in or employed by the University; whether under the circumstances it will be possible for the University to gather evidence sufficient to reach a determination in any investigation.If a Formal Complaint has been filed and it has not been informally resolved within thirty (30) days of receipt of the complaint, the Office of Equity and Civil Rights shall confer with the Complainant about how the matter should proceed and whether or not there should be a formal investigation.Where a Complainant does not request a formal investigation, a formal investigation may also commence at the University’s discretion after consideration of a number of factors, including but not limited to the nature and scope of the alleged conduct, and the University’s obligation to provide a safe and non-discriminatory environment.**Investigation**If the Office of Equity and Civil Rights determines that the matter should be investigated, a Notice of Investigation will be issued which identifies the investigator and provides the Complainant and Respondent written notice of the Complaint.  An investigation does not begin until a formal Notice of Investigation has been issued.All parties and identified witnesses shall cooperate during the investigation by being available during reasonable business hours to discuss the complaint and provide relevant information requested by the investigator.The investigator will interview the Complainant and the Respondent and other available relevant witnesses, review available relevant documents and prepare a written report. The investigator in consultation with ECR will determine the order of any interviews and the relevancy of witnesses and documents.**Timing**The Office seeks to complete a Formal Investigation within ninety (90) business days and may extend the time frame set forth in these procedures for good cause.The time frame may be extended by the University for good cause, as determined on a case-by-case basis, including, but not limited to the following:  to ensure the integrity and completeness of an investigation, to comply with a request by a state or federal agency, to reasonably accommodate the access to and the availability of witnesses, to accommodate reasonable requests for additional time by the parties, to account for University closures or limitations on operations, for other reasons, including the complexity of the investigation (e.g. the number of witnesses and volume of information provided by the parties) and the time period, length of time, severity and extent of the alleged Prohibited Conduct.**Draft Report**After completion of the investigation, the investigator will prepare a report.The report will provide a determination as to whether, based on a preponderance of the evidence (more likely than not), the conduct violates the University’s Non-Discrimination and Equal Opportunity Policy and/or other UMBC policies, applicable local, state, and federal harassment, anti-discrimination and retaliation laws.In addition, if applicable, the report may recommend options for substantive resolution of the complaint and recommendations for corrective measures, conditions or sanctions.  In making any such recommendations, the investigator may confer with Student Conduct, Student Affairs, the Office of the Provost, Human Resources, and/or ECR as appropriate.After a Draft Report has been prepared, the parties will be provided with an opportunity to review and respond to the Draft Report, and all documents relied upon by the investigator.Responses to the Draft report must be provided within 10 business days.  Requests for additional time will be determined on a case-by-case basis, however, reasonable requests will be granted.The Draft Investigative Report review period is both parties’ final opportunity to identify or submit any additional evidence, information, questions, or witnesses, before the report and investigative recommendation are finalized and issued.In the absence of demonstrable good cause, information discoverable through the exercise of due diligence that is not provided to the investigator during the Draft Report review period will not be considered by the Investigator or decision-maker/s or during any appeal.**Final Report**After the parties have reviewed the Draft report and provided any comments, a Final Investigative Report will be issued.  The report will then be sent to the Provost or their designee for a decision.**Decision**Within twenty (20) business days of receipt of the Final Report, the Provost (or their designee) shall make a decision based on the investigation record and shall notify the Complainant and Respondent, in writing, of the decision and the basis for the decision.With respect to any remedy or sanction, the Provost or other decision maker/s may confer with Student Conduct, Student Affairs, the Office of the Provost, Human Resources, and/or ECR as appropriate.***Appeal***If either the Complainant or Respondent is not satisfied with the decision of the Provost (or their designee), the party may file a written appeal within thirty (30) calendar days of receipt of the Provost (or designee)’s decision.The written appeal must include a detailed statement of the basis of the appeal. If an appeal is received from one party, the other party will be notified and given ten (10) business days to submit a response.Permissible grounds for appeal are limited to the following:1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding was made, that could affect the outcome of the matter;
3. The investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
4. Excessiveness or insufficiency of the remedy or sanction.

Mere dissatisfaction or mere deviations from procedures that were not so substantial as to deny a party notice or a fair opportunity to be heard, are not valid bases for an Appeal.The University has the discretion to use either a Sole Decision-Maker or Board of Review composed of trained personnel to determine an appeal.  The Decision-Maker or Board may not be the same as the original decision maker.The appeal review decision-maker or review panel shall review the decision and notify the Complainant and Respondent of the final decision within thirty (30) calendar days of the receipt of the appeal.***Sanctions and/or Conditions******Conditions***In certain circumstances, even when there is no finding and/or there are no disciplinary actions or sanctions imposed, the University reserves the right to impose Conditions upon any party who is subject to the Discrimination and Equal Opportunity Policy.Conditions are designed to prevent violations of the Discrimination and Equal Opportunity Policy and cultivate a safe and equitable academic and employment environment, while supporting the University’s mission and federal obligations. Conditions are non-disciplinary and may include educational, remedial or Supportive Measures that may be imposed by the University upon any party who is, or was at the time of the events, subject to this Policy.  The University may impose Conditions even where no formal complaint has been filed, and no formal finding or decision regarding responsibility for prohibited conduct has been made.**Sanctions**Sanctions are effective after a Final Decision has been issued and any Appeal has been decided.  Sanctions are designed to eliminate violations of the Policy, prevent their recurrence, and remedy their effects, while supporting the University’s mission and federal obligations.Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, so harmful to the individuals involved and the entire UMBC community, or so deleterious to the educational or working environment, that it requires severe disciplinary action, up to and including suspension, termination from or dismissal from the University.Sanctions for employees (including student employees) may include, but are not limited to: a no contact order, letter of reprimand or warning, censure, service to the University, counseling, retraining, transfer, demotion, suspension, and/or termination.Sanctions for students may include, but are not limited to: no contact orders, housing restrictions (including removal from on-campus housing), community service, educational requirements, written warning, reprimand, probation, suspension, and/or dismissal. The University also reserves the right to delay or refuse the conferring of an academic degree—undergraduate or graduate.With respect to faculty Respondents, matters decided under this Procedure are not subject to the faculty grievance procedures.  However, if the final decision is a recommendation for termination or dismissal of a tenured or tenure-track faculty member, the Respondent may request review of the recommendation consistent with the University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty. |

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

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* Discrimination or Harassment on the basis of race, creed, color, religion, sex, gender, pregnancy, age, gender identity or expression, ancestry or national origin, citizenship status, veterans status, marital status, sexual orientation, physical or mental disability or genetic information with respect to educational programs or with respect to terms and conditions of employment.
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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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| The UMBC community has a variety of resources available on campus and beyond to support students, faculty, and staff who are impacted by equity and inclusion issues. Our team is here to assist you in finding the right community resource for your needs and situation. For assistance, please email us at ecr@umbc.edu or call 410-455-1717.* Title IX/Sexual and Gender Based Violence Resources
	+ [(https://ecr.umbc.edu/sexual-and-gender-based-violence-resources/)](%28https%3A//ecr.umbc.edu/sexual-and-gender-based-violence-resources/%29)
* Discrimination Resources
	+ [(https://ecr.umbc.edu/non-discrimination-resources/)](%28https%3A//ecr.umbc.edu/non-discrimination-resources/%29)
* Accessibility Resources
	+ [(https://ecr.umbc.edu/accessibility-resources/)](%28https%3A//ecr.umbc.edu/accessibility-resources/%29)
* Accommodation Resources
	+ [(https://ecr.umbc.edu/accommodations-faq/)](%28https%3A//ecr.umbc.edu/accommodations-faq/%29)
* Campus Resources
	+ [(https://ecr.umbc.edu/resources/)](%28https%3A//ecr.umbc.edu/resources/%29)
* Equal Employment Opportunity (EEO)
	+ [(https://ecr.umbc.edu/resources-2/equal-employment-opportunity-eeo-postings/)](%28https%3A//ecr.umbc.edu/resources-2/equal-employment-opportunity-eeo-postings/%29)
* Faculty and Staff Professional Resources
	+ [(https://ecr.umbc.edu/title-ix-resources/)](%28https%3A//ecr.umbc.edu/title-ix-resources/%29)
* Health and Wellness Resources
	+ [(https://ecr.umbc.edu/health-and-wellness-resources/)](%28https%3A//ecr.umbc.edu/health-and-wellness-resources/%29)
* Land Acknowledgement Resources
	+ [(https://ecr.umbc.edu/land-acknowledgement-statement/)](%28https%3A//ecr.umbc.edu/land-acknowledgement-statement/%29)
* LGBTQIA+ Resources
	+ [(https://ecr.umbc.edu/lgbtq-resources/)](%28https%3A//ecr.umbc.edu/lgbtq-resources/%29)
* Legal Resources
	+ [(https://ecr.umbc.edu/legal-resources/)](%28https%3A//ecr.umbc.edu/legal-resources/%29)
* Pregnancy and Parenting Resources
	+ [(https://ecr.umbc.edu/pregnancy-and-parenting/)](%28https%3A//ecr.umbc.edu/pregnancy-and-parenting/%29)
* Social Identifiers
	+ [(https://ecr.umbc.edu/self-service-social-identifiers-selection-process/)](%28https%3A//ecr.umbc.edu/self-service-social-identifiers-selection-process/%29)
* Student Support and Academic Accommodation and Resources
	+ [(https://ecr.umbc.edu/student-support-academic-accommodation/)](%28https%3A//ecr.umbc.edu/student-support-academic-accommodation/%29)
* Witness FAQs
	+ [(https://ecr.umbc.edu/faqs-for-witnesses/)](%28https%3A//ecr.umbc.edu/faqs-for-witnesses/%29)
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**FIELD PLAN** (\*Required, write N/A for fields not applicable to your research)

**General Information**

|  |  |
| --- | --- |
| Protocol Number/ Research Title  |  |
| 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, Itinerary, and Total Time In Field if Leaving UMBC Campus**

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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** (\*Required)

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 or potential exposure to animals not included in current SOPs or IACUC protocol  |  |
| [ ]  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** (\*Required, write N/A for fields not applicable to your research)

**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 |  |

**Emergency Resource/Contact Information**

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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 |  |