The South Dakota Mines Pod at South Dakota School of Mines and Technology developed the following Safety Plan specific to our department. This safety plan is based on our existing Department of Geology and Geological Engineering Lab and Field Safety Guidelines (latest update: 2019-2020): (https://www.sdsmt.edu/Academics/Departments/Geology-and-Geological-Engineering/Undergraduate-Education/Undergraduate-Forms-and-Resources/).

Our Safety Plan contains a Code of Conduct as well as a process for reporting violations, as covered in Complaints and Reporting Policy deliverable from Session 2. We also provide our initial Safety Plan, and information for Available Training Resources on campus. This Safety Plan (all parts considered together) is a work in progress.

**Current Verbiage for Code of Conduct**

### 3.4.5 HUMAN-RELATED SAFETY CONCERNS

- Harassment, including sexual harassment, against any individual for any reason is not tolerated. Any unwelcome actions will be reported to the SDSMT Title IX coordinator following SD Board of Regents policies (https://www.sdbor.edu/policy/documents/1-17.pdf).
- SDSMT has zero tolerance for workplace violence in the lab or field.
- During field-related activities, including field trips, and field camps, intruders should be prevented from entering the camp site.
- If there is a door or window not operating properly to provide security for the field location, the person in charge of arranging the field activity must be notified and necessary repair or replacement must be done immediately.
- Any stranger may pose a serious security risk for the attendees of the field trip or camp. Therefore, students and faculty should take precautions with strangers in the field activity areas at any time.
- The person in charge for arranging the field trip or camp must notify attendees about any incident in the vicinity of the field area (active shooting, burglary, homicide etc.).
- All field stations, vehicles, and camp areas must be secured and locked down when attendees are not present in the area.
- In both domestic and international field camps, attendees must be warned about any local incidents and they should not allow strangers inside the field station for security reasons.
- Consumption of alcohol, drugs or any illegal substances is strictly prohibited during field activities. This rule includes field camps and classes, or field trips arranged by SDSMT student organizations. Not only students and faculty, but also guests, must NOT consume alcohol or drugs in the field location.

**Suggested updates to existing code of conduct:**

- Section 2.5.1 of student code of conduct and BOR policy 1:18 apply to codes of conduct and complaint procedures. In general, the EEO coordinator deals with complaints.
- Student discipline follows the student code of conduct.
**Code of Conduct**

- SDSMT has zero tolerance for workplace harassment and violence in the lab, classroom, or field.
- Harassment, including sexual harassment, against any individual for any reason is not tolerated. Any unwelcome actions will be reported to the SDSMT Title IX coordinator following SD Board of Regents policies ([https://www.sdbor.edu/policy/documents/1-17.pdf](https://www.sdbor.edu/policy/documents/1-17.pdf)). Policies for Human Rights Complaint Procedures can be found in the SD Board of Regents policy 1:18 ([https://www.sdbor.edu/policy/documents/1-18.pdf](https://www.sdbor.edu/policy/documents/1-18.pdf)).
- All field stations, vehicles, and camp areas must be secured and locked down when attendees are not present in the area. If there is a door or window not operating properly to provide security for the field location, the person in charge of arranging the field activity must be notified and necessary repair or replacement must be done immediately.
- Any stranger may pose a serious security risk in the field or lab. Therefore, students, faculty, and staff should take precautions with strangers in the field activity areas at any time. Strangers are not allowed inside the field station for security reasons.
- The person in charge for arranging the field trip or camp, domestic and international, must notify attendees about any incident (active or past/historical) in the vicinity of the field area (active shooting, burglary, homicide etc.).
  - In developing the pre-trip risk and racial risk assessment for the area, consider these issues and how to best report risk:
    - *Incidents:* anything reported, including harassment
      - *Potential sources of information:* local police; if activities are on a college campus, request information from their safety office; local or national news; local contacts, if any.
    - Active events or ongoing threats (e.g., active shooter, burglary, homicide, theft, assault)
    - History of angry landowners, aggressive dogs, aggressive livestock. Or if activities are in an area with known risk, consider detailing.
    - Past or historical events or cultural differences that might impact participants or leaders
    - Crime maps, if available [Note: may be limited in rural areas, restricted to US locations?]
    - Knowledge of land access—private, public. Are permits or permission needed to safely conduct field work? If you cross a fence, are you changing property lines?
- Be respectful when participating in any activities on private, public, or sovereign land. Seek permission or requests for access as needed.
- Consumption of alcohol, drugs, or any illegal substances is strictly prohibited during lab or field activities. This rule includes field camps and classes, or field trips arranged by SDSMT student organizations. No one should consume alcohol or drugs during SDSMT-sponsored events.

Plan for the future: check to see if other departments or units on campus have developed codes of conduct and update or modify as needed.

**Complaints and Reporting Policy** (from Session 2 Deliverable)

  - The link(s) to the reporting policy at our organization are here:
Reporting:
- [https://www.sdsmt.edu/Campus-Services/Human-Resources/Title-IX/Reporting/](https://www.sdsmt.edu/Campus-Services/Human-Resources/Title-IX/Reporting/)
  - Note: Reports can be made in person, online, or over the phone

University Policies:
- General policies
- Policy 1:17 (harassment, including sexual harassment)
- Policy 1:18 (human rights complaints procedures)
- Policy 1:19 (equal opportunity, non-discrimination, affirmative action)
- Policy 3:4 (student code of conduct)

Departmental Policies:
- No specific departmental policies
  - Falls under University policies.

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**Safety plan**

*While this safety plan is developed with students of color in mind, the suggested guidelines apply to all students.*

- Notify campus security if working after hours or on weekends (all students, faculty, staff) [605-394-6100]. Keep ID accessible (i.e., in pocket, on lanyard, in phone) at all times.
  - Note: all students are encouraged to conduct lab work during business hours whenever possible. As part of the departmental safety plan, any lab work involving hazardous or dangerous chemicals should only be conducted during business hours.
- If you feel unsafe, call campus safety for escort to car, dorm, or safe location.
- No field work after dark. Restrict activities to laboratory, classroom, or basecamp setting.
  - Note: Students of color have started a group, Ally Association, that is meeting regularly with local law enforcement to develop a relationship.

  *Students can live on-campus (dorms), in apartments off-campus (north of campus, not greatest or safest area), further off-campus (safer, different areas), nearby apartments, houses—how do we develop an all-encompassing safety plan for off-campus locations?*

Plan for future: *work with Jesse Herrera to further develop safety plan specific for students of color. Can we improve lighting on campus (and around campus)? Can we install safety buttons on campus? Can we develop a map of safe areas for students to live near or on campus?*

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**Available Training Resources**

- On campus resources: safe space training through the Center for Inclusion (in person, approximately 1 hour); employees required to take Title IX training online (approximately 1 hour)

Plan for future: *find online resources for antidiscrimination, bystander intervention, and de-escalation training, and encourage department faculty and staff to participate in training.*

**Additional Resources:**
- Example Safety Plan: (Demery & Pipkin, 2021) [www.preprints.org/manuscript/202008.0021/6](www.preprints.org/manuscript/202008.0021/6)
• Example Code of Conduct: Basin Research Group (under “Inclusivity and Diversity”)
• More Resources: https://serc.carleton.edu/advancegeo/resources/field_work.html