Field Safety Plan

Unlearning Racism in Geoscience (URGE; www.urgeoscience.org) is a community-wide journal-reading and policy-design curriculum to help Geoscientists unlearn racism and improve accessibility, justice, equity, and inclusion (AJEDI) in our discipline. URGE’s primary objectives are to (1) deepen the community’s knowledge of the effects of racism on the participation and retention of black, brown, and indigenous people in Geoscience, (2) use the existing literature, expert opinion, and personal experiences to develop anti-racist policies and strategies, and (3) share, discuss, and modify anti-racist policies and strategies within a dynamic community network and on a national stage. By meeting these objectives, we hope that Geoscience departments and societies will be able to implement a well-researched crowdsourced group of anti-racist policies.

Deliverable - Safety Plan

Code of Conduct
(Adapted from the Basin Research Group (BRG))

Inclusivity and diversity

Safe and secure field experiences are crucial for student’s success and are valued by this department. We are committed to creating an equitable environment and work towards equitable treatment and accessibility in our policies and procedures.

We do not tolerate harassment by and/or of members of our group in any form, and we ask all members of the community to conform to the following Code of Conduct:

- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.
- All communication and interactions, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds.
- Be kind to others and do not insult or put down other group members.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Be considerate of lab members when in the field and offer support when needed.
- Lean towards inclusivity and equal distribution of workload.
- Consider all ideas and opinions without being rude or disregarding a lab member’s voice.

If you ever feel unsafe in a situation, please contact your advisor or lab members. Never stay in a situation where your physical well-being is compromised.
Field Safety Plan

Working Hours

Graduate students are not expected to work beyond 40 hours a week, however if a field/lab experiments or measurements require more hours than normal be sure to take adequate rest and take care of your physical well-being. Your physical well-being and mental health will always be more important than measurements. If there is anything that is placing undue stress, or preventing you from performing at your potential, please do not hesitate to let your advisor or anyone you trust in the department know how we can help.

Mental Health

There is increasing evidence that certain attributes of academic research, including PhD-level studies, may challenge your mental health. Below you can find mental health resources: https://counseling.ucr.edu/

Financial reimbursement

A graduate student will never be expected to buy equipment needed for experiments or field studies. Please work with the BEES office for booking rental vehicles, hotels or other accommodations. If you are heading to the field, you may ask for an amount before leaving to help with expenses through the iTTravel process.

From session 2

The link(s) to the reporting policy at our organization are here:
○ Most useful link for reporting at UCR: help@ucr.edu
○ UCR policies https://diversity.ucr.edu/policies-and-guidelines,
○ Policy review and proposal mechanisms are stated here (along with new policies enacted and those undergoing review): https://compliance.ucr.edu/policies#proposed_presidential_uc_policies_or_procedures_or_proposed_revisions, Seems that policies are reviewed when needed and this is where changes are made public including new policies.

This is information on the Title IX mandated UC Sexual Violence/Sexual Harassment Prevention/Reporting Training: https://titleix.ucr.edu/education

Recommendation for more trainings related to safety in shared spaces/field work:
- In person/interactive mandatory bystander intervention and deescalation training by paid experts for students, faculty, and staff. Currently, the only mandated trainings relevant to this are the UC Sexual Harassment/Violence Trainings we do through online modules in which these concepts are described but not actually affirmed through training. Additionally, it could be effective to expand topics beyond just sexual harassment/violence to a more intersectional lens (example webinar here) so that other forms of discriminatory actions relating to a persons identity can be more effectively dealt with.

Field Safety Plan

(Adapted from the University of California, Riverside)
Field Safety Plan

Field Site Location: Descriptive name of research location (e.g. Carrizo Plain, CA; Tortuguero, Costa Rica)

Activity Description: Type, length, and purpose of activity (e.g. hiking 3-4 miles, collecting specimens, etc.)

Plan Created for: Name of Research Group / Course / Trip Leader

Date of revision: Mo-Day-Yr

Date(s) of Travel: Start date, duration, expected return to campus

A field safety plan serves as a tool to document your hazard assessment, communication plan, emergency procedures, and training. This plan should identify hazards, as well as precautions and actions taken to address and mitigate those hazards. Instructions:

1. Complete this field safety plan: insert specifics for your site and operations, delete irrelevant sections.
2. Complete appropriate training for your site and operations (e.g. first aid, heat illness, task-specific training).
3. Obtain immunizations and prophylaxis for your destination, if applicable (schedule 8 weeks in advance).
4. Hold a pre-trip meeting with your group and/or supervisor to review your field safety plan, travel logistics, pack list (including first aid kit), personal safety and security concerns, and any remaining training needs.
5. Register trips more than 100 miles from campus via UC Away for travel insurance documentation, location-specific travel alerts via email, and emergency/travel assistance contacts. For international work, the Worldcue Trip Planner is available to assist with planning logistics, identify local services, and provide precautions regarding local hazards. Click on “location intel” and create a “trip brief.” A mobile Worldcue app is also available after you register a specific trip/destination via UC Away.

Site Information

<table>
<thead>
<tr>
<th>Location</th>
<th>Latitude: XX.XX (from GPS/Map)</th>
<th>Longitude: XX.XX (from GPS/Map)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevation, terrain, environment.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel to Site

How will participants get to the field site? Note any dangerous roads, conditions.

Site Access

Are there any particular restrictions or challenges to accessing site? Note any alternate routes or suggested parking areas; gate access codes, etc. Make special note if isolated or remote.

Environmental Hazards

Describe any dangerous wildlife, insects, endemic diseases, poisonous plants, etc. that participants may encounter. Note intended mitigation measures; discuss prior to trip.

Security

High risk for harassment or violence? Note intended mitigation measures; discuss prior to trip. For international travel, check the U.S. State Department travel site for current travel alerts and look up the security rating for your destination via the Worldcue Trip Planner.

No Go Criteria

What are the conditions under which approach to - or activities at - the site should be stopped or canceled? e.g. heavy rains, electrical storms, snow, temperatures > 100 degrees, within 2 hours of high tide, wave heights over 1 meter, etc.

For complex trips, consider using the GAR Risk Management Model.

Expected Weather

Note extreme conditions that could impact the trip or require additional planning, (e.g. high heat, wind, rain, snow, approaching storm).

Drinking Water Availability

☐ Plumbed water available ☐ Water cooler with ice provided ☐ Bottled water provided

Natural source and treatment methods (e.g. filtration, boiling, chemical disinfection):

Please note: online heat illness prevention training is available via the UC Learning Center (search using the keyword "heat", course length is 15-20 minutes).

Access to Shade/Shelter

If forecast exceeds 80°, shade must be provided by natural or artificial means for rest breaks.

☐ Building structures ☐ Trees ☐ Temporary Canopy/Tarp ☐ Vehicle with A/C ☐ Other:

High Heat Procedures

Required when temperatures are expected to exceed 95° F: If possible, limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for signs of heat illness are required at all times. Pre-work safety discussion required.
## Field Safety Plan

<table>
<thead>
<tr>
<th>Field Safety Plan</th>
<th>☐ Direct supervision</th>
<th>☐ Buddy system</th>
<th>☐ Reliable cell or radio contact</th>
<th>☐ Other:</th>
</tr>
</thead>
</table>

### Emergency Services and Contact Information

<table>
<thead>
<tr>
<th>Local Contact</th>
<th>University Contact</th>
<th>Lodging location: name, address, phone #</th>
</tr>
</thead>
</table>

- Name, address & phone #, may be a local colleague/institution, reserve manager, USFS office, etc.
- Not on trip. Provide a copy of this plan.
- Name, number, email; may be a Professor/PI, department contact, supervisor back on campus, etc.

<table>
<thead>
<tr>
<th>Frequency of check ins:</th>
<th>daily, at end of work day, etc.</th>
</tr>
</thead>
</table>

### Emergency Medical Services (EMS)

- Procedures for contacting emergency medical services.

### Nearest Emergency Department (ED)

- Evacuation plan and transportation options to the nearest Emergency Department; include estimated transport time, contact information and driving directions from the site to the nearest provider of emergency medical care. Attach map with specific directions.

### Cell Phone Coverage

<table>
<thead>
<tr>
<th>Primary Number:</th>
<th>Satellite phone/device</th>
<th>Device carried?</th>
<th>☐ yes</th>
<th>☐ no</th>
</tr>
</thead>
</table>

- Coverage: good, spotty, none
- Nearest location with coverage:

### Nearby Facilities

- What facilities are available at or near the site: restrooms, water, gas, public phone, store? If not, where are the nearest services along the route?

### Side Trips

- Are side trips planned or allowed during free time? Before or after the planned activities? Are there restrictions, specific rules, or expected code of conduct?

### Participant Information

<table>
<thead>
<tr>
<th>Field Team/Participants</th>
<th>Is anyone working alone?</th>
<th>Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

- If yes, develop a communications plan with strict check-in procedures; if cell coverage is unreliable, carry a satellite communication device or personal locator beacon.
- Primary Field Team Leader: Name, phone number
- Secondary Field Team Leader: Name, phone number

- ☐ Field Team/Participant list is attached as training documentation
- ☐ Other attachment: e.g. course roster

### Physical Demands

- List any physical demands required for this trip and training/certification provided. e.g. diving, swimming, hiking, climbing, high altitudes, respirators, heights, confined or restricted spaces, etc. (consult with EH&S regarding appropriate training & documentation).

### Mental Demands

- List any unique mental demands required for this trip, e.g. long travel days, high stress environments, different cultural norms, etc.

### First Aid Training & Supplies

- Cal/OSHA requires at least one trained person (with current certification) for work at remote sites. CPR also recommended.
- List team members trained in first aid and the type of training received.
- Location and description of group medical/first aid kit: Who is carrying it, where is it stored. Brief description of contents.

### Immunizations or Medical Evaluation

- List required immunizations/prophylaxis or required medical evaluation, if applicable.
- For travel-related immunizations or medical advice, contact the UHS International Travel Clinic 8 weeks prior to your trip. For required or recommended immunizations and medical clearance related to your research protocol, contact the Occupational Health Clinic (e.g. handling bats, working at altitude, respirators).
# Field Safety Plan

<table>
<thead>
<tr>
<th>Equipment and Activities – Consult with EH&amp;S for specific training and requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Activities</strong></td>
</tr>
<tr>
<td><strong>Field Transportation</strong></td>
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<tr>
<td><strong>Research Tools</strong></td>
</tr>
<tr>
<td><strong>Other Research Hazards</strong></td>
</tr>
<tr>
<td><strong>Personal Protective Equipment</strong></td>
</tr>
</tbody>
</table>

### Additional Considerations

<table>
<thead>
<tr>
<th>Official Apparel for Identification</th>
<th>If your research group or department do not have access to vests, shirts with logos or magnets for vehicles, another department can offer them like EHS?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance</strong></td>
<td>Review the University Auto Insurance Policy (Please note, coverage differs for paid staff versus students)</td>
</tr>
<tr>
<td><strong>International Activities</strong></td>
<td>Check with the Global Engagement Office (GEO) regarding required approvals. Visas, permits, finances, import/export controls, transportation of specialized equipment, and data security must be considered. See UC Global Operations (ucgo.org) or contact the Office of Legal Affairs or Research Administration &amp; Compliance for further guidance.</td>
</tr>
<tr>
<td><strong>Personal Safety &amp; Security</strong></td>
<td>Personal safety risks during free time should be considered and discussed in advance, e.g., alcohol or drug use, leaving the group, situational awareness, sexual harassment, or local crime/security concerns. Review expectations and set the tone for a safe, successful trip.</td>
</tr>
</tbody>
</table>

#### High Risk Travel: UC Support Services

Check the [U.S. State Department](https://travel.state.gov) travel site for current travel alerts and you may use the [Worldcue Trip Planner](https://www.worldcue.com) ‘Location Intel’ tab to generate a security brief for your destination. UC also offers pre-travel security risk planning, in-country security risk assessments, and contingency planning for those traveling to high risk destinations. As soon as you know you will be travelling to a high risk area, contact Risk Services to arrange assistance.

### Campus Contacts

<table>
<thead>
<tr>
<th>PI/Advisor</th>
<th>Department</th>
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<tbody>
<tr>
<td></td>
<td>951.827.5552</td>
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<tr>
<th>UCPD</th>
<th>University Health Services</th>
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<tr>
<td>951.827.5528</td>
<td><a href="http://www.ehs.ucr.edu">www.ehs.ucr.edu</a></td>
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</tbody>
</table>

**Faculty/Staff:** 951.222.2206 (Occupational Health)  
**Students:** 951.827.3031 (Campus Health Centre), 951.788.3000 (Riverside Community Hospital)  
**EH&S:** 951.827.5528
# Field Safety Plan

| UC Travel Emergency Assistance | 951.827.5528 Campus Risk Services  
| | 800.527.0218 United Healthcare/UC Travel Insurance  
| | 410.453.6330 Outside the U.S. or via email assistance@uhcglobal.com.  
| Report Injuries | Call EH&S at 951.827.5528 and use the Employer’s Report of Injury.  

## First Aid Reference – Signs & Symptoms of Heat Illness

<table>
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<tr>
<th>Signs &amp; Symptoms</th>
<th>Treatment</th>
<th>Response Action:</th>
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</table>
| **HEAT EXHAUSTION**  
• Dizziness, headache  
• Rapid heart rate  
• Pale, cool, clammy or flushed skin  
• Nausea and/or vomiting  
• Fatigue, thirst, muscle cramps | 1. Stop all exertion.  
2. Move to a cool shaded place.  
3. Hydrate with cool water. | Heat exhaustion is the most common type of heat illness. Initiate treatment. If no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can progress to heat stroke. |
| **HEAT STROKE**  
• Disoriented, irritable, combative, unconscious  
• Hallucinations, seizures, poor balance  
• Rapid heart rate  
• Hot, dry and red skin  
• Fever, body temperature above 104 °F | 1. Move (gently) to a cooler spot in shade.  
2. Loosen clothing and spray clothes and exposed skin with water and fan.  
3. Cool by placing ice or cold packs along neck, chest, armpits and groin (Do not place ice directly on skin) | Call 911 or seek medical help immediately.  
Heat stroke is a life threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately! |

Include any additional resources: route/location maps, photos of general terrain and areas requiring extra caution, etc.
Field Safety Plan

Signature of PI/Supervisor:
I acknowledge this safety plan has been prepared for field work under my supervision.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Phone Number</th>
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Field Team/Participant Roster - Training Documentation
I verify that I have read this Field Safety Plan, understand its contents, and agree to comply with its requirements.

<table>
<thead>
<tr>
<th>Name/Phone Number</th>
<th>Signature</th>
<th>Date</th>
<th>Emergency Contact/Phone Number</th>
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ENSC Safety, Space, and Equipment Committee Certification

I certify that the ENSC Safety, Space, and Equipment Committee has reviewed and approved the submitted Field Safety Plan.

<table>
<thead>
<tr>
<th>ENSC Safety, Space, and Equipment Committee Chair</th>
<th>Date</th>
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</table>

cc:
ENSC Department Chair
BEES FAO
PI