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

Science is hard, and the work of making sure science isn’t harder than it needs to be is on all of us. We create our culture, and at UMD Geography, our culture is inclusive.

We value the participation of every member of our community and want to ensure that every department member and collaborator has a positive, educational experience unhindered by unnecessary challenges caused by non-inclusive behavior. Accordingly, everyone who participates in the Department of Geographical Sciences is expected to show respect and courtesy to other community members at all times.

All department members will be dedicated to a harassment and discrimination-free experience for everyone. Discrimination or harassment based on racial or ethnic background, citizenship status, religion (or lack thereof), political affiliation, gender identity/expression, sexual orientation, dis/ability status, appearance or body size will not be tolerated. We do not tolerate harassment or discrimination by and/or of members of our community in any form.

We are particularly motivated to support new and/or anxious collaborators, people who are looking to learn and develop their skills, and anyone who has experienced discrimination in the past.

To make clear what is expected, we ask all members of the community to conform to the following Code of Conduct.

- All communication - online and in person - should be appropriate for a professional audience including people of many different backgrounds. Sexual or discriminatory language and imagery is not appropriate at any time.
- Be kind to others. Do not insult or put down other contributors.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Please make an effort to make an inclusive environment for everyone. Give everyone a chance to talk and an opportunity to contribute.
• Watch out for **microaggressions**. *Be aware that your actions can be hurtful to others or contribute to a negative environment even if you had no intent of harm.* Listen. Offer a genuine apology. Commit to learning and doing better.
  
  o Microaggressions are defined as the everyday, subtle, intentional — and oftentimes unintentional — interactions or behaviors that communicate some sort of bias toward historically marginalized groups.
  
  o The difference between microaggressions and overt discrimination or macroaggressions, is that people who commit microaggressions might not even be aware of them.

• “**See Something, Say Something**”: We all have a part to play in fostering a safe environment, so if you see someone causing harm, please report it.

Unacceptable behavior 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.

*Participants asked to stop any harassing or discriminatory behavior are expected to comply immediately.*

To report an issue please contact the Associate Chair, or, if the issue is with the Associate Chair, please contact the Ombudsman. All communication will be treated as confidential. If inappropriate behaviour persists after a discussion with the Associate Chair, the issue will be escalated according to procedures laid out by the relevant entities in UMD’s **Bias Incident Response Team**.

It is the recommendation of the URGE pod that incidents be reported, first and foremost, to official UMD channels. This helps to create a written record of incidents and engage UMD third-parties. If the student feels comfortable or feels a desire to engage members of departmental administration, the designated individual to be informed of the incident is the Associate Chair. For incidents of sexual assault/harassment, please report the incident to the **Office of Civil Rights and Sexual Misconduct**. For incidents of bias/hate/racism, please report the incident to the **Office of Diversity and Inclusion**. For filing general complaints about faculty, supervisors, or other issues, please use the **University of Maryland Ombuds Services**.

The material in this code of conduct is derived from the **Bahlai Code of Conduct**, which is in turn derived from the *"Whitaker Lab Project Management*" by Dr. Kirstie Whitaker and the Whitaker Lab team, used under CC BY 4.0. Bahlai Lab Code of conduct is licensed under CC BY 4.0 by Dr. Christie Bahlai

**Field Work Safety Plan**

The Department of Geographical Sciences does not currently offer much in the way of a fieldwork safety plan. It is mostly up to the individual PIs to implement safety procedures for fieldwork and travel, and it is highly recommended that they do so.
Racial risk assessment of sites
Every site should be assessed for the unique risks that a site might pose to racial minorities in a field work group. This assessment should include a discussion of potential risks before the trip, and include all involved in the trip. It is especially important to ensure that points of contact are clear and distributed to all involved. Consideration should be given to creating groups of students conducting fieldwork so that no student is conducting fieldwork alone, especially in sites that may pose real racial risk. A major step in increasing official visibility and mitigating risk is ensuring that students' shirts and vehicles have clear official UMD logos as well as logos of any government agencies that may be involved in the fieldwork.

Pre-departure checklist of discussions within the field team
Several steps should be taken before departure and discussions should be had with the field team. A minimum checklist of discussion points and steps to take is follows:
- A racial risk assessment of field sites should be taken (see previous section), giving every individual a chance to voice concerns.
- Reach out to local authorities, businesses, and community leaders, especially in white communities, to provide early notice of the diverse nature of their teams.
- If the fieldwork is being conducted in an international setting, make all researchers aware of local laws, customs, and political situations.
- Map out resources available to support researchers conducting fieldwork.
- Contact others who have previously conducted research at the field site to get insight into potential risks and concerns from their experience.
- Engage in fieldwork with multiple people, and not alone, where possible.
- Always carry a university ID and a personal ID, as well as a passport if the fieldwork is in an international setting.

Procedures for documenting incidents in the field
Currently, there is no procedure developed by the department for documenting incidents specific to the field. However, there are other avenues for reporting general complaints at the university level, documented in the “Processing for Reporting Violations” section of this document.

Additional required or supported training
The Department of Geographical Sciences does not have any training policies for fieldwork. However, there are some resources provided by the Department of Environmental Safety Sustainability and Risk (ESSR).
ESSR offers a template training for fieldwork: The Research Specific Training for Field Work can be used as a template for this training.

They also offer training in Basic First Aid, CPR/AED, which they recommend for all field researchers.

Many of the trainings mentioned in the “Training Resources” section are also beneficial for fieldwork, including AlliedTERPs workshops on allyship and bystander training.

Lab Work Safety Plan

The Department of Geographical Sciences is currently making a move from LeFrak Hall and the Hartwick building to a new building on River Road, at a different part of campus. This necessitates a discussion of the challenges and threats that students of color may face at the new location, as well as a discussion of opportunities to make the new space more inclusive and safe for everyone.

The new building on River Road is open and has more shared spaces than the old building LeFrak. It also has a wellness room/lactation space. This raises issues of privacy - anybody walking by may be able to see what is on a researcher’s monitor. It additionally means that music, conversations, and phone calls may be more distracting to researchers. This means that everyone should be considerate of who is working near them. Additionally, the department should provide a few private rooms for personal calls and privacy.

The new building is quite far from many other parts of campus. This will necessitate a lot of traveling across campus for seminars and general department cohesion, which can be a safety issue for women and BIPOC, especially at odd hours. Thus, this should be taken into consideration when scheduling meetings or seminars.

The university offers some safety and transportation resources. The 104 bus travels between the area of LeFrak and the new River Road building. Additionally, the university offers a NITE Ride service which provides free, safe transit after hours. It can be accessed by downloading an app or calling 301-314-3687. The university also offers blue alarm stations around campus to quickly receive help.

Process for Reporting Violations

Currently, there is no clear way for reporting violations safely at the department level. The only recourse is directly speaking to the violator or through the ombudsman. This is a serious problem that should be dealt with by the next department chair.
However, there are avenues of complaint at the university level. These include:

- UMD General Complaint Form
- University of Maryland Ombuds Services
- UMD Office of Student Conduct (student policy violation)
- For incidents of bias/hate/racism: UMD Office of Diversity and Inclusion (bias report incident)
- For incidents of sexual assault/harassment: UMD Office Civil Rights & Sexual Misconduct (reporting forms and variety of contact options)
  - Sexual Misconduct Report (online)
  - Discrimination Report (online)

Training Resources

While the Department of Geographical Sciences does not offer trainings, the University of Maryland offers a few different training resources.

Organizations can request trainings on Diversity and Inclusion, Implicit Bias, Cultural Competency from the Office of Diversity and Inclusion.

The Office of Civil Rights and Sexual Misconduct offers an online course on Disability & Accessibility Online Training.

TERP Allies, an initiative of the ADVANCE Program for Inclusive Excellence, offers workshops on allyship and bystander training in an academic setting.