Session 6 Deliverable: Safety Plan Rough Draft *(Diane’s comments in red)*

*(Excerpt from URGE deliverable template)* Develop and publish a safety plan specific to your pod (lab, university, organization). *This safety plan should include a code of conduct* as well as a process for reporting violations, as covered in your Complaints and Reporting Policy deliverable from Session 2. Outline training resources that are available and requirements for antidiscrimination, bystander intervention, and de-escalation training. For field work, include a racial risk assessment of sites, a pre-departure checklist of discussions within the field team, procedures for documenting incidents in the field, as well as additional required or supported training. This safety plan can (and should be) a work in progress that is revisited and refined.

**Suggested format below.**

**Overview *(Excerpt is from BRG):***
We value the participation of every member of our community and want to ensure everyone has an enjoyable and fulfilling experience, both professionally and personally. Accordingly, all members of the Basins Research Group (BRG) are expected to show respect and courtesy to others at all times. We create our culture and our culture is inclusive.

**Inclusivity and diversity *(Excerpt from BRG):***
Enjoyable, high-quality research can only be conducted when you feel safe, secure, and supported. All group members are thus dedicated to a harassment-free experience for everyone, regardless of gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, and/or religion. 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:

**Risks Assessment**
- 1. Risks in the lab and in the field
- 2. Risks for BIPOC researchers

*(Excerpt from AGU Session 6 deliverable)*
- AGU/EPSP has non-existent resources.
- EPSP is very broad, so field best practices contributions need to be broad.
• Recognition that resources and trainings exist but are not adequately advertised
• We acknowledge that many voices are absent because many with traumatic field experiences have left the field.

Suggested edit (NASA may already have for 1?)

1. Risk Assessment: Risks in the lab and in the field (below is written by Diane)
Risks common in the laboratory include injury from slips and falls, equipment malfunction, and exposure to hazardous materials. Risks in the field can include injuries resulting from exposure to extreme weather, lightning strikes, uneven terrain, crossing open bodies of water, wildlife attacks, etc. All personnel should complete (annual?) safety training as outlined below (LINK?) Fieldworkers in remote areas must complete a detailed safety plan and return it to (Carol Stoker??) no later than 5 weeks before the first field day (see UCSC example below)

2. Risk Assessment: Risks for BIPOC researchers
Here we should state as AGU did if we do not currently have these metrics. The Workforce Diversity Pipeline Working Group is not really a policy but an exploratory effort to assess diversity? Should it be listed as a resource at the bottom?
Suggested (written by Diane): BIPOC workers are at greater risk of being denied access to facilities, materials or equipment given to non-BIPOC workers with the same security clearance. If this includes access to PPE, this could put BIPOC workers at greater risk of being exposed to harmful environmental conditions including COVID-19. BIPOC workers are also at greater risk of being detained, questioned, and physically restrained by security personnel during and after regular work hours than non-BIPOC workers.

Safety Plan (Excerpt and link from UC Santa Cruz):
https://www.preprints.org/manuscript/202008.0021/v1

UCSC Earth and Ocean Sciences Field Research Safety Plan
Fieldwork is defined as research done outside of the home (or affiliate) institution’s physical location to gain practical experience and knowledge. Locations where fieldwork is done can have a wide variety of challenges including (but not limited to): natural hazards; difficult access to food and shelter; unfamiliar cultural norms or languages; distance from personal support networks; long, exhausting days/work hours; enhanced power imbalances; and societal hostilities to real or perceived differences.

Environmental Health and Safety Field Safety Plan
Prior to conducting fieldwork, all research groups must complete an _______ and submit it to _______ and the appropriate department _______.
https://ehs.ucsc.edu/programs/research-safety/field-research/
Domestic field projects must have a Field Safety Plan completed at least ____ weeks prior to field activities. International field projects must have a Field Safety Plan completed at least _______ prior to departure, to allow time for all individuals to receive vaccinations and health screenings as needed. A separate Field Safety Plan must be completed for each distinct field locality and must be updated annually, for repeated fieldwork. There is a UC Field Research Safety office with further information and many resources.
Code of Conduct  (link and excerpts from BRG. Note it is written for PhD students):
https://docs.google.com/document/d/10y7TP48ik1rcQBPASDo8mZM7DJ5EbF0hyWP-csgb1QE/edit

Please note that this code of conduct is not a legal document, supplementing, but not replacing (OUR ORGANIZATION)’s or your level of employment or study (NASA interns?)

• All communication, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds. Sexual language and imagery is not appropriate at any time.
• 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.
• 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.
• Participants asked to stop any harassing behavior are expected to comply immediately.
• Contribute to discussions in meetings with a constructive, positive approach
• Be mindful of talking over others when discussing in groups, and be willing to hear out the ideas of others.

OPTIONAL: Statement about who this code of conduct benefits and why/how

Mental Health (excerpt from BRG)
All PhD students (?) come across most of these issues at some level. I strongly encourage everyone in the group to take an active and pre-emptive approach towards the maintenance of their mental health. We assure you that you have the time and resources needed for a highly successful PhD. If there is anything that is placing undue stress, or preventing you from performing at your potential, please do not hesitate to let me or any of the postgraduate tutors in the department know how we can help. You should also be familiar with resources on campus... or we could put it in Resources (last section) as others have done.

Excerpt BRG bullets are typical PhD mental health stressors:

• Low pay and quality-of-life issues, particularly as a function of living in an expensive city as London
• Feelings of isolation in your research; e.g. everyone has their own topic and it can often feel as if you are working on your own
• Uncertainty in your research, although it should be noted that, in research of all kinds, it is not just the outcomes that are uncertain, but the questions themselves!
• Uncertainty in your post-PhD career
• So-called “negative results”; i.e. at some point in your research it is likely that certain questions will be more challenging to answer than anticipated, or that you will feel you have spent days/months/years toiling with little to show
• Burnout; i.e. feeling the need to work endless hours to make up for the above issues, and the subsequent exhaustion
• Suggest adding bullet for BIPOC whose first language is not English, the feeling of being misunderstood or that cultural practices (i.e. Ramadan) are not being accepted or taken seriously

Outputs, publication expectations and standards, and open science
What is the current ARC CoC?

Conferences
What is the current ARC CoC?

Working hours
What is the current ARC CoC?

Meetings What is the current ARC CoC?

Group meetings: Group meetings are typically held at.... As part of your professional training, you will be expected to lead a group discussion on a topic of your choice at least once per term.

Individual meetings: What is the current ARC CoC?

Communication
What is the current ARC CoC?

Social media
What is the current ARC CoC?

Journals (excerpt from BRG)
You should be familiar with recently published material relevant to your PhD project. Below are some academic journals that may be of interest:

Signing-up to ‘mail alerts’ from specific journals and more general publication ‘feeds’ (e.g. Google Scholar) are highly recommended; by doing this, you can be kept informed of newly published literature related to your studies. What is the current ARC CoC?

**Holidays** What is the current ARC CoC? Is there a policy for workers to fast during Ramadan?

**Training/Resources for Diversity and Inclusivity, Process for Reporting Incidents** *(current ARC training/resources? If we don’t have, we should say as AGU stated)*

**Recommendations** *(excerpt from Huliāmahi at the University of Hawai‘i at Mānoa Safety Plan for the Laboratory, Department, and University)*

(Based on this preliminary survey, Huliāmahi recommends that:

1. The Department of ______ should create a safety plan for ________. These papers and resources could be used as templates for this safety plan:
   - Safe Fieldwork Strategies for At-Risk Individuals
   - UCSC Field Safety Plan Form
   - Carleton Fieldwork Safety Resources
   - Ten Steps to Protect BIPOC Scholars in the Field (EOS)
   - The Challenges of Fieldwork for LGBTQ+ Geoscientists (EOS)

2. Safety plans should include considerations for marginalized communities, including aspects of race/ethnicity, sexual orientation, gender and gender identity, disability, and/or religion.
   a. Additional cultural considerations for respecting Native Hawaiian and Pacific Islander communities should be implemented in fieldwork.
   b. A racial risk assessment for field sites should be conducted prior to fieldwork. All faculty leading fieldwork should have previously taken part in antidiscrimination and bystander training in order to appropriately understand potential risks associated with a location and take necessary precautions to mitigate those risks.

3. Our school should develop and require bystander intervention training for all employees.

Signatures of approval from Pod *(here we put our names if we approve the draft)*

**Acknowledgments:**
This deliverable borrows heavily and is modified from: *Basin Research Group Code of Conduct*, UCSC Earth and Ocean Sciences Research Safety Plan, American Geophysical Union Session 6 document, *Huliāmahi at the University of Hawaiʻi at Mānoa Safety Plan for the Laboratory, Department, and University*. We thank you for inspiring us!