
Safety Plan, URGE Deliverable
University of Tennessee in the Department of Earth & Planetary Sciences

To address the questions provided by URGE for this deliverable, specifically regarding creating a Safety Plan at the University of Tennessee-Knoxville (UTK) and in the Department of Earth & Planetary Sciences, the **URGE Pod** compiled information from university and department websites, based on examples provided^{1,2,3}. Suggestions for changes and improvements are included throughout this deliverable, indicating with a ➤ symbol.

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¹ <https://www.preprints.org/manuscript/202008.0021/v1>; https://serc.carleton.edu/advancegeo/resources/field_work.html

² Anadu, J., Ali, H., Jackson, C. (2020) Ten steps to protect BIPOC scholars in the field, EOS, 101, DOI: [10.1029/2020EO150525](https://doi.org/10.1029/2020EO150525).

³ Demery, A.J.C., Pipkin, M.A. (2021) Safe fieldwork strategies for at-risk individuals, their supervisors and institutions. Nat Ecol Evol. 5, 5–9. <https://doi.org/10.1038/s41559-020-01328-5>.

INTRODUCTION

Scope

This document contains information to assist the UTK EPS Community, including students, staff, and faculty, in contributing to a safe, inclusive, and healthy workplace for all personnel. The URGE pod has written this Safety Plan, recognizing that:

- 1) academic pursuits in the geosciences include a wide array of skills and techniques, education and training, and classroom, laboratory, and field experiences, and
- 2) personal identity, perceived identity, and/or situational context during academic work can result in different types and severities of risks due to implicit and explicit biases within the geosciences, which may also disproportionately impact students, staff, and faculty.

This Plan reiterates the geographical extent of the UTK Code of Conduct; clarifies personnel responsibilities, accountability, training requirements and recommendations related to safety and health; and outlines minimum considerations for risk assessments. This document is a supplement to--not a substitute for--the [UTK Code of Conduct](#), the [EPS Graduate Student Handbook](#), [OSHA Laboratory Standard](#), the [UTK Chemical Hygiene Plan LS-020](#), the [UTK Laboratory Safety Manual](#), lab-specific Chemical Hygiene Plans developed in response to COVID-19, group-specific Pre-Activity Safety Assessments, conditions and stipulations of permits to conduct UTK-affiliated scientific work on various types of materials as well as in various states, countries, etc.

Purpose

The purpose of this document is to propose that UTK EPS establishes and maintains an effective Department Safety Plan for its students, staff and faculty. By adopting a Safety Plan, the following objectives will be met within the Department:

- 1) Active promotion of a safe, inclusive, and healthful place and conditions for work/study that includes:
 - a) Commitment and involvement of all EPS personnel,
 - b) Continuous analysis of the EPS “workplaces,” including on campus and offsite locations, to identify risks and potential hazards that affect individual, group, and community-wide safety and health,
 - c) Development and maintenance of department-specific methods and “best practices” for preventing/mitigating/controlling any existing or potential risk, including, but not limited to: training, planning, post-activity assessments, etc.
- 2) Continuous to periodic evaluation of department and university resources to review, revise, and improve the contents of this Plan that will increase the safety of EPS personnel for on- and off-campus field, lab, and travel-related activities, and within reason given the activity;
 - a) Office of Equity and Diversity and Office of Student Disability Services, in the context of ADA Accommodations for Faculty, Staff, and Visiting Scholars;
 - b) Environmental Health and Safety, in the context of offsite safety and lab-related activities, on- and off-campus;
 - c) Office of Multicultural Student Life and the Pride Center, in the context of diversity, equity, and inclusion issues.

CODE OF CONDUCT & COMMUNITY STANDARDS

The systemwide University of Tennessee [Code of Conduct](#), predominantly for employees of the university system, includes 1) general principles and statements of ethical and responsible conduct and 2) specific examples of prohibited conduct, such as disrespect for people and property, non-compliance with standards of safety, laws, and University policies, and unacceptable work performance and attendance. The [UTK Faculty Handbook](#) outlines the responsibilities of faculty, specifically *“Within the university, faculty members treat colleagues, staff, and students with respect and fairness. They listen to the views of others, work constructively as members of the diverse academic community, and safeguard the recognition of achievements of others, including those in subordinate positions. Faculty honesty in financial and personal matters is expected. Beyond the university, individual faculty members are representatives to the wider community, which they treat with respect and fairness.”* In addition, the University has developed a set of aspirational goals titled, [Principles of Civility and Community](#), which encourages all members of the University community to foster a learning environment where diversity is valued, respected, and celebrated.

The [UTK Student Code of Conduct](#) applies to activities students on UT property AND “all University-affiliated activity including, without limitation, an overseas study program or a clinical, field, internship, or in-service experience.” Specifically, *“Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).”*

In EPS, faculty, staff and students are expected to uphold professional standards. In 2019, the Department drafted a [Code of Conduct](#) (beginning on page 30) as part of revisions and updates to the EPS Strategic Plan.

SITUATIONAL SAFETY PLANNING

Roles and Responsibilities for On-Campus Activities

Activities on-campus and within the Department (i.e., laboratories, classrooms) are generally organized, planned, and directed by the faculty (Table 1). Oversight and guidance for the faculty for building issues, specifically for laboratories, can be provided by **Building Emergency Preparedness Coordinators** and **Laboratory Safety Coordinators**, which work with the UTK Office for Environmental Health and Safety. Instructors, staff, and sometimes graduate students, can also have responsibilities when conducting on-campus research and in considering safety issues (Table 1).

Sometimes unsafe workplaces or activities can result from financial, physical, cultural, or societal barriers of staff and students. Most of the UTK training for faculty, as defined by roles and responsibilities, focus on creating a safe, well-trained, and informed research group to prevent physical accidents *in the lab*. However, UTK laboratory training could also be used to identify inclusive research practices.⁴ There are risks associated with workplace safety after-hours, if someone is alone, or in

⁴Chaudhary, V.B., Berhe, A.A. (2020) Ten simple rules for building an antiracist lab. PLOS Computational Biology, 16(10): [e1008210](#).

groups with differential power. For example, one safety risk may be inadequate or unreliable transportation for students/faculty to get to/from the building to work nighttime hours.

- The URGE pod recommends using Chaudhary & Berhe (2020)⁴ as a guide to recognize inequitable and non-inclusive activities and barriers, power dynamics, and poor or inadequate training and mentorship that could cause on-campus safety issues in research labs and classroom use (e.g., after-hours completion of assignments on-campus).

Table 1. Roles & responsibilities related to on-/off-campus activities, conduct, and training.

Responsibilities	Faculty/ PIs	Instructors	Staff	Students	Visitors/ Guests
Be familiar with roles and responsibilities, as outlined in UT Code of Conduct, Faculty Handbook, Student Code of Conduct, etc.	✓	✓	✓	✓	✓
Advocate for and foster a safe, inclusive, and diverse workplace, including within research programs, classroom environments, and service assignments, and departmental activities, on- and off-campus.	✓	✓	✓	✓	✓
Participate in EPS-recommended training and encourage informed discussions about DEI issues. Consult resources to improve training.	✓	✓	✓	✓	✓
Develop lab safety plans and field safety guides, and complete and review risk assessments for lab and field work, which may include (but are not limited to) details regarding travel logistics, lodging, meals, and explanations of financial obligations for those activities.	✓	✓ (in the context of trips for 100-level courses)	✓ (research staff)		
Identify training for research laboratory and field safety that could recognize and address financial, physical, cultural, or societal barriers that might impact safe classroom and laboratory research activities.	✓	✓	✓ (research staff)		

UTK Travel Policies & Procedures for Off-Campus Activities

UT’s system-wide full travel policy can be found here:

<https://policy.tennessee.edu/wp-content/uploads/policytech/system-wide/fi/FI0705-Travel.pdf>

UTK-related travel for conferences/workshops, field work, museum work, etc. within the United States and internationally, regardless of the source of funding for the travel, requires approval through a travel authorization form *before* a trip is taken, except for in-state (i.e., within Tennessee) travel, which does not require prior approval. However, if travel is done in a private vehicle on UTK-related business in- or out-of-state, a travel authorization form is needed to process travel reimbursements.

All international travel on University business, regardless of whether University funds are used, requires online registration of the international travel before commencing the trip. This should be done well in advance of the anticipated travel (i.e., months). Students traveling with a faculty member, i.e. on the faculty member’s travel authorization request, must also register online with the [Center for Global Engagement](#) (CGE). If a person is traveling for personal reasons and not on UT business, not for UT academic purposes, or the trip is not being paid for by UT funds, then a travel form and international travel request are not required. Faculty, staff, and students traveling internationally are required to

purchase travel insurance (health, evacuation/repatriation) through the provider CISI. Information is provided on the International Travel Registration website. This is a reimbursable expense.

Travel booking (e.g, for plane tickets) must be done through the [Concur Solutions Travel System](#), and World Travel Services (“World Travel”), regardless of faculty, staff, or student. Expenses associated with other travel agencies, including on-line booking tools, will not be reimbursed. Travel expenses incurred in connection with a grant or contract (restricted funds) will be paid in accordance with the provisions and reimbursement limitations of university travel policies unless otherwise stipulated by the grant or contract with the exception of airfare. Only economy airfare will be reimbursed regardless of the funding source. All student travel must be reimbursed in accordance with [FI0535 - Student Payments \(Non-Employment Related\)](#) and, if applicable, reported to the campus financial aid office.

Roles and Responsibilities for Groups Conducting Off-Campus Activities

Offsite activities include travel for UTK-registered coursework, field-based research, offsite museum-based research, offsite lab-based research, travel to professional meetings and conferences, and off-campus UTK EPS Geoclub activities. Activities off-campus related to courses and field/museum research, as well as professional meetings and conferences, are generally organized, planned, and directed by the faculty (Table 2). Faculty (or trip organizers) should be aware of the cultural/racial/ethnic histories for destinations to make sure that students are comfortable and will be safe, and evaluate whether other locations should be considered. The faculty should also be responsible for obtaining financial resources to cover travel expenses, particularly for group travel. Offsite activities related to conferences and Geoclub activities may also be done by graduate students. Undergraduates may also independently plan and conduct field activities or conference travel. Guidance for anyone working off-campus, especially in the field, comes from the UTK Office for Environmental Health and Safety.

Sometimes unsafe workplaces or activities can result from financial, physical, cultural, or societal barriers of staff and students. Most of the UTK training for faculty, as defined by roles and responsibilities, focus on creating a safe, well-trained, and informed research group to prevent physical accidents in the field or while traveling that would be caused by common or unusual hazards. For example, risk assessments could include identifying risk associated with contracting diseases from ticks, mosquitos, etc., or risk for sunburn or dehydration. However, UTK training could also be used to identify safe and inclusive practices for off-campus field/museum work or conference/meeting situations. For example, individuals may not feel comfortable traveling alone or to a site without resources like running water, or a location may be difficult and unsafe for an LGBTQ+ individual to navigate due to local politics or lack of antidiscrimination policies.

- The URGE pod recommends using resources cited herein^{1,2,3} to assess the risks for all individuals during off-campus, field/museum safety that could be caused by unequitable and non-inclusive activities and barriers, power dynamics, and poor or inadequate training and mentorship.
- The URGE pod recommends clearly outlining and describing how pre-safety assessments and planning checklists can be made for all offsite travel done by EPS faculty, staff, and students. Providing templates and specific recommendations would be helpful.

Table 2. Roles & responsibilities related to EPS/UTK-affiliated group offsite activities and travel.

Responsibilities	Trip Organizer(s) & Supervisor(s)	Trip Participant(s)
Trip Planning & Preparations		
Prepare a Pre-Activity Safety Assessment, ideally <u>before</u> committing to an itinerary or submitting travel authorization requests. Risks that are identified and cannot be reasonably controlled or mitigated shall be reviewed with EPS faculty and/or UTK OED and/or UTK EHS, as appropriate.	✓	
Organize a meeting (or meetings) with participants to answer questions, discuss concerns, and finalize travel plans and itinerary, as outlined in the Pre-Activity Safety Assessment <u>before</u> travel arrangements are confirmed.	✓	✓
Identify and complete training requirements or any forms that require signatures, including (but not limited to) passports, visas if applicable, immunization/vaccination records, health insurance coverage.	✓	✓
Discuss financial obligations and requirements for travel, lodging, meals, and options for funding the offsite activities. This could be evaluating grant funds or applying for travel funding through UTK (e.g., Graduate Student Senate) and/or EPS resources (e.g., Student Success Fund). Complete paperwork or documentation describing financial obligations for all individuals, including the role of the advisor/supervisor if a student is traveling along. Make travel arrangements in Concur with World Travel.	✓	✓
During and After Travel		
Uphold all aspects of the Code of Conduct at all times, regardless of location or context.	✓	✓
Maintain open dialogue about expectations and experiences regarding safety. If a participant feels that they are unable to perform any aspects of the work/travel, either before or during travel, they should notify the trip organizer or designated group leader as early as possible	✓	✓
Respond to and report safety issues when appropriate, including locally and then to EPS and/or UTK.	✓	✓
Submit travel receipts in a timely fashion (within 30 days of return) through Concur to ensure swift reimbursements.	✓	✓
Evaluate the experience to assess whether safety expectations were met; consider ways to improve.	✓	✓

Roles & Responsibilities for Individuals Traveling Alone

Faculty, staff, and students may have the opportunity to travel alone for UTK-related business, such as for field work or conferences. Supervisors/advisors need to be aware of the risks for these individuals (Table 3). Safety risks for those traveling alone are similar to group travel, such as being vulnerable to crime or experiencing discrimination/harrassment, but without security from “safety in numbers.” Sometimes safety risks are related to financial limitations. For example, a student may only receive \$400 to attend a conference that will actually cost them over \$1000 for airfare, lodging, and meals, so the student stays in a very cheap hotel, far from the conference, and must walk alone to/from the sessions at night because there are no free or reliable transportation options. Thorough evaluation of the financing for solo trips needs to be done with the individual and their supervisor/advisor.

- The URGE pod recommends clear training for faculty and undergraduate and graduate students regarding travel planning for field work, conferences, etc., including how to assess safety for the area they will be traveling to, what can/cannot be paid for unront or reimbursed after the trip.

Paying for expenses before the trip will reduce the financial burden and barrier for students. Training should also include guidelines for how travel can be booked, standard per diem rates, and whether there are limitations for solo student travel (e.g, being under 25 years old and unable to rent vehicles from most companies) or barriers to travel (e.g., studentnot have wilderness skills).

Table 3. Roles & responsibilities of individuals and supervisors related to EPS/UTK-affiliated offsite travel.

Responsibilities	Individual	Supervisor/ Advisor
Trip Planning & Preparations		
Prepare a Pre-Activity Safety Assessment, ideally <i>before</i> committing to an itinerary or submitting a travel authorization request. Organize a meeting with the supervisor/advisor to answer questions, discuss concerns, and finalize travel plans and itinerary. Risks that are identified and cannot be reasonably controlled or mitigated shall be reviewed with EPS faculty and/or UTK OED and/or UTK EHS, as appropriate.	✓	✓
Identify training or any forms that require signatures, including (but not limited to) passport, visas if applicable, immunization/vaccination records, health insurance coverage, and permits or licenses legally required to conduct the planned work/activities.	✓	✓
Discuss financial obligations and requirements for travel, lodging, meals, and options for funding the offsite activities. This could be evaluating grant funds or applying for travel funding through UTK (e.g., Graduate Student Senate) and/or EPS resources (e.g., Student Success Fund). This may also include provision of satellite phone or other resources (i.e., firearm and firearm training) for remote field work. Complete paperwork or documentation describing financial and resource obligations for the individual, including the role of the supervisor/advisor if a student is traveling alone. Make travel arrangements (airfare, lodging, car rental) in Concur with World Travel to avoid financial burdens due to up-front costs for a student.	✓	✓
During and After Travel		
Uphold all aspects of the Code of Conduct at all times, regardless of location or context.	✓	✓
Maintain frequent communication (phone and/or email) with supervisor/advisor during travel. Respond to and report safety issues when appropriate, including locally (i.e., police), and then to EPS and/or UTK.	✓	✓
Submit travel receipts in a timely fashion (within 30 days of return) through Concur to ensure swift reimbursements if any are needed.	✓	✓
Evaluate the experience to assess whether safety expectations were met; consider ways to improve.	✓	✓

Roles & Responsibilities for Off-campus, Externally-Organized Travel (e.g., field camp attendance, travel to research labs)

Faculty, staff, and students attending external-to-UTK events, such as field camp, field trips during conferences, workshop or museum events, etc. are representatives of UT and EPS. They are expected to be familiar with the UTK Code of Conduct, as well as host organization;s practices, policies, and codes, reporting options, behavior expectations, and in-case-of-emergency procedures.

- The URGE pod recognized a gap in oversight from EPS regarding UTK personnel participation in external organization functions and travel. The URGE pod recommends clear guidance be developed for UTK personnel who participate in externally organized activities and travel. In

particular, questions related to consequences if EPS people do not behave appropriately, whose responsibility it is for oversight and protecting/supporting students who participate in external travel (i.e., for field camp), what role and how EPS vets and/or oversees where to send students, how to keep track of where students are going, points of contact for the host organizations, and how to provide assistance for personnel for these travel activities.

- With respect to field camps, specifically, the URGE pod suggests that EPS implement exit surveys for trips and /or organizations that students attend, to know about issues that may come up related to educational content or safety concerns.

RESOURCES

On-campus Required & Recommended Training & Planning Risk Assessment Guides

- Title IX, Clery Act Mandatory Reporter Training, Title VII (in person and/or online; required)
- Emergency Preparedness (Canvas, required for UTK employees)
- Safe Zone Training (available through UTK Pride Center)
- First Aid, CPR, AED Training (available to all UTK personnel)
- Sign up for “UT Alert”
- UTK Environmental Health & Safety Guide LS-110, Working Alone In Research
- LiveSafe App → affiliate with UTK → features include check-ins, SafeWalk
- For safe and inclusive field practices^{2,3,5}, other types of training may also include antidiscrimination, bystander intervention, and de-escalation training.

Offsite Required & Recommended Training & Planning Risk Assessment Guides

For field/museum research done off-campus, all personnel are encouraged to participate in the risk assessment and management processes for offsite activities, starting with review of the [UTK GS-006 Offsite Safety Guide and Appendices](#)

- Appendix A: Offsite Safety Checklist
- Appendix B: UTK Field Work Safety Planning Record
- Appendix C: Field Research Safety
- Appendix D: Physical and Environmental Hazards
- Appendix E: Animals and Pests
- Appendix F: Diseases
- Appendix G: Vehicle Safety
- Appendix H: Basic Water Safety
- Appendix I: Cold Stress Prevention
- Appendix J: Dehydration and Heat Stress Prevention
- Appendix K: Safety Hazards of Batteries
- Appendix L: Water Sampling Safety Water-Qualities Activities

For field work to remote locations that may involve camping and other wilderness activities, consult field and [wilderness training](#) options that provide overnight skills, such as setting up tents, packing efficiently, making a fire, medicine, etc., as well as relevant [cultural competency training](#) offered through various UTK departments and organizations. Firearm training may be needed for exceptionally remote places.

⁵Whitmeyer, S.J., Mogk, D.W. (2013) Safety and liability issues related to field trips and field courses, Eos Trans. AGU, 94(40), 349, doi:[10.1002/2013EO400002](https://doi.org/10.1002/2013EO400002).

Resources for Assessing Safe U.S. and International Travel

- Consult resources for the region and/or nearby towns/cities for relevant destination information regarding safety
- Consult resources to evaluate local laws that explicitly prohibit discrimination based on race, gender, sexual orientation, and gender identity:
 - Movement Advancement Project: [Equality Maps](#)
 - Southern Poverty Law Center [“Mapping Hate” Map](#)
- Consult resources to evaluate crime rate statistics for the travel destination, known hate groups operating in the vicinity of the destination, and ecological threats that are leading to humanitarian emergencies, etc.:
 - [CDC Travel](#) Information
 - Vision of Humanity [Global Peace Index](#)
 - Ecological threat resources, such as through [Vision of Humanity](#)
 - [LGBTQ+](#) and [Transgender](#) travel guides
 - Ethnic and racial resources, such as through [IES Abroad](#) and their [Country-specific Diversity Resources](#)
 - Disability travel resources, such as [Society for Accessible Travel & Hospitality \(SATH\)](#)
- Ensure all participants have passports and visas, if applicable, well in advance of travel. Ensure all participants have appropriate health insurance coverage and required or suggested immunization/vaccination needs.
- Review CDC Travel Health Notices for destinations; UT funds cannot be used for travel to destinations where the [US Department of State](#) has issued a Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) advisory, or with a [CDC](#) Alert Warning Level 3 (Avoid All Non-Essential Travel). The US State Department travel advisories are based on risk indicators related to crime, terrorism, civil unrest, health (based on the CDC recommendations), natural disasters, time-limited events (e.g., elections), and kidnapping or hostage taking. The CDC alert levels are based on outbreaks (e.g., dengue, typhoid, ebola, COVID-19, etc.), natural disasters, and other health risks. Exceptions must be approved by the International Risk Management Committee or the Office of the Provost. See <https://cge.utk.edu/travel/>
- Consider the [Smart Traveler Enrollment Program \(STEP\)](#) with the US State Department.

REPORTING & ACCOUNTABILITY

Reporting Options for On- & Off-campus UTK Activities

Depending on the reporting need, the severity of the situation or issues, the individual(s) involved (i.e., faculty, staff, student), and the location of the problem, reporting can be done to the [Bias Education and Referral Team](#), the [Office of Equity and Diversity](#), [Office of Ombuds Services](#), [Office of Student Conduct & Community Standards](#) (SCCS), or the [University of Tennessee Police Department \(UTPD\)](#) or Knoxville Police Department (KPD). The UTPD investigates all reported bias-based crimes. Regardless of location, call 911 if anyone feels threatened or in immediate danger.

In general, for on-campus bias incidents due to unsafe conditions, reporting is done on this form, <https://bias.utk.edu/how-to-report-an-incident/>. A complaint based on discrimination should follow,

<https://oed.utk.edu/complaints/>. A faculty or staff member who has experienced or witnessed a bias incident or hate crime should:

- Initiate a complaint through the [Office of Equity and Diversity](#) (865-974-2498); Department of Human Resources (865-974-6642); or the academic dean of the appropriate college if the threat is not immediate. The individual may also consult their immediate supervisor or another person in authority within the department. Complaints lodged in any of these offices will be referred for investigation, and as appropriate to the UTPD.

A student who has experienced or witnessed a bias incident or hate crime, whether on-campus or during travel off-campus, should:

- Report incidents to 865-974-3179 and/or submit a [Bias Incident Reporting Form](#) if the threat is not immediate.
- Contact the [Office of Equity and Diversity](#) for allegations of discrimination and/or harassment that occur within the classroom. Complaints may also be directed to the academic dean of the appropriate college.
- Contact a person of authority with whom the student can speak honestly and openly, i.e., hall director, professor, etc. if the student is uncomfortable following the recommended procedures.

If there is a need to report a problem during travel off-campus (e.g., in the field or at a conference), then the individual should follow the protocol outlined in the Pre-Activity Assessment in case of emergency. This may involve calling a supervisor/advisor, or someone else at UKT. If a person traveling alone or in a group (faculty or student) needs to come home early for safety or other reasons, then there needs to be consideration for how the travel plans will be paid for and what the implications are for the early departure. Examination of the reasons for early extraction needs to be done after the trip, to evaluate what the safety issues were and what improvements could be made to keep from happening again.

Reporting & Accountability within EPS or for EPS-sponsored activities

The expectation is that reporting incidents would be done following University guidelines and Policies (listed above), depending on the incident (see the [URGE Pod Session 2](#) deliverable for details). There is no formal (i.e., written) policy for reporting at the Department level, such as in the Bylaws. Currently, there is no anonymous reporting tool. An informal procedure has been described orally to incoming students and faculty that involves notifying a Supervisor (e.g., faculty advisor, instructor), the Department Head, Associate Head, and/or Director of Graduate Studies, if appropriate. If these avenues for reporting are inadequate or inappropriate, then a person can report to the College (e.g., Associate Dean for Human Resources, Dean, etc.) or to another level within the University system, as described above.

- The Pod recognized that more formal policies need to be developed that provide clear information regarding pre-trip planning and safety assessments, who is responsible for following up on pre-trip assessments, who is responsible for incident documentation, reporting, and following up after an incident.
- The Pod recognized that additional training is needed for faculty and students to understand travel policies, such as who is responsible for what planning steps, resources needed for travel off-campus, financial obligations, etc. Inadequate planning in the past has resulted in

unnecessary risk, which could have likely been avoided with additional training. Guidelines can also be provided online, (e.g., <http://www.phys.utk.edu/about/travel.html>)

- As a result of this and Session 2 deliverable development, the Pod identified the lack of formal reporting guidelines, provision of an anonymous online reporting tool, as weaknesses and areas for improvement.