



## **ENE at F&M Pod**

### URGE Deliverable #6: Safety Plan

F&M has policy in place to address conduct on campus, with which the department of Earth and Environment complies. In addition to on-campus policies, ENE has established the protocols and procedures described below for off-campus excursions, where much of our work takes place, especially field trips as coursework, and field research.

Additional questions to consider regarding these protocols are:

- What ideas do we have to make our on-campus spaces (Hackman) more secure for our BIPOC students, faculty, and staff?
- What ideas do we have to improve the experience of our BIPOC constituents when we travel together off campus?
- Are there any changes we'd like to make to our code of conduct process?

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### **F&M College Dept. of Earth and Environment**

To support appropriate conduct among students and faculty participating in Franklin & Marshall Department of Earth and Environment off-campus activities, the Department has instituted use of the Off-campus Educational Experiences Code of Conduct. This document is designed to inform students about expected and inappropriate behavior in the field, provide information to students about what to do in cases of compliance failure, and acquire student signatures for commitment to follow these norms.

This form is to be used by faculty and/or staff when:

- You incorporate off-campus activities into your syllabus such as field trips or remote assignments
- You engage students as research assistants of any kind whose work will take them to off-campus locations
- You bring students on “fun” trips such as the ENE end-of-semester camping trip
- Any other situation in which students will be conducting F&M study or work in an off-campus setting

To deploy the instrument, please do the following:



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- Choose either the [COC “local to F&M”](#) form or the [COC “non-local to F&M”](#) form
- Update your chosen form as needed for your specific use
- Provide up-to-date copies of this form to your students at the beginning of the semester, the beginning of your research project, or before the trip takes place, depending on your situation
- Review the contents of the form with students
- Have students sign the form and return it to you
- Give forms to ENE staff (ADC) to scan to the shared drive so we have a record of students’ commitment. ADC will then return the forms to you.
- Once signed forms are returned to you, return them to each student so they too have a copy of the information and their commitment

If you have any questions about this process, please see Dept. Chair.

### **Off-campus Educational Experiences Code of Conduct**

The **Department of Earth and Environment** is committed to providing a safe and welcoming educational environment for all students, staff, and faculty. Off-campus educational opportunities, including, but not limited to, fieldwork, internships, field camp, and conference participation, among other activities, can be valuable educational experiences. All participants including, but not limited to, F&M students, faculty and staff, are expected to abide by the following Off-campus Educational Experiences Code of Conduct as well as the F&M Code of Conduct. Anyone requested to stop unacceptable behavior is expected to comply immediately and F&M faculty or staff may take any action deemed necessary and appropriate to insure the safety of all participants.

#### **Expected Behavior**

- Be mindful of your surroundings, your safety, and the safety of your fellow participants. Alert a faculty or staff member if you notice a dangerous situation or someone in distress.
- Be considerate and respectful of all participants, valuing a diversity of views and opinions.
- Communicate openly with respect for others.
- Avoid personal attacks directed toward other participants.
- Respect the laws, rules, and policies of the off-campus venues.

#### **Unacceptable Behavior**

- Harassment, intimidation or discrimination in any form will not be tolerated; see definitions of sexual harassment and harassment below.
- Physical or verbal abuse of any participant will not be tolerated.
- Behavior that is hazardous to the safety of any participant will not be tolerated.



## **ENE at F&M Pod**

### **Definition of Sexual Harassment**

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature. Sexual harassment refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. Examples of behavior that, when unwelcome, may constitute sexual harassment, include, but are not limited to: (i) sexual flirtations, advances, or propositions; (ii) verbal comments or physical actions of a sexual nature; (iii) sexually degrading words used to describe an individual; (iv) a display of sexually suggestive objects or pictures; (v) sexually explicit jokes; and (vi) unwanted touching.

### **Definition of Other Harassment**

Other harassment includes, but is not limited to: (i) epithets, slurs or negative stereotyping; (ii) threatening, intimidating or hostile acts; and (iii) denigrating jokes and display or circulation of written or graphic material (include online) that denigrates or shows hostility or aversion toward an individual or group.

***Your signature indicates that you have read, and will comply with, the Off Campus Experiences Code of Conduct as well as the F&M Code of Conduct.***

Participant name (please print): \_\_\_\_\_

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ENE at F&M Pod

### Responding to sexual harassment, sexual assault, or other harassment

#### Off F&M Campus Resources

**Dial 911 in an emergency.** Contact the police to obtain immediate assistance and report the crime of sexual violence. [F&M Department of Public Safety \(717-358-3939\)](#) will assist in notification of the police in the proper jurisdiction.

**Other local resources:** (e.g., project director, local safety officials; should be completed in advance)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

#### On F&M Campus Resources (update this section for your destination)

[Confidential resources for sexual misconduct/assault:](#)

Sexual Assault Response Team: 717-560-7311; confidential hotline available 24 hours a day

Counseling Services: 717-544-9051

[To file a formal complaint of sexual misconduct/assault contact:](#)

Title IX Coordinator: Kate Snider, 717-358-7178, [kate.snider@fandm.edu](mailto:kate.snider@fandm.edu)

Department of Public Safety; 717-358-3939 (note: Lancaster City Police will be notified)

[Complaints other than sexual misconduct/assault/harassment:](#)

Dean of Students: Margaret Hazlett: 717-358-5816; [margaret.hazlett@fandm.edu](mailto:margaret.hazlett@fandm.edu)

Chair of Earth & Environment: Chris Williams, 717-358-3814, [chris.williams@fandm.edu](mailto:chris.williams@fandm.edu)

- ❖ All F&M employees, including student employees, are mandated reporters of sexual misconduct and discrimination and must report any sexual misconduct or discrimination to the College. They are required to report what is told to them regarding sexual misconduct to the Title IX Coordinator.

#### What do I do if I've been sexually harassed or assaulted?

- **Get to a safe place immediately;** to notify the police call F&M Department of Public Safety; 717-358-3939. The DPS officer will assist in notification of the police in the proper jurisdiction.
- **If injured, get medical attention as soon as possible.** For confidential assistance, including an escort to Lancaster General Hospital, call the SART; 717-560-7311.
- If possible do not shower, eat, drink, go to the bathroom, brush your teeth or change your clothes before going to the hospital. If you want to change your clothes, put them in a paper (not plastic) bag and bring them to the hospital. Seeking medical attention right away will reduce your risk of pregnancy and STI's. F&M Student Health Services provides post-assault care free of charge but does not provide a 'rape kit.'
- **Seek information.** Go to <http://www.fandm.edu/campus-life/sexual-misconduct-handbook> for information, resources, and options.
- **Seek counseling or other sources of support.** Sexual assault is a traumatic experience. Seek support from an advisor, friend, or family member, and/or contact F&M Counseling services, or the SART for confidential support.
- **Contact F&M's Title IX Coordinator, Jan Masland, to file a formal report with the College or to discuss options for reporting sexual harassment/assault.**



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❖ **For all other forms of harassment contact Dean of Students, Margaret Hazlett; 717-358-5816.**

\*file updated August 28, 2019 by MWB

Addressing additional questions:

How to make BIPOC feel more welcome and secure in our facilities:

- BIPOC staff and faculty. Encourage both to use our labs even if they are not ENE affiliated
- Signs or statement of support hanging at the entrance(s) to labs
- Develop department funding (grants for research or field camp) that is specific for BIPOC students/faculty (Founders?)