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URGE Safety Plan for Earth & Planets Laboratory of the Carnegie Institution for Science

This is what was found by the Carnegie Pod at the Earth & Planets Laboratory of the Carnegie Institution for Science on policies for conducting field work, antidiscrimination training, and reporting code of conduct violations. Some information is public, whereas some information can only be found in the MyCarnegie web portal.

## Code of conduct and process for reporting violations:

A code of conduct as well as a process for reporting violations, is available in the Carnegie Science [Complaints and Reporting Policy](#) deliverable from URGE Session 2.

The link(s) to the reporting policies at our organization:

- ★ Institutional Policies:
  - <https://hr.carnegiescience.edu/anti-discrimination-policy#:~:text=No%20Carnegie%2Daffiliated%20person%20shall%20threaten%20or%20take%20adverse%20action,retaliation%20or%20protesting%20alleged%20discrimination%20>
  - <https://mycarnegie.carnegiescience.edu/policy/institutional-policies?action=humanResources> [www.carnegiescience.ethicspoint.com](http://www.carnegiescience.ethicspoint.com)
- ★ Department Policy:
  - <https://mycarnegie.carnegiescience.edu/epl/epl-harassment-reporting-policy>
- ★ Reporting violations:
  - <https://mycarnegie.carnegiescience.edu/node/4576>
- ★ Anti-Discrimination and Harassment Policy:
  - <https://mycarnegie.carnegiescience.edu/node/4582>

## Training resources and requirements for antidiscrimination, bystander intervention, and de-escalation training:

- ★ <https://mycarnegie.carnegiescience.edu/mandatory-online-compliance-training>
  - “Carnegie’s mandatory *compliance training* will cover topics on harassment, abusive conduct, discrimination, retaliation prevention, and code of conduct. These trainings will communicate what behaviors are not allowed and how to report improper conduct”
  - This training is (now) available for review at any time - if there are any issues, Clare Tuma ([ctuma@carnegiescience.edu](mailto:ctuma@carnegiescience.edu)) is the point of contact

## Campus Safety

For laboratory safety policies, local emergency contacts, and additional campus safety information please visit the [Carnegie EPL laboratory safety resources](#).

Adhere to [Carnegie guidelines for Alcohol and Social Functions](#) for all on-campus events. Further, these guidelines should be considered when traveling off-campus for Carnegie affiliated work or conference travel.

Upcoming safety efforts:

- Key cards for building access. Changing the building locks from a key-pad to swipe access was delayed because of COVID. This will be completed once COVID restrictions are lifted.
- Light installation along driveway off of 32nd street. This will require electricity installation along the street, so it is a larger undertaking, but may become a higher priority once employees from the P Street building arrive on campus.
- Carnegie-wide policies for mentoring are actively being developed in conjunction with the Carnegie DEI committee.
  - It is important to define policies for working with undergraduate or high school interns. For instance, the number of people in the room should be >2. (We can source from organizations that already have policies for working with minors.)

## Considerations for field work

Carnegie EPL scientists have conducted research on each continent. It is of utmost importance to consider the demographics and politics of the region you will be visiting. Additional considerations for geological field and laboratory work can be found here:

[https://serc.carleton.edu/advancegeo/resources/field\\_work.html](https://serc.carleton.edu/advancegeo/resources/field_work.html)

Current state:

To our knowledge, there is no formal travel checklist for members of the Carnegie Earth and Planets Laboratory conducting field work. However, there is a travel request form that must be completed prior to departure. Carnegie employees on official travel are covered by workplace insurance and have Carnegie credit cards for dealing with unforeseen circumstances.

## General documentation for field work trips

- Existing: Travel request/authorization form
- Proposed addition: Communication plan (e.g., details for directly contacting people in the field, daily check-ins, reporting where you will be and when, discussing pre-departure checklist with field team)

## Pre-departure checklist

Below we have drafted policies to consider prior to conducting any field work. The need for pre-departure racial risk assessment and discussion also extends to any work-related travel, including but not limited to, conferences, national labs, observatories, and local day trips.

This checklist is a work in progress meant to be revisited and refined. In general, strive for **preparation** and **communication**!

- ❑ **Racial risk assessment:** research the demographics of your destination(s) and consider how this might affect your field conduct given the identities of your field team members. (Read: [https://serc.carleton.edu/advancegeo/resources/field\\_work.html](https://serc.carleton.edu/advancegeo/resources/field_work.html))
  - ❑ To perform these assessments appropriately, trip leader(s) should consider antidiscrimination training to help them identify and learn ways to address potential discriminatory attitudes (nonverbal, verbal, and physical threats) that BIPOC students experience in field locations.
- ❑ Check for any government-issued **travel advisory**, restrictions, or requirements (U.S. Advisories can be found here: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>). Also consider consulting the local U.S. Embassy for more specific guidance.
- ❑ **Accommodation** needs should be discussed/arranged to consensus in advance of departure. No one should be made to share a tent, hotel room, etc. with someone with whom they are uncomfortable.
- ❑ Define a **local point of contact** and/or collaborator if possible. (This is important for planning purposes as well as for incorporation of local scientists, per discussion in URGE session #4.) Team leader(s) are encouraged to provide early notice of the diverse nature of their teams and be present in the field to introduce all of their team members to the host community.
- ❑ Secure **permission from landowners** before going on private land. Be prepared to discuss the purpose of field work with local officials and/or citizens you may encounter.
- ❑ Consider obtaining a letter from the Director or drafting similar **documentation** that describes the purpose of the field work and identifies any field equipment or samples with which you will be traveling.
- ❑ Discuss **trip-specific safety measures**, preferably in a formal meeting with all field team members present. This conversation is meant to outline potential issues and risks associated with the field work. The topics of this discussion will be variable for each destination and PI.

Topics may include:



- What are the attitudes around alcohol and drug use at the field site and how may these interfere with field safety?
- What physical effort will be required to conduct the field work and are there any accommodations that can be made to improve accessibility?
- What is the *approximate* schedule (e.g., daily what, when, where) for trip activities? (this schedule may be subject to change) Will the trip overlap with any religious holidays?
- Emergency preparedness: Where is the closest hospital to the field site? Are there any potential natural hazards, and are you prepared to respond? Emergency contact for each member of the field team should be provided before traveling.
- Is there any additional training required for the field work to be conducted (i.e., instrumentation, sample collection)?
- Interns in the field: need something in place to help them get the supplies required for the work (e.g. safety equipment, camping supplies etc)
- Medical needs: first aid and medical supplies, any required vaccinations
- No single person field work!
- “Looking official” - sometimes you want to stand out (official logos, hardware, etc.) vs. other times you do not (blend in, do not look like government)
- Rights for those conducting field work → on our website right now

## Procedures for documenting incidents in the field

At present, there is not a formal procedure for reporting incidents after returning from the field. From our discussions, we have proposed creating an online form for documenting on-campus incidents that would extend to incidents that occur in the field. This will provide an easy way for reporting incidents and automatically generate a written record for keeping track of safety issues on campus and in the field.