

COLGATE UNIVERSITY FIELD SAFETY PLAN

Field excursions are an integral and highly valued component of education and research at Colgate University. On any trip the safety and well being of *all participants* is of utmost importance, and paramount even to the learning and research objectives of the trip. This is equally true for local course day trips to multi-week research expeditions. The factors that contribute to safety and wellbeing will vary widely depending on the location and duration of an excursion. The outline below lists key topics that *the group must discuss prior to the trip*. Additional information that can be modified for specific trips is included in the subsequent corresponding sections, and existing field safety plans drawn from previous trips are included in an Appendix.

- 1. Code of Conduct** All trip participants (students, faculty, and staff) must review, sign, and adhere to the Code of Conduct. Topics addressed include the following:
 - Expected behavior
 - Definitions of unacceptable behavior (harassment)
 - Reporting Procedures

- 2. Racial & Identity Risk Assessment** Topics addressed include the following:
 - Defining risk associated with personal identity at the field location
 - Approaches to mitigating risk

- 3. Food & Nutrition** Topics addressed include the following:
 - Importance of proper hydration and nutrition in the field
 - Food availability and what to expect
 - Accommodation of dietary preferences

- 4. Personal Hygiene** Topics addressed include the following:
 - Approaches and etiquette for using the bathroom in the field
 - Feminine hygiene
 - Access to laundry, bathing facilities, and personal hygiene products

- 5. Housing** Topics addressed include the following:
 - Where will we stay, roommates, & privacy

- 6. Preparing for the Field**
 - Clothing & personal gear
 - Availability of communication and cellular/internet access
 - Respect for local culture
 - Power dynamics within our group, and with local residents

- 7. First Aid**
 - Trip specific risk assessment
 - Medical training & available first aid supplies
 - Emergency contacts & procedures
 - Required medication & availability

1. CODE OF CONDUCT

Off-campus Educational Experiences Code of Conduct

Colgate University 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, research opportunities, internships, field courses, and conference participation, among other activities, can be valuable educational experiences. All participants including, but not limited to, Colgate students, faculty and staff, are expected to abide by the following Off-campus Educational Experiences Code of Conduct as well as Colgate's Non-Discrimination, Anti-Harassment and Sexual Misconduct Policy. Anyone requested to stop unacceptable behavior is expected to comply immediately and Colgate 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.
- Respect the laws, rules, and policies of the off-campus venue(s) and event.

Unacceptable Behavior

- Harassment, intimidation or discrimination in any form will not be tolerated; see definitions of sexual harassment and harassment below.
- Personal attacks directed toward other participants will not be tolerated.
- 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.

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 Colgate's Non-Discrimination, Anti-Harassment and Sexual Misconduct Policy.

Participant name (please print): _____

Participant signature: _____ Date: _____

Responding to sexual harassment, sexual assault, or other harassment

Off Colgate Campus Resources

Dial 911 in an emergency. Contact the police to obtain immediate assistance and report the crime of sexual violence. Colgate Campus Safety (315-228-7333) 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 Colgate Campus Resources

Confidential resources for sexual misconduct/assault:

Counseling Center and Haven: call 315-228-7385 for an appointment or come to walk-in hours (1:30-4:30 p.m. M-F). You can also call Campus Safety (315-228-7333) and ask to talk with the counselor on-call; there is a counselor on-call at all times. You do not need to provide any additional information to Campus Safety.

To file a formal complaint of sexual misconduct/assault contact:

Title IX Coordinator: Lyn Rugg; 315-228-7288; mrugg@colgate.edu
Colgate Campus Safety, 315-228-7333 (note: Hamilton Police will be notified)

Individuals can also report online either anonymously or non-anonymously:

<https://www.colgate.edu/about/campus-services-and-resources/reporting-incident-or-concern>

Complaints *other than* sexual misconduct/assault/harassment:

See comment

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

- **Get to a safe place immediately;** to notify the police call Colgate Campus Safety; 315-228-7333. The 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 Community Memorial Hospital, call?.
- 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. Colgate Student Health Services provides post-assault care free of charge but does not provide a 'rape kit.'
- **Seek information.** Go to <https://www.colgate.edu/student-life/health-safety-wellness/haven-sexual-violence-survivor-support> 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 Colgate Counseling services, or Haven for confidential support.
- **Contact Colgate's Title IX Coordinator, Lyn Rugg, to file a formal report with the College or to discuss options for reporting sexual harassment/assault.**

❖ For all other forms of harassment contact Dean of Students (???)

2. RACIAL IDENTITY AND RISK ASSESSMENT

While Russia is a culturally diverse nation racism and discrimination associated with sexual and gender identities are unfortunately more common than in the U.S. We are most likely to experience these attitudes en route to the field station in Cherskiy. Cherskiy itself is a community with a large indigenous population, and residents are generally quite welcoming of visitors. The field station is several kilometers outside of town so we will not have regular interactions with locals. The station has hosted numerous BIPOC and LGBTQ scientists in the past, and strives to create a safe and welcoming environment for all.

In this context the primary risks associated with personal identity are discriminatory behavior including insulting language or rude treatment. To avoid experiencing these things you should never be traveling alone (this is true irrespective of your personal identity). Ideally, being in a group will help us to avoid most discriminatory behavior. If you do experience discriminatory behavior alert your faculty member, and if possible, remove yourself from the situation. If this occurs in Cherskiy alert your faculty member and station personnel so that we can insure that this individual will not be allowed to interact with our group again.

3. FOOD AND NUTRITION

Field work is physically demanding and mentally draining, and therefore it is critically important to stay well hydrated and nourished in the field. Be sure to bring an adequate amount of water with you to the field each day, keeping in mind that we will typically not have the option to refill water. The water at the field station is not potable so we will be provided with filtered and/or bottled water. In addition we will have a few filters among our field gear. If you would like to bring your own the [Sawyer Mini](#) is a very good and relatively inexpensive option.

All of our food and meals will be provided in Cherskiy as there are few options to purchase food, and they are extremely expensive. Resident cooks will prepare our meals at the Northeast Science Station in Cherskiy. The diet will likely emphasize locally acquired foods including fish and moose or reindeer, potatoes, etc. Vegetarians and vegans will not have a tremendous variety of options but survival is likely. The station has experience accommodating a wide range of dietary preferences in the past, and will work hard to accommodate individual needs.

While the meals can become repetitive, it is important to keep yourself nourished in order to avoid fatigue in the field. It might be helpful to bring a few treats that you like, or a bottle of hot sauce, etc... The field station provides large quantities of coffee, tea, sweets, and ice cream.

4. PERSONAL HYGIENE

All team members have the right to privacy when using the bathroom. In some field situations the use of indoor bathrooms is not possible and care must be taken to respect

the privacy of team members outdoors. See this document for further information on using the bathroom in the field: [ToiletsAndFieldTrips.pdf](#)

4.1 Feminine Hygiene

The following information created by Chris Carr (*Chris Carr* cgcarr@alaska.edu), with modifications by Ali Paulson, and was provided by CPS - a polar logistics contractor for NSF.

From Chris Carr: This document is an informal guide based largely on my own experience and what fellow field workers have chosen to share with me. The intent is to provide some ideas, recommendations, and options for women* heading into the field. These tips are particularly tailored for cold/polar/glacial environments and extended duration fieldwork, but much could be applied in other field settings. Obviously, each person should customize for their own needs/preference - not all women menstruate, use birth control, etc. but I tried to cover a range of topics that frequency come up.

*I'm using female nouns throughout this document but note that this information can also be applicable for other genders/gender identities than cis-women.

If you are reading this and have additional tips, advice, etc., I'd love to hear it and include in the future. What did I miss? (please email: Chris Carr cgcarr@alaska.edu) Feel free to share this document with others.

Quick checklist of potential items for women to consider packing

- feminine hygiene products
- disposal for your used products
- pee bottle
- pee funnel
- more underwear than what is on (most) packing lists - bring breathable underwear!
- extra baby wipes
- medication for UTI's, yeast infections, PMS/cramps
- extra birth control
- small stuff-sack (not transparent!) as your "toilet kit": large enough to hold mini hand sanitizer, pee funnel, some TP in a ziplock, enough hygiene products for a day, and disposal bags. Replenish each night

DETAILS:

Feminine hygiene products

- If you menstruate, bring enough sanitary products for $n+1$ periods where n is the number of periods you expect to have during the field season. Sometimes bodies behave differently, and plenty of women get "bonus" periods, late, early, or missed periods while in the field.
- Some women who use applicator-less tampons at home prefer to use applicators in the field since it can be easier for hand washing. Cons: extra waste to manage.

- Diva cups and other cup-collection methods can work well since we are on a barge and/or at the station most days. In more harsh/extended field conditions with limited water, the Diva Cup can be less useful.
- I recommend unscented products in the field, even if you prefer scented at home.
- Cold weather tip: when you are on your period, store your next tampon in a nice warm pocket of your coat ahead of time so you don't have a frozen cold one when you need it.

Feminine hygiene products disposal methods

- Check what the regulations are for your field area for human waste disposal
 - Please pack out your used tampons/pads and place in the garbage on return to the barge/Northeast Science Station. The ideas below were shared by someone doing more extensive camping/backcountry trips than we will be doing, but you might find the advice useful in your other work:
 - Options:
 - Use a regular ziplock and cram as many used items in there as you can. Pros: easy, can dispose of many in one bag; Cons: risk of leaking, not discrete, no odor protection (Tip from a reader: pre-tape some ziplocks with duct tape around them if you want to be more discreet!)
 - Double ziplock method: 2 gallon ziplocks, put a healthy scoop of baking soda in the inner bag to help with odor and absorb extra liquid, outer bag is in case of leaks. When using this method, I bring a couple of these per period I expect to have in the field, and use each bag for several days. Pros: good leak/odor protection, less waste than individual bag methods, Cons: not discrete, need to remember to store in toilet tent overnight if in bear country and retrieve it in the morning
 - I've also used these: <https://maskit.us/collections/retail-products/products/duo-pack> and they are awesome! They come in "tampon" and "pad" size - regular pad or tampon with applicator can fit in the "tampon size" if need be. Pros: If you seal them properly, they are leak-proof and great odor control. Very discrete disposal since the bags are opaque, so you can put the used tampon bag in the poo bucket or other group disposal at the end of the day. Cons: you need a new little baggy for each hygiene product. The seal is a sticky thing (works even in cold temps) and once you seal it, you can't reopen it.
 - Whatever storage method you choose, I recommend storing used feminine products away from your tent if you are in bear country - and really if there are any critters around who may be interested in your used products.

Pee bottle

- These are great once you get the hang of it for saving a midnight trip out of the tent. (if you have a tent mate, discuss pee bottle use ahead of time and work out how to respect each other's privacy, etc.).
- Buy a wide-mouth 1 L nalgene (with the proper strong screw on lid) and practice in the shower. Some women pee directly in the nalgene, some use a funnel.
 - Practice ahead of time!
- Check with your team for where to empty your pee bottle in the morning if you aren't sure. Do not let it freeze overnight (if it is cold, you may need to put it in your sleeping bag with you).
- A few areas require containerization and removal of all pee from the field site (for instance: Dry Valleys, Antarctica) - there you will have to use a pee bottle when away from camp.

Pee funnels

- These come in a wide variety of shapes and sizes. Some women prefer to use a funnel, some don't.
- I find funnels to be awesome when it is really cold and windy, if there is no privacy and you want to stay more dressed, or if you are using a pee bottle.
 - Cold weather tip: If you are wearing long underwear and carhartt bibs, you can unbutton the sides, and reach in with the funnel and pee without needing to expose anything except the funnel tube! If you plan on this, make sure you have a zippered fly (some women sew an extra zipper on the front of the leg of their carhartts that is at a better angle for the funnel tube to come out).
 - Whatever you pick, PRACTICE as home, in the shower. For many women, it takes some practice relaxing the muscles to pee standing up, and you want to practice getting the seal right to prevent leaks.
 - If you are using a funnel, be sure to clean it (baby wipes) regularly in the field so you stay healthy. For instance: after each use, wipe funnel with a piece of toilet paper and store in a ziplock in toilet kit stuff sack. In tent at night, clean it with baby wipes and let it dry fully.
 - I recommend the Freshette: <http://www.freshette.com/>

Extra underwear and baby wipes

- Pack baby wipes. Use these for foot care, personal hygiene - especially when you have your period, cleaning pee funnels, trust me you want these! I recommend the unscented/"sensitive" ones.
- Cold weather tip: when your baby wipe stash freezes, break off a small chunk from the frozen stack and put in a ziplock inside your coat during dinner, so they are thawed enough by the time you head to the tent at night.
- Pack more underwear than what the packing list says! Bring breathable underwear! This helps you stay healthy. See next section.

Medications for UTI's, yeast infections

- If you have a history of urinary tract infections (UTI's) and/or yeast infections, ask your doctor to give you a prescription for whatever you usually use to treat it.

- If you are going on a long (multi-week) remote field campaign for the first time and don't know how your body will respond, consider asking for some antibiotics/treatments for UTI and yeast infection even if you have never had one. Talk with your doctor to make sure you know the symptoms well enough to self-diagnose.
- Hopefully you don't need these medications! Proper, diligent hygiene can help prevent them - but some women are more susceptible than others and you may get one despite your best efforts. Use hand sanitizer before and after touching feminine hygiene products and pee funnels.
- Remember to bring whatever medications you typically use for PMS/cramps, and other period-related pain.

Extra birth control

- As with any medication that you take regularly, bring extra in case you lose it.
- For some women, it is possible to skip periods - check with your doctor if this is a good option for you if you use a hormonal birth control method.
- Nuvarings and similar potentially temperature-sensitive medications: check with your doctor about if these can be frozen safely or not.

Nursing women

- If you plan to be pumping during fieldwork, check with your team to ensure you have the power, sanitary, privacy, and storage resources you need.
- Even in polar regions where we worry about things freezing, it can be very challenging to keep things reliably frozen. Saving the milk you pump may not be very feasible - check with your team for options. If you are not saving your milk, check with your team about the best place to dispose of it - potentially with the kitchen grey water.
- Power supplies: check that your pump's power requirements are compatible with what your field team is bringing. Bring extra batteries!
- Talk with your doctor about if you should bring antibiotics for mastitis or other potential nursing-related health problems. Discuss what you can do in the remote field setting to try to prevent these.
- Consider bringing a separate cook pot that will be dedicated only for you and your nursing supplies so you can sanitize/clean your equipment.
- Have a plan for each place you might need to nurse. For instance, where the science site is far from the campsite, you might store a spare tent/sleeping bag/thermarests at the science site so you can pump out of the wind.

Here is a video with some other ideas for periods in the field (though not gear specifically toward polar/cold regions):

<https://www.fieldmuseum.org/science/blog/periods-fieldwork>

4.2 Bathing, Laundry, and Hygiene Products

The Northeast Science Station includes shower and laundry facilities. Laundry detergent is provided at the station. Basic shampoo and bar soap is also provided. It is not possible

to buy hygiene products in Cherskiy, so if you need particular products (e.g. non-scented, allergen free, products for curly hair, etc.) you should bring these with you.

5. HOUSING

We'll be at the Northeast Science Station in Cherskiy for 2 weeks and on a barge along the Kolyma River for 1 week. During that time, most of us will be living in tight quarters. It is essential that everyone works together to keep the living space neat and clean, and not expect that station staff to clean up after us. Please keep your own stuff organized and be proactive about cleaning community areas and resources. Tasks will be assigned, but also keep an eye open for additional ways to help. The station staff work incredibly hard to accommodate us all safely and comfortably – let's all help them have time to focus on the big things and not have to worry about cleaning up after us.

All rooms at the Station are shared, so you will have a roommate. You will have the opportunity to indicate roommate preferences in a pre-trip survey. This is another important reason to keep things tidy and pick up after ourselves. In addition it is important that we are courteous to roommates, making sure to avoid being noisy early in the morning and late at night, and setting ground rules for privacy expectations from the outset.

6. PREPARING FOR THE FIELD

As you will see below, weather conditions in the field will vary widely, and having appropriate rain gear and other similar equipment will be important aspects of your health and safety in the field. Let your faculty member know if you do not have particular items on the packing list and do not want to purchase them. Many labs have spare gear to loan including backpacks, boots, and raingear. For this project you will be provided with a bug jacket and rubber boots.

This trip will be a completely different experience for you, both academically and socially. During your time in Russia, you will be living and working with ~20 people under conditions which can sometimes be uncomfortable. At various times, you will be jet-lagged, exhausted, nauseated, hot, thirsty, chilly, sunburned, or mosquito-bitten. On the other hand, you will be doing fieldwork in an incredibly beautiful and culturally rich location.

A successful field season will require an adaptability or willingness to modify or exchange ideas (academic or otherwise) in an open, friendly, and cooperative manner. Plans frequently change when traveling and working in Russia – patience is a virtue in these situations. If you are mentally prepared for the experience, you will find that the complexity, diversity, and sheer beauty of working in Siberia will far outweigh the discomforts.

6.1 Clothing and Personal Gear

Weather during our time in Russia will range from quite hot to very chilly (wet, windy, cold). We recommend that you **travel light**, bring a diversity of clothing for all climates,

but not too much of any one thing. Try to keep your luggage to 1 carry-on bag (small backpack works well) and 1 checked bag (suitcase, duffle, backpack). If possible, the total weight of your checked baggage should not exceed 44 lbs. Anything over 44 lbs per person will result in steep excess baggage fees for our flights within Russia. You will not be personally responsible for these charges, but please do your best to pack light. Put your name on everything that it is feasible to label. Things are easily misplaced in the confusion of living in close quarters. The list below serves as a guideline for what to pack.

Please pack valuable items such as any essential medications, your camera and binoculars in your carry-on baggage. We also urge you to pack one change of clothing in your carry-on luggage in case your checked luggage is lost. Remember to pack any sharp or potentially dangerous items in your checked luggage in order to avoid problems with airport security.

Electric current in Russia is 220 volts. Many electronic devices sold in the states accept 100-240 volt electricity; for these, you just need a European adapter suitable for Russia. In order to travel light, we recommend not bringing any device that requires a transformer.

Most of your expenses in Russia will be covered. However, some personal money is needed for snacks, gifts, etc (\$200 is likely more than enough). You can either exchange US cash (clean, unmarked bills only), or better yet, use a debit card to get cash from Russian ATMs (available in Moscow and Yakutsk). Russian ATMs automatically give you the amount requested in Russian rubles. Credit cards can also be used in Moscow and some places in Yakutsk, but not in Cherskiy. If you plan to use a debit or credit card, call your bank before you leave for Russia to alert them that you plan to use it there. If you do not do this, your bank may wrongly block the use of your card in Russia.

6.2 Communication

We generally will have email access while in Cherskiy, but most phone carriers do not work once we're out of Moscow. There are satellite phones at the station, but these are used only in case of an emergency. If there is a family emergency back home (a real emergency, not just someone wanting to check in on you), you can be reached at the North East Science Station when we're in Cherskiy (contact info on excel file mentioned above). If something happens to you, we will contact your emergency contact listed on the "Siberia Emergency Contact Form 2019."

Please tell your friends and family that they **should not expect to hear from you regularly** and that there could be extended periods where they do not hear from you at all. When we're south on the Annuir River, which could be 7-9 days, we will have NO internet or cell service. In the past, there have been internet outages that have lasted almost a week, so being without connection to the outer world is pretty typical. Make sure that everyone understands that "no news is good news."

6.3 Respect for Local Culture

Respect the culture and community of the people that live on this land. Make efforts to learn the culture and value the knowledge that the residents hold from their deep-rooted

experience with this environment. This includes respecting Indigenous and traditional knowledge holders and explicitly asking permission to take photographs of people and use their stories, ideas, and information. Make efforts to share data with the community and build relationships for future collaborations.

Respect the landscape where you are staying including the land, water, plants, and animals that live there. Recognize that you are a guest and reduce your impact by following “Leave No Trace” principles. This includes making your best effort to leave the landscape how you originally found it.

Be patient with civil authorities and expect queues. Administrative complications are unavoidable in Russia. You should always be ready to wait in line and expect serious delays. Be mentally prepared at all times to see Russia as one giant trip to the Department of Motor Vehicles. **Don’t lose your documents!** Be vigilant in airports, buses, etc.

6.4 Power Dynamics

Be aware of, and address your positionality, power, privileges, and values. This includes recognizing the colonial histories, cultural biases, and structural marginalization that may have led to your position within the field team.

7. FIRST AID

You should have a current **tetanus/diphtheria shot** while in Russia. Also, please check your physician regarding other recommended immunizations needed for traveling in Russia. Ask specifically about the advisability of hepatitis A immunization (Immune globulin, IG). Additional information about health concerns in Russia can be found at the US Centers for Disease Control web site: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/russia>

I typically bring an antibiotic (Cipro) for traveler’s diarrhea, as this has been an issue for me in the past. I also bring amoxicillin for other infections. Each member is responsible for talking to their physician about potential prescriptions to bring. Please be proactive about ensuring your medical safety. We will have a basic med kit, but this does not contain prescriptions.

In order to help you best in case something does happen, we are asking that you fill out a Medical Emergency form. It’s up to you how much information you provide, but please consider that we are traveling to a remote region with limited medical care when filling out the form.

All participants are responsible for having their own active **health insurance** policy. Please check to see what coverage you have outside the USA. I suggest using International SOS (<https://www.internationalsos.com/personal-travel>). I suggest coverage that includes medical evacuation plus some coverage of medical expenses (I suggest \$500,000 plan). We cannot use NSF money to purchase this, so each team

member is responsible for purchasing this individually. Once purchased, email a copy of the insurance card to the group leader ASAP.

APPENDIX

This section provides resources from previous trips involving Colgate University students and faculty, and can be used as a resource for developing future field safety plans. The first section includes a Travel Handbook from a 2019 field expedition to Siberia, which was the basis for the field safety plan outlined above.

A1. Siberia Travel Handbook

TRAVEL HANDBOOK Siberia FLARE Project 2019 Updated April 23, 2019

Key Contacts

This information is provided on the excel file entitled “Important Contact Information Siberia 2019.”

Transportation

Air Travel: US to Moscow. All team members now have electronic tickets booked for travel between the US and Cherskiy. We will be initiating travel from several different locations, but the plan is for Team Kolyma (those travelling to Yakutsk first) to meet at the Moscow Airport on Friday June 7th and then travel together from Moscow Sheremetyevo Airport to Yakutsk. Team Annui will meet up with each other at the Moscow airport on Sunday June 16th, and travel to Yakutsk together. ALL team members will travel to Cherskiy together between June 18th-19th, and will begin the trip home from Cherskiy between July 9th-10th.

Any missed flights will greatly complicate logistics for all of us, so please plan to arrive at airports/gates early. If your flights are delayed or cancelled (or you just miss it...), call Heather’s cell (1-956-280-3245) and email her at heather.alexander@msstate.edu. If she doesn’t answer, leave a message summarizing the situation (where you are, where you are going and when...). Also try to let another team member (e.g., your lead PI) know what is happening. If at all possible, get on a flight that will get you to Moscow in time to catch the Moscow-Yakutsk flight.

If you can’t make it in time for the Moscow flight, first call Heather. Then, do whatever it takes to get to Moscow Sheremetyevo as soon as possible, AND then let us know about your revised plans by phone and email.

Air Travel: Within Russia. We will travel together within Russia (to and from airports, within airports, etc). **Stay together. Never leave the group without telling someone** (even to go to the bathroom or buy a soda). We will have no way of finding each other if we get separated. Also, don’t bring attention to yourself or our group (e.g., talking loudly, taking lots of pictures). We want to remain unnoticed and not call attention to ourselves.

Important Travel Notes

1. Prior to our trip, **register your group's travel** with the U.S. Department of State Smart Traveler Enrollment Program (STEP: <https://step.state.gov/step/>). Each PI should take the initiative to do this for their group.
2. **Bring your passport.** Have it secured but accessible at all times. Zippered pockets are good for this. You will also accumulate other IMPORTANT travel documents along the way. **Most importantly is the small white paper given to you as you go through passport control.** Keep them with your passport. Your passports all acquired plastic covers when we were getting our Russian visas. Leave the plastic covers on – they form pockets that are convenient and safe for storing various documents that you'll need to keep. To be safe, DO NOT throw away any paperwork given to you along the way at airports, hotels, etc.
3. In case you lose your passport, **make a hard copy of your passport (photo and signature page) and your Russian visa.** Carry it with you, but separate from your passport. Keep **an electronic copy of your passport and visa** somewhere accessible (on your computer, or email to Heather or your PI).
4. **Reconfirm your U.S. domestic flight 24 hours before departure.** Leave plenty of time to get to the airport, especially if traffic is heavy or the weather is bad. Do whatever possible to make sure you make all your flights!
5. **Print your itinerary and receipt showing you paid for the ticket. If possible, print a version in Russian.**
6. **When checking in in the U.S., check your bags all the way through to Moscow.**
7. **We will meet at the Moscow Airport at the gate for Aeroflot flight 1750 (to Yakutsk) no later than 6:30 pm on Friday June 7th (Team Kolyma) and Sunday June 16th (Team Annu).** Try to be there early.
8. **Make every attempt possible to make all of your flights, i.e., arrive early, etc.** Catching up with the group once in Russia will be very difficult. **If for some reason you end up on a different flight than the rest of us into Moscow:** 1) After getting off the plane, you'll go through passport control where they will check your passport and give you a white slip of paper that you need to keep on you throughout your entire trip. 2) You'll go to baggage claim and pick up your bags, 3) you'll exit through the green customs exit (just walk through leisurely and don't draw attention), 4) at this point, you'll be outside of the secured area. You should go upstairs to the check-in terminals. 5) if you arrive before everyone else, find the area adjacent to the Aeroflot desks and wait for the group. If you arrive after everyone else, go ahead and check-in for the Aeroflot flight, go through security, and meet us at the gate for the flight to Yakutsk.

Money: Most of your expenses in Russia will be covered. However, some personal money is needed for snacks, gifts, etc (\$200 is likely more than enough). You can either

exchange US cash (clean, unmarked bills only), or better yet, use a debit card to get cash from Russian ATMs (available in Moscow and Yakutsk). Russian ATMs automatically give you the amount requested in Russian rubles. Credit cards can also be used in Moscow and some places in Yakutsk, but not in Cherskiy. If you plan to use a debit or credit card, call your bank before you leave for Russia to alert them that you plan to use it there. If you do not do this, your bank may wrongly block the use of your card in Russia.

Attitude... This trip will be a completely different experience for you, both academically and socially. During your time in Russia, you will be living and working with ~20 people under conditions which can sometimes be uncomfortable. At various times, you will be jet-lagged, exhausted, nauseated, hot, thirsty, chilly, sunburned, or mosquito-bitten. On the other hand, you will be doing fieldwork in an incredibly beautiful and culturally rich location.

A successful field season will require an adaptability or willingness to modify or exchange ideas (academic or otherwise) in an open, friendly, and cooperative manner. Plans frequently change when traveling and working in Russia – patience is a virtue in these situations. If you are mentally prepared for the experience, you will find that the complexity, diversity, and sheer beauty of working in Siberia will far outweigh the discomforts.

Be patient with civil authorities and expect queues. Administrative complications are unavoidable in Russia. You should always be ready to wait in line and expect serious delays. Be mentally prepared at all times to see Russia as one giant trip to the Department of Motor Vehicles. **Don't lose your documents!** Be vigilant in airports, buses, etc.

Do NOT bring or buy any illegal drugs while in Russia. In fact, don't break any laws. The Russian legal/penal system is to be avoided.

Commitment to a safe fieldwork environment, free of harassment and bullying:

(adapted from http://psc.apl.washington.edu/HLD/REIF/RespectandEqualityinFieldwork_RecommendationsandReportUW_Jan2018.pdf and the University of Wisconsin-Madison Department of Botany Travel Research Policy)

As a member of this research expedition, you have the right to a non-harassing (both sexual and non-sexual in nature) and nondiscriminatory environment both on campus and in fieldwork situations.

We reiterate for this fieldwork:

- zero tolerance for harassment or assault, including all forms of bullying,
- zero tolerance for retaliation against those reporting harassment or assault.

You have the right to a respectful and harassment free environment. You can ask your supervisor to be sure to provide that, e.g., by changing shifts/work environments so you can avoid the person who has harassed you.

Some definitions to bear in mind during interactions with co-workers of all kinds:

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is a condition of employment, academic progress, or participation in a university program; or
- submission to or rejection of such conduct influences employment, academic or university program decisions; or
- the conduct interferes with an employee's work or a student's academic career, or creates an intimidating, hostile or offensive work, learning, or program environment.

(source: www.oed.wisc.edu)

What is Sexual Assault?

Sexual assault is any sexual contact made without consent. Consent must be freely given with overt words or actions that clearly communicate an individual's desire to engage in sexual activities. Consent is a clear yes, not the absence of a no. Consent cannot legally be obtained if an individual is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity.

Those found to be harassing or assaulting others will be reported to appropriate authorities including Title IX authorities at their home institutions.

If you experience a harassment or assault incident, here's what you can do:

- 1) IF YOU ARE BEING HARASSEED, the first priority is for your safety, the second to stop it happening again. Here are suggestions:
 - a. If it's an immediate situation:
 - i. **Tell the person to stop** (e.g., "don't do that", "What did you mean by that?", "Stop right there", "Stop, I would like you consider what you are saying/just said or doing/just did". "That [behavior) was inappropriate/offensive").
 - ii. **Reflect if the behavior was unintentional** - in that situation, a more educational response might be helpful (e.g., "Though I don't think you meant it like that, I found what you said/did offensive. Here's why").
 - iii. **If you don't feel that is practical, try diverting the person** (e.g., "Was that the phone/an alarm?", "Someone came in looking for you", Drop something, Ask them to pass you something.)
 - iv. **If you need to, get away** (e.g., make an excuse "I suddenly feel sick/getting a nose bleed", or just go)

- b. In a less immediate situation, or after the event, you can also
 - i. **Ask ANYONE else to tell the person to stop**
 - ii. **Consider reporting the incident.** Here are people you can talk to within your field effort:
 1. Heather Alexander (heather.alexander@msstate.edu)
 2. Jennie DeMarco (jdemarco@western.edu)
 3. Mike Loranty (mloranty@colgate.edu)
 4. Any other member of the science team
 5. Your campus Title IX coordinator or Ombuds office
 6. Here are some non-university contacts:
 - a. Addressing harassment during fieldwork - REIF - Respect and Equality in the Field 35:61 RAINN (Rape, Abuse, and Incest National Network), “the nation’s largest anti sexual violence organization” (24/7)

IF YOU OBSERVE HARASSMENT TO OTHERS (i.e., you are the Bystander), here’s some things you can do (the 4 Ds of Green Dot Bystander Intervention training):

- 1) **Direct intervention.** (e.g., “don’t do that”, “What did you mean by that?”, “Stop right there”, “Stop, I would like you consider what you are saying/just said or doing/just did”. “That [behavior) was inappropriate/offensive.”).
- 2) **Divert.** (e.g., “Was that the phone/an alarm?”, “Someone came in looking for you”, Drop something, Ask them to pass you something.)
- 3) **Delegate.** Tell someone else (see lists above)
- 4) **Document.** Record what is happening (voice or video), Write down what you saw. In a team setting, if you feel comfortable, after the event
- 5) **Check in with the person who was harassed.** (e.g. “I saw what happened there. I thought that was very bad behavior towards you. Are you ok? What can I do to help?”)
- 6) **Check in with the person who was harassing.** (e.g., “That joke wasn’t funny”. “That conversation you just had with XXX. Have you thought how that may have come over to her/him?”)

IF YOU ARE TOLD SOMETHING YOU DID WAS HARASSMENT, or you realize something you did was unintentional harassment, here’s what you can do:

- 1) **Apologize** - a genuine apology may solve the situation (e.g., “I’m sorry.” “That was stupid of me”. “I wish I could take back what I just said”). Note that “I’m sorry, but ..” is not usually a genuine apology. Being told your action was harassing is frequently felt as an affront, especially if your initial behavior was unintentional, or you still do not understand why it was harassing. Take a second to reflect that, regardless, you have obviously just offended someone, and possibly they are as embarrassed as you for bringing it up.
- 2) **Thank the person for pointing it out.** (e.g., “Thank you for bringing that up”)
- 3) **Confirm you will not do that again** (e.g., “I understand now that was a bad thing to do/say, and I won’t do/say that again”.)

- 4) **Understand why it was harassment.** If you, on reflection, cannot see why they took it as harassment, see if they want to explain or ask someone else to explain to you. (e.g., “I entirely take back/apologize for my comment/action. It would help me to understand better why that was offensive. If we could talk about it, that would be great, but I understand if you’d prefer not to and I can ask someone else”). While (1)-(3) are best done in person, you can also ask someone else to take the message for you.

Bill of Rights

The list below designates a set of liberties afforded to all team members throughout the course of the field campaign. By signing below, you are acknowledging these rights and agree to take no action to impede or hamper the listed rights for any and all team members.

- Right to respect, dignity, and professionalism
 - All team members have the right to not experience or bear witness to misconduct from other team members as defined by the Code of Conduct. Any accusations of misconduct must be taken seriously and acted upon swiftly.
- Right to privacy
 - All team members have the right to a private space (i.e. a team member’s room or tent). Each team member must respect the privacy of team member’s space and not enter it without their permission nor disturb a team member in their room/tent unnecessarily. If private accommodation is not possible, all participants must be comfortable with the arrangements.
 - All team members have the right to privacy when using the bathroom. In some field situations the use of indoor bathrooms is not possible and care must be taken to respect the privacy of team members outdoors. See this document for further information on using the bathroom in the field: [ToiletsAndFieldTrips.pdf](#)
- Right to communicate
 - All team members have the right to receive training in the use of satellite phones or other satellite communication devices.
 - All team members have the right to use a satellite phone or outside communication device during the field campaign and access to such devices should not be infringed.
 - All team members have ownership of any physical communication such as text message records and are not obliged to share such records with any other team member. Outside communication is confidential and private.
- Right to anonymity
 - Any team member that submits a report of harassment or Code of Conduct violation has the right to maintain anonymity throughout the reporting process if they choose. The team member’s identity shall not be revealed to the accused or reporting agency without their consent. However, anonymity may not be guaranteed within formal university reporting systems.

- Right to rest
 - All team members have the right to a rest day if they are physically or mentally exhausted as long as doing so does not infringe on the safety or wellbeing of other team members. A team member taking a rest day does not preclude other team members from continuing to work.
- Right to safety
 - All team members shall have access to and training for safety equipment
 - All team members have the right to refuse or pause work if they have not been adequately trained or if equipment is not provided
 - All team members shall be provided visible proof of credentials and affiliation if requested
- Right to data access
 - All team members shall have access to data which they collect for future publications unless explicitly agreed upon before the data was collected. Such data should be made easily available to all team members, for example through an online repository.
 - Any team member that independently collects data for their own project during a field campaign shall be consulted before those data are shared with other team members not associated with or participating in that project.
 - All publications that result from data collected by a team member or local knowledge holders who are engaged in a project should include that team member as a co-author or an acknowledged party in such publications. All team members associated with data collection should be notified of the data usage before submitting the publication.

Code of Conduct

This code of conduct outlines the expected and unacceptable behavior for participating in the _____ field team. By signing below, you agree to the following code of conduct and accept the expressed consequences for violating them. This may include the termination from the project and review by the code of conduct committee.

This code of conduct should be reviewed by the code of conduct committee and each team member and read out loud as a group. To participate in science activities in a remote setting (hereby termed “fieldwork”), each team member should sign the document and have access to the signed copy through the length of the field season. This document should be amended to the needs and goals of the field team.

Expected Behavior

By signing this document and participating in the _____ field team, you agree to adhere to the following expected behaviors. These expectations are designed to promote professionalism within the group to ensure a positive group experience and to facilitate the formation of a community dynamic where we respect and support each other.

Team Interactions

- Be accepting of diverse viewpoints and allow all team members to express their opinions openly without judgment, if viewpoints are not discriminatory. Scrutinize ideas not individuals.
- Respect and be considerate of others without prioritizing some knowledges, such as western science, over others, such as local and Indigenous knowledge
- Allow all team members to partake in decision making and do not exclude others from meetings.
- Be honest and accountable. If you violate any forms of misconduct or fail to meet expectations in some way, be open with the team members, admit fault, and strive to do better.
- Avoid knowingly making false or misleading statement(s) (or engaging in activities) that could be or be viewed as offensive or defamatory to a team member, group, or organization.
- Be able to recognize and avoid machismo (overly aggressive or chauvinistic actions). Avoid promoting a culture where “roughing it” is seen as a rite of passage.
- Ask for help when you need it and respect those who ask for help. Recognize that people have different strengths and some disabilities are invisible.

Recognizing the Context of the Work

- Be aware of, and address your positionality, power, privileges, and values. This includes recognizing the colonial histories, cultural biases, and structural marginalization that may have led to your position within the field team.
- Respect the landscape where you are staying including the land, water, plants, and animals that live there. Recognize that you are a guest and reduce your impact by following “Leave No Trace” principles. This includes making your best effort to leave the landscape how you originally found it.
- Respect the culture and community of the people that live on this land. Make efforts to learn the culture and value the knowledge that the residents hold from their deep-rooted experience with this environment. This includes respecting Indigenous and traditional knowledge holders and explicitly asking permission to take photographs of people and use their stories, ideas, and information. Make efforts to share data with the community and build relationships for future collaborations.

Respecting Personal Boundaries

- Believe victims of misconduct through all stages of the reporting process, take seriously the impact of that misconduct, and respect their anonymity through the reporting process if they desire.
- Ask permission to take photos or record team members in any way, and only post photos or video on public platforms if consent has been given
- Follow the rules laid out by the station manager including respecting the property and facilities.
- Respect the safety of others.

Unacceptable Behavior

- Misconduct that will result in termination of fieldwork includes:
 - Physical or verbal abuse, harassment, or assault
 - Intimidation or bullying

- Coercion/Manipulation
- Threats (including but not limited to threats of violence, professional discreditation, unwarranted decreases in responsibilities, and public embarrassment.)
- Gender, race-based, age-based, ability-based, or sexual harassment
- Sexual misconduct including the inappropriate use of nudity and/or sexual images in a public space.
- The use of hate speech directed at a minority group including comments about a person's gender, gender identity, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.
- Behavior that endangers the mental or physical health and safety of oneself or others
- Stalking
- Tampering with the proceedings of a misconduct report, including actions to inhibit, discredit, stop, or falsify the investigation of a misconduct case
- Retaliation against a person or group reporting code of conduct violations
- Misconduct that will result in review by the code of conduct committee and possible termination from fieldwork includes:
 - Acting as a bystander and not reporting misconduct
 - The use of illicit drugs or excessive use of alcohol during field operations or while in town
 - Furnishing alcoholic beverages to any person under the legal age in the locality or distribution of illicit drugs
 - Dangerous driving
 - Disregard for the personal property of others
 - Loud and obnoxious behavior
 - Disregard for quiet hours
 - Repeatedly disregarding responsibilities
 - Use of social or mainstream media to target team members in a way that could harm their privacy and/or reputation
 - Deliberately mis-characterizing a person's gender identity, including through the use of a name or pronoun that the person has rejected
- All team members have the responsibility to report all instances of unacceptable conduct as defined above to the appropriate party and see that the issue is reported to the outside contact personnel. All instances of misconduct require reporting no matter the severity.
- Team members should follow an "Ask Once" policy when it comes to consensual sexual advances or "asking someone out" during field activities. An "Ask Once" policy ensures that all team members can only "ask out" an individual once. Asking out includes flirting, expressing interest, and/or making advances towards an individual. If at any point that individual states that they are not interested, brushes off the advance, or does not reciprocate in a positive way, the team member must not continue to ask out the individual. If the team member continues to pursue the individual, it is considered harassment.

What to Do if You Have Experienced Inappropriate Behavior

Each situation is unique. You are entitled to the following (not exhaustive):

- Talk to anyone about your experience
- Change your mind about talking to anyone about your experience at any time
- Report to any of the reporting options listed below
- Bring someone with you to provide support during reporting or any resulting discussions
- To seek reasonable accommodations to ensure the success of your work
- To seek medical assistance

Reporting an Incident

Multiple reporting avenues are available to individuals at _____. Below is a list of individuals who you can confidentially disclose an incident you observed or experiences. This list includes individuals who can maintain communications throughout the field season and includes individuals in the field, at the home institution, and at the relevant research station. Code of conduct committee members, who are responsible for enforcement of the code of conduct, are identified by an asterisk (*). This list includes people of multiple genders.

- Primary outside contact: _____, Affiliation: _____, Contact information: _____
- Institutional contact: _____, Affiliation: _____, Contact information: _____
- Outside medical contact: Dr. _____, Affiliation: _____, Contact information: _____
- *Team safety lead: _____, Affiliation: _____, Contact information: _____
- *Chair of code of conduct committee: _____, Affiliation: _____, Contact information: _____
- *Code of conduct committee member: _____, Affiliation: _____, Contact information: _____
- *Code of conduct committee member: _____, Affiliation: _____, Contact information: _____

Response to Reporting Code of Conduct Violation(s)

Concerns and reports will be addressed promptly by the code of conduct committee. First, the committee will ensure that immediate safety concerns have been addressed. Secondly, committee members will recuse themselves if there are strong conflicts of interest that would bias their decisions. A meeting amongst committee members will be arranged as soon as it is practical where neither the alleged harasser or target is present. Before or after the meeting, committee members will find more information about the incident, including but not limited to interviewing the alleged harasser (if safe) or interviewing witnesses. The committee will choose a response that best protects the community from future harm. This may include:

- Termination from fieldwork
- Remove responsibilities, privilege, or access
- Temporary ban from team spaces
- Permanent ban from team spaces

- Recommendations for firing or demotion

Adverse action against a person or group as a result of a report will not be tolerated, and are subject to the consequences as outlined above.

I have read and understand the expected and unacceptable behavior for participating in the _____ field team.

Signature:

Date:

Definitions

Bullying – Abusive conduct involving threatening, humiliating, or intimidating behavior directed at one or more people by one or more perpetrators that interferes with ability to work and is intended to cause physical or psychological harm.

Coercion – The use of threats or one’s positionality or power to persuade someone to do something.

Harassment – Defined as any unwelcome verbal or physical conduct based on race, color, religion, sex (includes sexual harassment and discrimination based on pregnancy), disability, age, national origin, sexual orientation, gender identity, and protected genetic information that is so objectively offensive as to alter the conditions of the individual’s employment. Harassment unreasonably interferes with an employee’s performance and can create an intimidating, hostile, or offensive work environment.

Retaliation – Adverse employment, academic or other actions against anyone reporting a violation of this code.

Sexual Harassment – Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct is made as a condition of employment and when the conduct creates an intimidating, hostile, or offensive working environment.

Stalking – Defined as repeatedly following, harassing, threatening, or intimidating including by telephone, mail, electronic communication, or social media.

Field Experience Self/Team Assessment Team FLARE 2019

The following information is part of a personal/team assessment that Polar Field Services recommended that we complete this year since we aren’t doing a group safety course. We will compile the following information to get a sense of the experience level of our group, and may discuss the following questions during one of our May group meetings.

- 1) What is your preferred name?

Mike

- 2) What are your preferred gender pronouns (e.g. she/her/hers)?

He/him/his

3) What is your general outdoor background?

Tenth trip to Cherskiy, wilderness first aid certified for several years, lots of hiking and back country experience.

4) What technical outdoor skills do you have?

First aid, some basic general survival skills.

5) Do you have experience with (please explain):

a. GPS

Yes – have used GIS for route finding and navigation as well as research. Using handheld GPS, mobile devices, etc...

b. Altitude

Got a headache in Colorado once

c. Cold Weather

Some cold weather experience in upstate NY. Nothing too extreme (e.g. Arctic/Antarctic in winter), but generally know what to avoid and how to keep warm.

d. Extended Expeditions?

Have lead and/or participated in multiple 1-3 week bike trips in a mix of back- and front country settings.

6) How many seasons have you spent in field camps? Where and for how long?

Ten or so seasons in Siberia for 3-6 weeks. Plus a few 1-3 week seasons in AK.

7) What medical skills and/or certifications do you have?

They call me doctor Loranty because I operate. I also have WFA.

8) Do you have any other relevant experiences that might help you during Siberian field work?

Laidbackness.

9) Do you have any allergies / medical information that it is important for your team to know about? Information shared here will be shared with the rest of the field team.

Allergic to hayfever, cats, and BS.

10) Do you have anything else that you would like to bring up or any other questions that you would like answered?

No.

A2. Gulf of Mexico Fieldwork Questionnaire

Your name (as it appears on the government-issued photo ID you'll use when we fly):

Your Date of Birth:

Your cell phone number:

Your email:

Emergency contact #1 Name:

Phone number:

Relationship to you:

Emergency contact #2:

Name:

Phone number:

Relationship to you:

Your swimming ability: scale from 1-10:

Do you have any allergies (e.g., to particular foods, medications, etc.)?

Do you have any food preferences (e.g., vegetarian, kosher, lactose-intolerant, etc.)?

Gender of Roommate Preferred:

- Cis woman (someone who exclusively identifies as their sex assigned at birth)
- Cis man (someone who exclusively identifies as their sex assigned at birth)
- Nonbinary (someone who identifies as outside the (binary) categories of woman/man)
- Transgender woman (someone who does not identify or exclusively identify with their sex assigned at birth; identifies as woman)
- Transgender man (someone who does not identify or exclusively identify with their sex assigned at birth; identifies as man)
- Questioning (someone who is unsure of their gender identity)
- No Preference

Your Gender Identification:

- Cis woman (someone who exclusively identifies as their sex assigned at birth)
- Cis man (someone who exclusively identifies as their sex assigned at birth)
- Nonbinary (someone who identifies as outside the (binary) categories of woman/man)
- Transgender woman (someone who does not identify or exclusively identify with their sex assigned at birth; identifies as woman)
- Transgender man (someone who does not identify or exclusively identify with their sex assigned at birth; identifies as man)
- Questioning (someone who is unsure of their gender identity)
- Prefer to self-describe:

Do you have any concerns about our fieldwork and associated travel, or issues related to our trip that you would like me to be aware of?

I am happy to meet in private (on campus or over the phone) if you would like to discuss any issues. Thank you!