

URGE-Session 6 Deliverable - Safety Plan

Deliverable: A safety plan developed by Humboldt Geoscientists URGE pod, for Humboldt State University. This safety plan includes a code of conduct as well as a process for reporting violations, as covered in our Complaints and Reporting Policy deliverable from Session 2. Outline training resources are available and requirements for antidiscrimination, bystander intervention, and de-escalation training. For field work, this includes a racial risk assessment of sites, a pre-departure checklist of discussions within the field team, procedures for documenting incidents in the field, as well as additional required or supported training⁵. This safety plan is a work in progress to be revisited and refined.

OUTLINE of deliverable material:

1. Code of Conduct
2. Process for reporting violations
3. Training resources that are available and requirements for antidiscrimination, bystander intervention, and de-escalation training.

Part of the job of an instructor/PI is to plan, discuss, lead by example, and effect change.

Pre-field work safety plan checklist:

1. Develop a risk assessment for the schedule of sites
2. Hold a pre-departure meeting with the field team staff
 - a) Discuss the procedures for documenting incidents in the field
 - b) Discuss required or supported training
3. This safety plan can (and should be) a work in progress that is revisited and refined.

Undergraduate field excursions: Before fieldwork, introduce the rules and expectations included within the "Code of Conduct" to the group to all participants while emphasizing team approach. Confirm that all participants are **REQUIRED** to agree to the terms of the code below.

Virtual field trip options should be offered for students who are unable to attend.

(((The code below is a merged and modified version from Humboldt State University GEOL 475 Field Camp 2019 and the "Ground Rules" from 2020 OCN 495/496)))

CODE OF CONDUCT

I understand that I am responsible for my own conduct and that my conduct may be a reflection on the Geology/Oceanography Department and HSU as a whole. Fees will not be refunded if a student is asked to leave the field trip early; travel costs will be borne by the student. I also understand that failure to comply with such a directive issued by the instructor(s) may result in my removal and failing of the course, suspension, or permanent expulsion from Humboldt State University and the California State University system.

To attend this field trip I agree to abide by the following:

1. **Listen respectfully**---no personal attacks, interrupting, talking to others when another is speaking, or distraction by technology
2. **Be on time and respect the time of others**---stay on the topic at hand, arrive on time

to meetings

3. **Share responsibility for ensuring all are included in the conversation**---if you are an active participant, give others a chance to speak. If you don't contribute as much, look for ways to participate in the discussion
4. **There are different approaches to answering questions and solving problems.** If you do not agree with another's approach, ask clarifying questions to better understand it. If you are asked by a classmate to clarify your thoughts, do so to the best of your ability and without defensiveness.
5. **It is OK to disagree. But do so respectfully and openly and without personal attack.** Also, recognize that disagreeing with a suggestion is not a personal attack.

I also understand that the instructor(s) for the course may send home any individual whose conduct, in the opinion of the instructor(s), is detrimental to the program or to other students. This includes, but is not limited to:

1. Uncooperative or disruptive behavior
2. Intoxication via alcohol or other psychoactive substances (e.g., cannabis, ecstasy, cocaine)
3. Physical or verbal abuse or assault
4. Intimidation
5. Coercion
6. Threats
7. Gender, race-based, or sexual harassment
8. Sexual misconduct
9. Behavior that endangers the health and safety of oneself or others
10. Possession of firearms, fireworks, or knives with ≥ 3 inch blade

I understand that Humboldt State University and California State University system policies on student conduct and academic honesty apply while I am on the field trip.

Printed Name: _____

Signature: _____

Date: _____

Process for Reporting Violations

Where do you voice complaints and/or concerns?...The office of Student Rights and Responsibilities

The Office of Student Rights & Responsibilities is also responsible for the investigation and adjudication of violations of the [Student Code of Conduct](#). If you have any questions you can contact our office at (707) 826-3504 or email us (osrr@humboldt.edu). The Student Rights & Responsibilities office is located in Siemens Hall 211. <https://studentrights.humboldt.edu/>.

Students, Faculty, or Faculty on behalf of students, can voice complaints through a CARE form, which goes through the Dean of Students if it is a student complaint or a complaint filed on behalf of a student (e.g. by a faculty or staff member).

Sexual misconduct/discrimination can be reported through this form (https://cm.maxient.com/reportingform.php?HumboldtStateUniv&layout_id=10)

What formal reporting process is available to you? Can you report online?

Anonymously?

1. HSU CARE form (<https://deanofstudents.humboldt.edu/CARE>) (not anonymous if student asks who filled out the form on their behalf). It is our pods understanding that a student can fill out a report here but it will not be anonymous.
2. Beyond HSU CARE, there is not a fully anonymous complaint/report process in place at the institution level for faculty, staff, or students.
3. Our pod discussed the possibility to come up with an anonymous complaint/report process at an individual class level, via something like a google form. We discussed the possibility to include the department chair to have access to these forms. However, we are unsure about the legal liabilities in developing and offering such a process. We thought this may be a good topic to explore and discuss with administrators and the Office of Diversity, Equity, & Inclusion (ODEI).

Training resources

Center for Teaching and Learning (CTL;<https://training.humboldt.edu/>). There are webinars and instructor led courses (in-person). One can find upcoming courses as well as check-out the required training course list. Members of our pod have taken several non-required inclusivity training courses, e.g., whiteness and microaggressions. It is our understanding that many of the inclusivity training courses are open to faculty and staff but we are unsure if there are DEI courses available for students. We noted that faculty, administrators, and staff sitting on a search committee are required to take “Unconscious bias for hiring process” course.