This field research safety plan serves as a tool to document your travel hazard assessment, research risk assessment, communication plan, emergency procedures, and required training. Developing and using a field research safety plan is part of an effective Injury and Illness Prevention Plan (IIPP). ***Some sections will not be applicable to all research.***

|  |
| --- |
| **General Information** |
| **Group Information:** | *Name of Research Group / Course, PI / Lead Instructor* | *Date of Completion:* |
| **Field Site Location**: | *Descriptive name of research location (Mojave Desert, Costa Rica)* |
| **Project Summary:** | *Type, length, and intensity of activity (hiking, climbing, collections, capture)* |
| **Travel Date(s):** | *If specific dates are not available, please indicated a range or season. (3/15-28/2017, Fall 2018, garibaldi spawning season)* |
| **Pre-Trip Considerations:** | *Determine and schedule recommended immunizations and medical clearances for your destination (allow 4-6 weeks prior to your trip). Beyond your primary physician and* [*MyHealth@Work*](https://www.hr.pitt.edu/current-employees/work-life-balance/wellness-for-life)*, you can consult the* [*CDC*](https://wwwnc.cdc.gov/travel) *for vaccine and disease prevention recommendations based on location. Additionally, employees with UPMC Health Plan coverage can utilize the* [*Comprehensive Medication Management (CMM) for Global Travel*](https://www.hr.pitt.edu/current-employees/benefits/prescription-drug-program/comprehensive-medication-management/global-travel) *to create a personalized plan for their travels including suggested vaccines, disease prevention, treatments, and current prescriptions.* *Develop and administer appropriate training for site and research operations (heat illness, field dissections).* *Plan all travel and transportation. Visit* [*http://globaloperations.pitt.edu/*](http://globaloperations.pitt.edu/) *for University travel policy information.**Hold a pre-trip orientation to review your field research safety plan, travel logistics, pack list (including first aid, etc. and required training.* *Provide all participants travel itineraries and detailed research schedules.* |

|  |
| --- |
| **Participant Information** |
| **Field Team/ Participants** |
| *Primary Field Team Leader: Name, phone number Secondary Field Team Leader: Name, phone number*[ ]  *Field Team/Participant list is attached as training documentation* [ ]  *Other attachment: e.g. course roster* *Is anyone working alone?* [ ]  *Yes* [ ]  *No* *If yes, develop a communications plan with strict check-in procedures; carry a satellite communication device for remote locations without cell coverage.*  |
| **Medical Conditions**  | *Allergies**Medical conditions* |

|  |
| --- |
| **Travel and Emergency Preparedness** |
| **Travel Scheduling and Registration**  | *Consider booking your travel via Concur or Anthony Travel at* [*https://pext.pitt.edu/*](https://pext.pitt.edu/)*.**For your safety, please register your international travel with* [*International SOS*](https://www.internationalsos.com/masterPortal/default.aspx?akey=23B1BEE0-EB31-C2FE-13CB25CBF5FC0A12)*. Please Note: your trip will be automatically registered with International SOS when you book your travel through Concur or Anthony Travel.**Consider enrolling in the* [*Smart Traveler Enrollment Program (STEP)*](https://step.state.gov/)*, a free service allowing travelers to enroll their trip with the nearest U.S. Embassy or Consulate.* |
| **Travel Insurance**  | *The University has contracted with International SOS/Cigna Global Health to provide comprehensive health and security coverage to Pitt faculty, staff, and students traveling abroad on University business and on University programs and activities. For University employees with UPMC Health Plan, the ISOS program will be the primary coverage while traveling internationally on University business, programs, and activities and UPMC will be secondary while the UPMC Health Plan will remain the primary coverage for personal (non-University) travel.* *The UPMC Health Plan also includes supplemental coverage from*[*Assist America*](http://www.assistamerica.com/)*.* *Additional travel insurance information is available at* [*https://globaloperations.pitt.edu/traveling-abroad/insurance-coverage/*](https://globaloperations.pitt.edu/traveling-abroad/insurance-coverage/)*.* |
| **Immunizations**  | *Recommended immunizations/prophylaxis determined, scheduled, obtained, and/or started.* |
| **Required Training** | ***First Aid Training****: Location and description of group medical/first aid kit: Who is carrying it, where is it stored. Brief description of components.* ***Research Specific Training*** |
| **Personal Safety** | *Consider and discuss personal safety risks during free time, e.g., alcohol or drug use, leaving the group alone, situational awareness, sexual harassment, or local crime/security concerns. Consult* [*International SOS*](https://www.internationalsos.com/) *for current situational intelligence and security advice for research location.*  |
| **Go/No Go Criteria** | *What are the conditions under which approach to, or activities at, the site should be curtailed or canceled? e.g., Recent heavy rains if access is on dirt roads that have swelling clay soils. Electrical storms, snow, within 2 hours of high tide, or wave heights over 1 m. US State Department travel warning or alert.*  |
| **Local Contact** | *Name, address & phone #, may be a local colleague/institution, reserve manager, USFS office, etc.* *Lodging location: name, address, phone #*  | **University Contact****(Not participating in trip)** | *Name, number, email; may be a Professor/PI, department contact, supervisor back on campus, etc.* *Frequency of check ins: daily or other?*  |
| **Nearest Emergency Department (ED)** | *Contact information and driving directions from the site to the nearest provider of emergency medical care. It may be a hospital with an Emergency Department (ED), a clinic, or other provider. Check that the local hospital has an ED that is continuously staffed.*  |
| **Cell Phone Coverage** | **Device carried?** [ ] yes [ ] no**Type:** **Coverage:** **Nearest location with coverage:**  |
| **Nearby Facilities** | *What facilities available at or near the site: restrooms, water, gas, public phone, store? If not, where are the nearest services along the route?*  | **Satellite device (phone or locator)** | **Device carried?** [ ] yes [ ] no**Type:** **Coverage:** **Nearest location with coverage:**  |
| **Technology Loaner Program**  | *International travel poses security risks to data stored on computers and mobile devices. Taking your laptop or mobile device when you travel significantly increases the possibility of data and identity theft. The*[*Technology Loaner Program*](https://globaloperations.pitt.edu/traveling-abroad/technology/#technology_loaner_program) *for International Travel offers loaner laptops, iPads, and smartphones to individuals traveling abroad to lessen the associated security risks while allowing full use of required software applications.* |

|  |
| --- |
| **Site Information** |
| **Geographic Location** | Name: *e.g., Country, State, Field Site*Coordinates (Latitude, Longitude): *XX°X.X from GPS/Map* Link to online map: |
| **Physical Geography** | *Elevation, terrain, environment. Make special note if area is isolated, remote or requires extra caution. If available, include route/location maps and photos of general terrain.* |
| **Site Access** | *Are there any particular restrictions or challenges to accessing site? Note any alternate routes.*  |
| **Travel to Site** | *How will participants get to the field site? Note any dangerous roads or conditions.*  |
| **Regional Stability (International Travel)** |  *Are there situations (at field site or during travel) where participants could be the target of or exposed to violence? Provide intended mitigation measures*.*Sites with increased risks require additional review and consultation with EH&S, please contact* *Safety@ehs.pitt.edu* |
| **Expected Weather** | *Make note of extreme conditions that could impact the trip or require additional planning, (e.g. high heat, wind, rain, snow, approaching storm).*  |
| **Drinking Water Availability** | *If forecast exceeds 80*°*, OSHA requires access to at least one quart (4 cups) per person per hour for the entire shift, i.e., an 8-hour shift requires 2 gallons per person. Water must be fresh and suitably cool.* [ ] *Plumbed water available* [ ]  *Water cooler with ice to be provided* [ ]  *Bottled water provided* [ ]  *Other:* |
| **Access to Shade/Shelter** | *If forecast exceeds 80*°*, shade must be provided by any natural or artificial means for rest breaks. Shade is not considered adequate when heat in the area does not allow the body to cool (e.g., sitting in a hot car). ­* [ ]  *Building structures ­* [ ]  *Trees ­* [ ]  *Temporary Canopy/Tarp ­* [ ]  *Vehicle with A/C ­* [ ]  *Other:* |
| **High Heat Procedures**  | *Required when temperatures are expected to exceed 95° F. If possible, limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for signs of heat illness are required at all times. Pre-operations meeting required.* [ ]  *Direct supervision* [ ]  *Buddy system* [ ]  *Reliable cell or radio contact* [ ]  *Other:* |
| **Wildlife** | *Describe any dangerous animals, insects, diseases, poisonous plants that participants may encounter. Provide intended mitigation measures.*  |

|  |
| --- |
| **Research Equipment and Activities** |
| **Fieldwork Transportation** | *What vehicles will be used during fieldwork operations? Plane, helicopter, watercraft, car, ATV. Any required trainings or licenses required**Safety Equipment needed* *Modes of transportation other than regularly scheduled commercial carriers (e.g., chartering a boat, plane)? Reviewed the requirements for university vehicles, personal vehicles, and rental vehicles* [*https://www.cfo.pitt.edu/risk/vehicleuseRequirements.html*](https://www.cfo.pitt.edu/risk/vehicleuseRequirements.html)*.* |
| **Research Activities** | *Detail the goal of field operations.* *Collection of samples**SOP developed, reviewed, and assessible (in the field)**Will samples be collected/preserved in hazardous material (e.g., formalin, ethanol)?**Will hazardous/biological materials be transported to and from the site?**Reviewed all packaging/labeling requirements**Observation of animals/environment,* *Capture of animals**SOP developed, reviewed, and assessible (in the field)**Will Biological material but collected in the field? How will biological risks be mitigated?*  |
| **Research Tools** | *Brief description of tools or equipment that will be used to access research site or during research activities. Indicate if any specific training is required before use. Sharps (knives, razors, needles), hand tools, power tools, heavy machinery, specialty equipment, firearms.*  |
| **Hazardous and Biological Waste** | *Describe how all regulated hazardous and/or biological waste will be handled and transported from the field. How will contaminated sharps be handled/discarded?* |
| **Physical Demands** | *List any physical demands required for this trip and training/certification provided. Diving, swimming, hiking, climbing, high altitudes, respirators, heights, confined or restricted spaces, etc. (consult with EH&S regarding appropriate training and documentation). Safety equipment needed* |
| **Mental Demands** | *Will there be a high level of stress in the participant’s work? (e.g., work requiring constant alertness for long periods of time, such as a security monitor, or work with high levels of emotional stress such as working in an Emergency Room)*  |
| **Risk assessment**  | *Describe how you plan to mitigate the risks associated with any hazardous materials/working conditions or equipment listed above (training, PPE, etc.)* |
| **Permits and Transport of Research Materials** | *Note that you must comply with all interstate movement, export/import control and use regulations. These regulations may cover shipment of controlled physical items, such as scientific equipment that require export licenses from the United States to a foreign country, transfers of controlled information, including technical data, and the handling/use of specific species/materials in the field and lab.* *Permits have been carefully reviewed and understood. SOPs associated with any permitted biological material have been developed with regard to upstream/downstream restrictions specified in the permit.* *Develop and review SOP for transporting regulated chemicals and/or biologicals.*  |
| **Material Transfer Agreements & Data Use Agreements**  | *Material Transfer Agreements (MTAs) are contractual documents used for the acquisition of various biological and research materials, and occasionally, data, developed by nonprofit, government and private industry.**Data Use Agreements (DUAs) address important issues such as limitations on use of the data, liability for harm arising from the use of the data, publication, and privacy rights that are associated with transfers of confidential or protected data.**Consult with the* [*Office of Sponsored Programs*](https://www.osp.pitt.edu/) *regarding the need of MTAs and DUAs.*  |
| **Data and Technology Security** | *Review University Guidelines with all participants regarding the security of sensitive material including technology resources (laptops, smartphones, mobile devices) and intellectual property (data) while traveling. Additional information is available from the Offices of Trade Compliance (*[*https://www.tradecompliance.pitt.edu/*](https://www.tradecompliance.pitt.edu/)*)and Information Technology* [*http://technology.pitt.edu/security/technology-guidelines-and-tips-international-travel*](http://technology.pitt.edu/security/technology-guidelines-and-tips-international-travel)*.* |