**Plan for Safe and Inclusive [Field/Vessel/Aircraft] Research**

**Project Name:** *[Project Name]*

**Field Work Project Dates:** *[Dates of Field/Vessel/Aircraft Research]*

**UW Project PI:** *[UW PI Name]*

**Region- and Activity-Specific Risk Assessment**

***[****Brief analysis of whether proposed project locations and/or activities are safe and welcoming for all participants, regardless of their personal characteristics (e.g., race, ethnicity, gender, sexual orientation, disability, etc.) or level of experience so that project team can quickly and effectively respond to any incidents. Risk factors can include remoteness/isolation, requirements for expensive personal effects, local laws, and cultural norms that may impact the well-being of individuals and/or local responses to emergency situations. This is an opportunity to identify steps that will be taken to mitigate these risks and an opportunity to ensure all participants have enough awareness of site-specific safety issues to make informed decisions about their own ability/desire to participate in specific activities given their personal acceptance of risk. Resource:* [An inclusive risk assessment tool for travel and fieldwork (researchgate.net)](https://www.researchgate.net/publication/341179943_An_inclusive_risk_assessment_tool_for_travel_and_fieldwork)*]*

**Creating a Community of Respect**

The University of Washington is committed to fostering a culture that is professional, ethical, inclusive, and consistent with all applicable University of Washington regulations and standards of conduct, including the UW Student Conduct Code. All members of the project are responsible for ensuring everyone involved in the project feels valued, respected, listened to, and heard — with compassion, kindness, and a collaborative spirit regardless of function, level, or aspects of identity.

All members of the UW field team will be expected to abide by the attached Code of Conduct, which will be shared with all project partners. Project partners will be requested to either document their own institutional guidelines or agree to follow the ones described in this plan.

*[------ Text to delete from plan*

*PI should attach a fieldwork Code of Conduct to this plan and then delete this text. The Code of Conduct should be appropriate to the specific situation involved for this project. This may be a Code of Conduct provided by a project partner or project facility. Examples to start from can be found at:*

[*Fieldwork Code of Conduct – Anthropology (tamu.edu)*](https://liberalarts.tamu.edu/anthropology/resources/fieldwork-code-of-conduct/)

[*Field Code of Conduct | The Department of Earth & Planetary Sciences (yale.edu)*](https://earth.yale.edu/field-code-conduct)

[*COF\_Network\_Groups\_Code\_of\_Conduct.pdf (agu.org)*](https://forms.agu.org/wp-content/uploads/sites/6/2020/08/COF_Network_Groups_Code_of_Conduct.pdf)

[*UW School of Oceanography Code of Conduct (washington.edu)*](https://www.ocean.washington.edu/story/Code_of_Conduct)

*BLEACH Code of Conduct – Drafted by Becky Alexander, UW Department of Atmospheric Sciences. See email attachments.*

*Resources for creating your own can be found at* [*Codes of Conduct (carleton.edu)*](https://serc.carleton.edu/advancegeo/resources/codes_conduct.html)

*The Code of Conduct should include a signature line to document receipt and concurrence of all members of the field team in advance of departure.*

*End of section to delete -----]*

During a pre-trip organizational meeting the PI will review the attached Code of Conduct in depth, making sure all participants are familiar with its contents.

**Additional Measures Being Taken by Project Team to Create an Inclusive Culture**

*[Describe any trainings; processes to establish shared team definitions of roles, responsibilities, and culture; field support, such as mentor/mentee support mechanisms and regular check-ins that are specific to this project.]*

**Feedback**

We hope that all members of the project team feel comfortable coming forward directly with suggestions or concerns. However, it is understood that in some circumstances individuals may wish to remain anonymous. All participants will be given the opportunity to provide anonymous feedback, both during and upon the conclusion of the field work, on their experiences and suggest improvements or report any inappropriate behavior. Please remember, when anonymous comments are received there is no way of knowing who submitted the information and therefore there is no way to follow up to let the complainant know how comments will be addressed.

Anonymous feedback can be submitted by *[Describe the mechanisms that will be used to collect anonymous feedback during and after field work. Examples include suggestion boxes and Google forms.]*

**Responding and Reporting**

If you have been a victim of a violation of local laws, it may be appropriate to contact local law enforcement. To discuss whether the Code of Conduct is being met, or to report a violation thereof, the Designated On-Site Field Safety Officer is likely the person able to take the quickest action to respond to or resolve your concerns. Although this path is encouraged, it is not required, and project team members may pursue any of the options outlined here.

Incidents of inappropriate behavior will be taken seriously and addressed immediately. Complaints will be referred to the appropriate University officials for investigation and, where warranted, corrective or disciplinary actions.

**Designated On-Site Field Safety Officer (FSO): [XXX]**

**FSO On-Site Contact Information: [XXX]**

**Principal Investigator (PI): [XXX]**

**PI On-Site Contact Information: [XXX]**

**Designated Campus Point of Contact(s) (CPOC):** **[XXX]**

**CPOC Contact Information:** **[XXX]**

**Methods of Access for Communication**

*[Describe how all participants will have free, confidential access to communications devices, minimizing singular points within the communications pathway (e.g., avoid a single person overseeing access to a single satellite phone)]*

**Emergency Situations**

If a situation arises that is an immediate or potential risk to health, safety or security, any member of the field team is authorized to take the following steps:

* Take whatever actions are necessary to assure the immediate safety of all team members.
* Call the local emergency number: [XXX]
* Ensure the Designated On-Site Field Safety Officer and/or PI is aware of the situation and able to take the remainder of the steps below.
* Call the UW’s emergency travel assistance provider CISI at 1-877-714-8179 (toll-free) or 1-603-952-2660 (accepts Collect calls).
* Contact Designated Campus Point of Contact or other UW Office (see below) to be connected to additional University resources.
* If departmental emergency contact is non-responsive, contact the UW Global Emergency line at 001-206-632-0153 for further assistance, regardless of location. This number is answered 24 hours a day, 7 days a week by the UW Police Department. The operator will collect information about the emergency along with local contact information and forward the information to the Global Travel Security team, who will assist you.

**Additional Resources**

[**LiveWell Advocate**](https://livewell.uw.edu/survivor-support-advocacy/): 206-685-4357 | lwadvoc@uw.edu

Livewell Confidential Advocates provides a safe and confidential space to help students, faculty, and staff identify what they want or need after an incident of sexual assault, relationship violence, stalking or sexual harassment has occurred. Sharing information with a confidential advocate is not the same as making a report to the University for the purpose of starting an investigation. Advocates work business hours (Pacific Time) and are not available on weekends or evenings. If you have an urgent need for support after hours you can receive support on campus 24/7 at the UW Emergency Department or from MySSP (24/7 mental health crisis support available via phone, text, or chat).

[**UW SafeCampus**](https://www.washington.edu/safecampus/)**:** 206-685-7233

SafeCampus is the UW’s violence-prevention and response program for anonymously discussing safety and well-being concerns for yourself or others. SafeCampus is available during business hours (Pacific Time) and is not available on weekends or evenings.

For immediate support or help outside of campus business hours, contact a 24-hour hotline such as RAINN (1-800-656-4673, https://www.rainn.org/) and the National Domestic Violence Hotline (1-800-799-7233, https://www.thehotline.org/).

[**UW CareLink**](https://hr.uw.edu/benefits/uw-carelink/): 866-598-3978 (toll-free, 24 hours a day, 7 days a week)

An employee assistance program for PEBB-eligible employees that provides confidential access to guidance consultants who provide counseling, consultation for managers, and critical and traumatic incident response services.

**UW Offices Authorized to Investigate Complaints**

**Title IX Investigation Office****:** (206) 616-5334 | tixinv@uw.edu

Responsible for investigating complaints that a University student engaged in conduct that violates any of the sexual misconduct provisions of the Student Conduct Code, including sexual assault, sexual harassment, sexual exploitation, indecent exposure, relationship violence, stalking, and domestic violence.

[**University Complaint Investigation and Resolution Office (UCIRO)**](https://www.washington.edu/uciro/)**:** 206-616-2028 | uciro@uw.edu

Investigates complaints that a University employee has violated the University’s non-discrimination and/or non-retaliation policies.

[**AUW Academic Human Resources (AHR**](https://ap.washington.edu/about-us/contact/)**)**

AHR is responsible for working with academic units to investigate complaints involving faculty, librarians, and academic staff (e.g., Postdoctoral Scholars). This includes conflicts that may be caused by personality differences or miscommunication and behaviors that violate University policy such as discrimination or harassment.

[**UW Human Resources (UWHR**](https://www.washington.edu/safecampus/?_ga=2.160801661.1502841085.1674498359-1832323962.1627925741)**)**

UWHR is responsible for investigating complaints involving staff or academic student employees.

This includes conflicts that may be caused by personality differences or miscommunication and behaviors that violate University policy such as discrimination or harassment.