# FIELDWORK SAFETY PLAN – TEMPLATE #2

**Field Site Location:** Descriptive name of research location (e.g. Carrizo Plain, CA; Tortuguero, Costa Rica)

**Activity Description:** Type, length, and purpose of activity (e.g. hiking 3-4 miles, collecting specimens, etc.)

**Plan Created for:** Name of Research Group / Course / Trip Leader

**Date of revision:** Mo-Day-Yr

**Date(s) of Travel:** Start date, duration, expected return to campus

## Site information

**Location**: Latitude: XX.XX (from GPS/Map) Longitude: XX.XX (from GPS/Map)

**Site Information**: Elevation, terrain, environment.

**Travel to Site:** How will participants get to the field site? Note any dangerous roads, conditions.

**Site Access:** Are there any restrictions or challenges to accessing site? Note any alternate routes or suggested parking areas, gate access codes, etc. Make special note if isolated or remote.

**Environmental Hazards:** Describe any dangerous wildlife, insects, endemic diseases, poisonous plants, etc. that participants may encounter. Note intended mitigation measures; discuss prior to trip.

**Security**: High risk for harassment, violence, or political unrest? Note intended mitigation measures; discuss prior to trip. For international travel, check the [U.S. State Department travel site](https://travel.state.gov/content/passports/en/alertswarnings.html) for current travel alerts

**No Go Criteria:** What are the conditions under which approach to - or activities at - the site should be stopped or canceled? e.g., heavy rains, electrical storms, snow, temperatures > 100 degrees, within 2 hours of high tide, wave heights over 1 meter, etc.

**Expected Weather:** Note extreme conditions that could impact the trip or require additional planning, (e.g., high heat, wind, rain, snow, approaching storm).

**Drinking Water Availability:**

☐ Plumbed water available ☐ Water cooler with ice provided ☐ Bottled water provided

☐ Natural source and treatment methods (e.g., filtration, boiling, chemical disinfection):

**Access to Shade/Shelter:** If forecast exceeds 80 °F, shade must be provided by natural or artificial means for rest breaks.

☐ 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-work safety discussion required.

☐ Direct supervision ☐ Buddy system ☐ Reliable cell or radio contact ☐ Other:

## Emergency Services and Contact Information

**Local Contact:** *May be a local colleague/institution, reserve manager, etc.*

Name, address & phone #

Lodging location: name, address, phone #

**University Contact:** *Not on trip. May be a Professor/PI, department contact, supervisor back on campus, etc.*

Provide a copy of this plan.

Name, number, email

Frequency of check ins: daily, at end of work day, etc.

**Emergency Medical Services (EMS):** Procedures for contacting emergency medical services.

**Nearest Emergency Department (ED):** Evacuation plan and transportation options to the nearest Emergency Department; include estimated transport time, contact information and driving directions from the site to the nearest provider of emergency medical care. Attach map with specific directions.

**Cell Phone Coverage:**

Primary Number:

Coverage: good, spotty, none

Nearest location with coverage:

**Satellite phone/ device:**

Device carried? ☐yes ☐no

Type/number:

**Nearby Facilities:** What facilities are available at or near the site: restrooms, water, gas, public phone, store? If not, where are the nearest services along the route?

**Side Trips:** Are side trips planned or allowed during free time? Before or after the planned activities? Are there restrictions, specific rules, or expected code of conduct?

## Participant Information

**Field Team/ Participants:** Is anyone working alone? ☐ Yes ☐ No If yes, develop a communications plan with strict check-in procedures; if cell coverage is unreliable, carry a satellite communication device or personal locator beacon.

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

**Physical Demands:** List any physical demands required for this trip and training/certification provided. e.g. diving, swimming, hiking, climbing, high altitudes, respirators, heights, confined or restricted spaces, etc. (consult with EH&S regarding appropriate training & documentation).

**Mental Demands:** List any unique mental demands required for this trip, e.g. long travel days, high stress environments, different cultural norms, etc.

**First Aid Training & Supplies:** Requires at least one trained person (with current certification) for work at remote sites. CPR also recommended.

List team members trained in first aid and the type of training received.

Location and description of group medical/first aid kit: Who is carrying it, where it is stored. Brief description of contents.

**Immunizations or Medical Evaluation:** List required immunizations/prophylaxis or required medical evaluation, if applicable.

## Equipment and Activities

Consult with EH&S for specific training and requirements.

**Research Activities**: Briefly describe the goal of your field operations, e.g. collection of samples, observation of animals/environment, interviews with human subjects, etc.…

**Field Transportation:** What vehicles will be used during field operations? e.g. chartered boat, paddle craft, car, ATV, truck with trailer, snowmobile, chartered plane or helicopter, etc.

**Research Tools:** Briefly describe tools or equipment that will be used to access the research site or during research activities. Indicate specific training required before use, e.g. sharps (knives, razors, needles), hand tools, chainsaws, power tools, heavy machinery, tractors, specialty equipment, firearms; lasers, radiation devices, portable welding/soldering devices; other hazardous equipment or tools.

**Chemicals and Hazardous Materials:** Identify and describe use of chemicals and hazardous materials that will be used during research activities. Indicate specific training required before use and hazards, e.g. flammables, corrosives, procedures, etc.

Ensure proper containers and labeling are used, and spill kit(s) are available.

Attach any required documentation for transport, all associated SOPs and SDSs.

**Other Research Hazards:** Describe other potential research-associated hazards e.g. handling or shipping hazardous materials (chemical, biological, radiation, and explosives), handling animals, climbing or working at heights, rigging; shoring/trenching, digging/entering excavations, caves, other confined spaces; drone use.

Personal Protective Equipment:

Required—e.g. boots, safety glasses, PFDs, hardhats, etc.

Recommended – e.g. walking sticks, gloves, long pants, hats, insect repellant, sunscreen

## Additional Considerations

**Insurance**: All students are required to enroll in UW Student Abroad Insurance, regardless of their dual status as student employees. Faculty, staff and other academic personnel are automatically enrolled in emergency travel assistance. Note this does not include international emergency medical coverage. Faculty, staff and other academic personnel may enroll in additional optional emergency medical coverage during the travel registration process. Reach out to Global Travel Security (travelemergency@uw.edu) for more information.

**International Activities:** Check with the [UW Office of Global Affairs](https://www.washington.edu/globalaffairs/) regarding required approvals. Visas, permits, finances, import/export controls, transportation of specialized equipment, and data security must be considered. Contact [Global Operations Support](https://finance.uw.edu/globalsupport/home) for guidance.

**Personal Safety & Security**: Personal safety risks during free time should be considered and discussed in advance, e.g., alcohol or drug use, leaving the group, situational awareness, sexual harassment, or local crime/security concerns. Review expectations and set the tone for a safe, successful trip.

High Risk Travel: Check the [U.S. State Department travel site](https://travel.state.gov/content/passports/en/alertswarnings.html) for current travel alerts. Reach out to [UW Global Travel Health & Safety](https://www.washington.edu/globalaffairs/global-travelers/) ([travelemergency@uw.edu](mailto:travelemergency@uw.edu)) for country-specific guidance.

## Campus Contacts

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| **UW Office** | **Contact** |
| **UW Police Department** |  |
| **Campus Health Services** |  |
| **Environmental Health & Safety** |  |
| **UW Travel Emergency**  **Assistance** | [Risk Services](https://risk.uw.edu/advice/consulting), [Office of Global Affairs – UW Global Emergency Line](https://www.washington.edu/globalaffairs/global-travelers/emergency/), [International SOS](https://www.washington.edu/globalaffairs/global-travelers/global-insurance/international-sos/) |
| **Report Injuries** | [Online Accident Reporting System (OARS)](https://www.ehs.washington.edu/report-concern-or-injury) |

## First Aid Reference – Signs & Symptoms of Illness

*(examples for heat illnesses included)*

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| **Signs & Symptoms** | **Treatment** | **Response Action:** |
| ***HEAT EXHAUSTION***   * *Dizziness, headache* * *Rapid heart rate* * *Pale, cool, clammy or flushed skin* * *Nausea and/or vomiting* * *Fatigue, thirst, muscle cramps* | 1. *Stop all exertion.* 2. *Move to a cool shaded place.* 3. *Hydrate with cool water.* | *Heat exhaustion is the most common type of heat illness. Initiate treatment. If no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can lead to heat stroke.* |
| ***HEAT STROKE***   * *Disoriented, irritable, combative, unconscious* * *Hallucinations, seizures, poor balance* * *Rapid heart rate* * *Hot, dry and red skin* * *Fever, body temperature above 104 °F* | 1. *Move (gently) to a cooler spot in shade.* 2. *Loosen clothing and spray clothes and exposed skin with water and fan.* 3. *Cool by placing ice or cold packs along neck, chest, armpits and groin (Do not place ice directly on skin)* | ***Call 9-1-1 or seek medical help immediately.***  ***Heat stroke is a life-threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately!*** |
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Include any additional resources: route/location maps, photos of general terrain and areas requiring extra caution, etc.

**Signature of PI/Supervisor:**

**I acknowledge this safety plan has been prepared for field work under my supervision.**

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| --- | --- | --- | --- |
| **Name** | **Signature** | **Date** | **Phone Number** |
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**Field Team/Participant Roster - Training Documentation**

**I verify that I have read this Field Safety Plan, understand its contents, and agree to comply with its requirements.**

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| **Name/Phone Number** | **Signature** | **Date** | **Emergency Contact/Phone Number** |
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Example Safety Training Log for Field Operation Groups