

Appendix A — Field Safety Plan

ASU Field Research Safety Plan

This form may be used by the Principal Investigator or Project Lead to assist in developing a safety plan. **The completed safety plan should be shared with all the members of the field research team and kept on file on campus.** A single safety plan can cover multiple trips to the same location. The safety plan should be revised whenever a significant change to the location or scope of fieldwork occurs. EHS is available to assist in completing or reviewing the safety plan: 480-965-1823 or askehs@asu.edu.

Please refer to the Field Research Safety Manual to review ASU policies and procedures, code of conduct, reporting and other materials to assist in developing the Field Safety Plan.

Principal investigator:

Department:

Phone number:

Email address:

Field team lead:

Email address:

Phone number:

Dates of travel: List multiple dates if more than one trip is planned

Location of field research:

Country: _____ Geographical site: _____

Nearest city: _____ Include name, distance from site

Nearest hospital: _____ Include location, distance from site

Travel plans: Please list planned methods of travel.

Field research: Please include a brief description of the fieldwork.

University contact: Name: Phone:	Local field contact: Name: Phone:
Secondary university contact: Name: Phone:	Secondary field contact: Name: Phone:
Emergency procedures: Please include detailed plans for field location, including evacuation and emergency communication. Include a separate sheet if necessary.	
First aid training: Please list any team members who are first aid trained and their training type. Attach training records to the Field Safety Plan on a separate sheet if necessary.	
Other required trainings: Please list any trainings required by an institutional committee, department or lab-specific trainings. Attach training records to the Field Safety Plan on a separate sheet if necessary.	
Communications plan: Please describe plans for communication between field members and ASU contacts. Avoid singular points of communication. Regular check-ins are encouraged. Please list the expected frequency of communication and process should no check-in occur.	

Physical demands: Please list any physical demands required for this field research. For example: diving, climbing, temperature extremes, high altitudes, etc.

Risk assessment: Please list identified risks associated with the activity or the physical environment, such as extreme heat or cold, wild animals, endemic diseases, firearms, explosives, violence, etc. List appropriate measures to be taken to reduce these risks. Include a separate sheet if necessary.

Identified risk	Control of risk
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Travel immunizations: Please list required immunizations and prophylaxis. Contact ASU Employee Health at 602-496-1917 for assistance.

Field team membership Please list the names of all members of the field research team and identify the Field team leader.

Reporting: Please list primary and secondary field personnel for reporting incidents. Please list procedures for reporting to ASU in the case of an emergency or incident.

Responding to an incident

- Once the emergency has been addressed, report the incident to ASU. Start with the university contact and their immediate supervisor. To document the incident, keep a written log detailing the dates, times, places and descriptions.
- All accidents and injuries occurring at work or during employment must be reported to the employee's supervisor, even if no medical attention is required. If the incident involves injury to a non-ASU party or damage to or theft of ASU property, please email Risk Management Services or review the Risk Management Services webpage for claims reporting information.
- In a work-related illness or injury, seek appropriate medical attention. Contact ASU Human Resources Benefits Office at ASK HR, the state of Arizona Workers' Compensation Early Claims Reporting Service at 800-837-8583, and your immediate supervisor within 48 hours of the illness or injury to file a workers' compensation claim.
- Employee workers' compensation coverage and claims issues can be directed to the Human Resources Benefits Office. Supervisors should complete the Workers' Compensation packet.

Mandatory Reporting

- A supervisor, manager or administrator who is informed of or has a reasonable basis to believe that discrimination, harassment or retaliation involving any protected status is taking place shall promptly report it to the [Office of University Rights and Responsibilities](#).
- Unless a person is restricted by law from doing so, **any employee** who is informed, or has a reasonable basis to believe there was an instance, of [sexual harassment](#), including Title IX sexual harassment, has occurred shall immediately [report an incident](#) with all information regarding the occurrences to the [Office of University Rights and Responsibilities](#), the [Title IX Coordinator](#) and the [Dean of Students office](#).

Participant reporting

- A copy of resource and reporting options for students and employees who believe they have experienced harassment or discrimination while participating in field research are available in Appendix M and Appendix N in the Field Research Safety Manual.

Appendix M - Employee Resources – Supportive Measures

Employee resources

ASU Counseling and Wellness

[ASU Counseling and Wellness](#) offers a **confidential** setting with a focus on the well-being of ASU's workforce, including you. Please call 480-965-2271 to schedule an appointment.

Workplace accommodations

ASU's Office of Diversity and Inclusion assists with resources for qualified employees and students to facilitate [reasonable accommodations](#) and support. Please call 480-727-1770 to schedule an appointment.

ASU Victim Advocate

The [Arizona State University Victim Advocate](#) ensures crime victims on any ASU campus, witnesses and family members receive free, **confidential** support. Please call 480-965-0107 to schedule an appointment.

ASU Police Department

In an emergency, call 911.

[Filing a police report](#) does not obligate an individual to proceed with pressing charges. ASU Police can assist with contacting other police departments if needed. Call 480-965-3456 to schedule a time to speak with a police officer.

Investigation

ASU University Rights and Responsibilities

The [Office of University Rights and Responsibilities](#) reviews and investigates concerns and allegations of discrimination or harassment involving faculty, staff and other ASU affiliates.

Contact: 480-965-5057 or email URR@asu.edu

Policy

University policies

- [ACD 401: Prohibition against discrimination, harassment and retaliation.](#)
- [SPP 815: Romantic or sexual relationship between employees/volunteers and students.](#)
- [ACD 402: Romantic or Sexual Relationships Between Faculty Members and Students.](#)
- [SDA 406: Consensual Relationships.](#)
- [SPP 205: Nepotism and Relationships Between Employees.](#)

Procedures

University procedures

ASU follows the [P20: Prohibition Against Discrimination, Harassment, and Retaliation: Report and Investigation Procedures](#) when it becomes aware of a reported policy violation noted above.

Grievance process for a formal complaint of Title IX sexual harassment

Formal complaints of Title IX Sexual Harassment shall be resolved pursuant to [P20a: Interim Grievance Process for Formal Complaints of Title IX sexual harassment](#).

Notice of prohibition on retaliation

Any individual in the investigation process cannot retaliate against anyone participating in the Student Rights and Responsibility investigation process.

[Visit ASU's Sexual Assault and Misconduct Guide](#) for more information on resources, including prevention and awareness effort.

Appendix N - Student Advocacy and Assistance

Student advocacy and assistance

Office of the Dean of Students

eoss.asu.edu/dos

Student resources

Student Advocacy and Assistance

- Student Advocacy and Assistance links.asu.edu/studentadvocacy guides students in resolving educational, personal and other campus impediments so students can fulfill their academic goals. **Please note that Student Advocacy and Assistance is not a confidential resource.**
- Guidance and assistance for students experiencing academic challenges, housing, student employment, visa/immigration, financial aid and other student services areas.
- One-on-one consultation with students seeking guidance in resolving personal challenges and concerns.
- Assistance with administrative matters impacting academic persistence and success, including: Absence Letters, Course Incompletes, Course Withdrawals, Compassionate Withdrawals and Medical Withdrawals.
- Helps connect students and their families with community resources:
links.asu.edu/communityresources.

ASU Sexual and Relationship Violence Prevention Program

Confidential Victim-Survivor Advocates

eoss.asu.edu/counseling/services/victim-services offer free advocacy and support for students and employees affected by sexual assault,

relationship violence, stalking, sexual harassment and other related experiences.

- Victim-Survivor Advocates can assist with obtaining Orders of Protection or Injunctions Against Harassment, provide criminal prosecution and justice system guidance, share information about reporting to the university and deliver other related services.
- Call 480-965-0107 or email victimservices@asu.edu to schedule an appointment. Victim Survivor Advocates are available Monday through Friday from 8 a.m. – 5 p.m.

Sexual violence prevention resources

- If sexual misconduct or relationship violence occurs, please visit the webpage <http://sexualviolenceprevention.asu.edu> to report the incident and receive support and immediate assistance through on-campus and off-campus resources.

ASU Counseling Services

- ASU Counseling Services eoss.asu.edu/counseling offers students **confidential**, personal counseling and crisis services. Please call 480-965-6146 to schedule an appointment.
- You can communicate with a counselor from anywhere in the world, at any time through ASU Counseling Services Open Call/Open Chat

eoss.asu.edu/counseling/services/open-call-and-open-chat.

- EMPACT'S 24-hour crisis line: 480-921-1006.

ASU Health Services

- ASU Health Services eoss.asu.edu/health is committed to students' physical and emotional health and wellness and is a **confidential** resource.
- All ASU Locations: 480-965-3349.
- For after-hours/weekend medical advice, please call 800-293-5775.

La Frontera/EMPACT Trauma Healing Program

- Sexual Assault Hotline: 480-736-4949 or 866-205-5229.
- Offers **confidential**, 24-hour services for individuals affected by sexual assault, domestic violence or hate crimes. Services include a confidential 24-hour hotline; mobile crisis support; individual, couples, family, and group therapy; and case management and advocacy.

Student rights and responsibilities

Office of the Dean of Students

eoss.asu.edu/dos

Investigation options

ASU Police Department

In an emergency, call 911

- Filing a police report does not obligate an individual to press charges. ASU Police can assist with contacting other police departments if needed.
- Call 480-965-3456 to schedule a time to speak with a police officer. Please visit cfo.asu.edu/police for more information

ASU Office of Student

Rights and Responsibilities

- SRR eoss.asu.edu/dos/srr investigates allegations of student misconduct and determines whether a violation of the Student Code of Conduct — eoss.asu.edu/dos/srr/codeofconduct — has occurred.
- Contact: 480-965-9170 or email deanofstudents@asu.edu.

ASU University Rights and

Responsibilities

- The Office of University Rights and Responsibilities urr.asu.edu reviews and investigates concerns and allegations of discrimination or harassment involving faculty, staff and other ASU affiliates.
- Contact: 480-965-5057 or email URR@asu.edu.

Policy

Arizona Board of Regents Student Code of Conduct

- The Student Code of Conduct urr.asu.edu sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions to promote personal development, protect the university community and maintain order and stability on campus.

ACD 401: Prohibition against discrimination, harassment and retaliation

- ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, genetic information and Title IX sexual harassment. asu.edu/aad/manuals/acd/acd401.html.

Procedures

Student disciplinary procedures

- These procedures eoss.asu.edu/dos/srr/students are followed when the university is aware of a reported violation of the Student Code of Conduct and an investigation is conducted. Both parties are informed of the outcome of the investigation.

Grievance process for a formal complaint of Title IX sexual harassment

- These procedures provost.asu.edu/policies/procedures/p20a are used when a formal Title IX complaint has been filed.

Notice of prohibition on retaliation

Any individual in the investigation process cannot retaliate against anyone participating in the Student Rights and Responsibility investigation process.