

# DRAFT Field & International Research Safety Plan

<b>International Site</b>	<i>e.g. Costa Rica</i>		
<b>Field Site Location:</b>	<i>Descriptive name of research location (e.g. Organization for Tropical Studies' La Selva Research Station <a href="https://tropicalstudies.org/portfolio/la-selva-research-station/">https://tropicalstudies.org/portfolio/la-selva-research-station/</a>)</i>		
<b>Activity Description:</b>	<i>Type, length, and purpose of activity (e.g. hiking 3-4 miles, tree canopy work, hospital laborator etc.). Describe if the activity will change over the course of the trip.</i>		
<b>Plan Created for:</b>	<i>Name of Research Group / Course / Trip Leader</i>	<b>Date of revision:</b>	<i>Mo-Day-Yr</i>
<b>Date(s) of Travel:</b>	<i>Start date, duration, expected return to campus</i>		

A field safety plan serves as a tool to document your hazard assessment, communication plan, emergency procedures, and training. This plan should identify hazards, as well as precautions and actions taken to address and mitigate those hazards. As the manager, PI, or supervisor, you are responsible for the safety of your team. Use resources such as GSS and EHS if you need help performing a risk assessment. Instructions:

1. Complete this field safety plan: insert specifics for your site and operations, delete irrelevant sections.
2. Complete appropriate training for your site and operations (e.g. first aid, heat illness, task-specific training).
3. Obtain immunizations and prophylaxis for your destination, if applicable (schedule 8 weeks in advance).
4. Hold a pre-trip meeting with your group and/or supervisor to review your Safety Plan, expectations for work, travel logistics, pack list (including first aid kit), personal safety and security concerns, and any remaining training needs.
5. Register international trips via [International SOS' MyTrips](#). MyTrips collects travel itineraries and contact information for Harvard affiliates traveling internationally. This information enables GSS and International SOS to quickly contact you in the event of an emergency (i.e. natural disaster, civil unrest, etc.), to account for affected Harvard travelers and provide assistance. The [International SOS mobile app](#) is also available for you to download after you register a trip.

Site Information		
<b>Location</b>	Latitude: <b>XX.XX (from GPS/Map)</b>	Longitude: <b>XX.XX (from GPS/Map)</b>
<b>Site Information</b>	<i>Elevation, terrain, environment.</i>	
<b>Lodging Info</b>	<i>Name, location, Phone #, Lat/Longitude</i>	
<b>Travel to Site</b>	<i>How will participants get to the field site? Note any dangerous roads, conditions and will participants be driving?</i>	
<b>Site Access</b>	<i>Are there any particular 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, involves climbing, spelunking, diving, work in boats, etc.. Will the terrain be difficult to navigate?</i>	
<b>Environmental Hazards</b>	<i>Describe any dangerous wildlife, insects, endemic diseases, poisonous plants, hazardous research agents, etc. that participants may encounter. Note intended mitigation measures; discuss prior to trip.</i>	
<b>Security</b>	<i>High risk for harassment or violence? Security of cash exchange, equipment security, crime (Access <a href="#">International SOS country guides</a> and <a href="#">GSS' challenging and remote travel resources</a>).</i>	
<b>No Go Criteria</b>	<i>What are the conditions under which you will stop, postpone or cancel your approach to - or activities at - the site?? e.g. heavy rains, electrical storms, snow, temperatures &gt; 100 degrees, within 2 hours of high tide, wave heights over 1 meter, country security situation is unstable, etc. Note for Future: Link to a risk assessment document or training</i>	
<b>Expected Weather</b>	<i>Note extreme conditions that could impact the trip or require additional planning, (e.g. high heat, wind, rain, snow/avalanche, flash floods, approaching storm).</i>	
<b>Drinking Water Availability</b>	<input type="checkbox"/> Plumbed water available <input type="checkbox"/> Water cooler with ice provided <input type="checkbox"/> Bottled water provided <input type="checkbox"/> Natural source and treatment methods (e.g. filtration, boiling, chemical disinfection): <b>Heat protection training??</b>	

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<b>Other Hazards</b>	Are there any other unique hazards that may be present at the site, such as infrastructure, or hazardous activities?		
<b>Access to Shade/Shelter</b>	If forecast exceeds 80°, provide shade by natural or artificial means for rest breaks. <input type="checkbox"/> Building structures <input type="checkbox"/> Trees <input type="checkbox"/> Temporary Canopy/Tarp <input type="checkbox"/> Vehicle with A/C <input type="checkbox"/> Other:		
<b>High Heat Procedures</b>	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). Ensure hydration of personnel. Effective means of communication, observation and monitoring for signs of heat illness are required at all times. Pre-work safety discussion required. <input type="checkbox"/> Direct supervision <input type="checkbox"/> Buddy system <input type="checkbox"/> Reliable cell, satellite phone or radio contact <input type="checkbox"/> Other:		
<b>Emergency Services and Contact Information</b>			
<b>Local Contact</b>	Name, address & phone #, may be a local colleague/institution, reserve manager, field office, etc.  Lodging location: name, address, phone #	<b>University Contact</b> Not on trip. Provide a copy of this plan.	Name, number, email; may be a Professor/PI, department contact, supervisor back on campus, etc.  Frequency of check ins: daily, at end of work day, etc.
<b>Emergency Medical Services (EMS)</b>	Procedures for contacting emergency medical services.		
<b>Nearest Emergency Department (ED)</b>	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. GSS can assist with identifying emergency medical facilities <a href="mailto:globalsupport@harvard.edu">globalsupport@harvard.edu</a> .		
<b>International SOS</b>	For emergency medical, mental health, or security support while traveling internationally with the University, call International SOS at +1-617-998-0000 or connect through the International SOS Assistance App (available 24/7/365).		
<b>Cell Phone Coverage</b>	<b>Primary Number:</b> Coverage: good, spotty, none Nearest location with coverage:	<b>Satellite phone/device</b>	<b>Device carried?</b> <input type="checkbox"/> yes <input type="checkbox"/> no <b>Type/number:</b>
<b>Nearby Facilities</b>	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?		
<b>Side Trips</b>	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, attire, food/alcohol consumption? Be sure to register trips side trips with <a href="#">International SOS MyTrips</a> .		
<b>Participant Information</b>			
<b>Field Team/Participants</b>	If minors (under 18 years of age) will be involved in the project, register the project with the Harvard Youth Protection Office through your school's Tub Sponsoring Official. <a href="https://youthprotection.harvard.edu/for-faculty">https://youthprotection.harvard.edu/for-faculty</a> Review the applicable student travel processes and policies. <a href="https://www.globalsupport.harvard.edu/travel-tools/forms-policies/harvard-college">https://www.globalsupport.harvard.edu/travel-tools/forms-policies/harvard-college</a>  Is anyone working alone? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Field Team/Participant list is attached as training documentation <input type="checkbox"/> Other attachment: e.g. course roster		

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<b>Physical Demands</b>	<i>List any physical demands or health clearance process 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&amp;S regarding appropriate training &amp; documentation).</i>
<b>Mental Demands</b>	<i>List any unique mental demands or health clearance process required for this trip, e.g. long travel days, high stress environments, different cultural norms, etc.</i>
<b>Medical Needs</b>	<i>Participants should be instructed to ensure they have necessary medical equipment, supplies, lens prescriptions, vaccination records. GSS and International SOS are available to support questions regarding the transfer of medication, availability of medical services and mental health support.</i>
<b>First Aid Training &amp; Supplies</b>	First Aid & CPR also recommended. <i>List team members trained in first aid and the type of training received.</i> Location and description of group medical/first aid kit: <i>Who is carrying it, where is it stored. Brief description of contents.</i>
<b>Immunizations or Medical Evaluation</b>	<i>List required immunizations/prophylaxis or required medical evaluation, if applicable.</i> For travel-related immunizations or medical advice, contact the ___ 8 weeks prior to your trip. For required or recommended immunizations and medical clearance related to your research protocol, contact the Occupational Medical Program (e.g. handling bats, working at altitude, respirators, need for prophylaxis, scientific diving, snake bite procedures)

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Equipment and Activities – Consult with EH&S for specific training and requirements.	
<b>Research Activities</b>	Briefly describe the goal of your field operations, e.g. collection of samples, observation of animals/environment, interviews with human subjects, etc....
<b>Field Transportation</b>	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. <b>Consult with Harvard Insurance Dep.</b>
<b>Research Tools</b>	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, portable welding/soldering devices; other hazardous equipment or tools.
<b>Other Research Hazards</b>	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.
<b>Personal Protective Equipment</b>	Required—e.g. boots, safety glasses, PFDs, hardhats, respirators, other wardrobe requirements, etc. Recommended – e.g. walking sticks, safety sun glasses, gloves, long pants, hats, insect repellent, sunscreen
Additional Considerations	
<b>Insurance</b>	Review the University Auto Insurance Policy. Determine if contractor insurance is carried. Ensure travelers have personal health insurance.
<b>International Activities</b>	Determine required approvals. Visas, permits, hiring, finances, import/export controls, transportation of specialized equipment, returning samples and equipment, Dangerous Goods Shipping regulations, and data security must be considered. Consult with GSS and EHS as needed.
<b>Personal Safety Security</b>	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. <a href="mailto:globalsupport@harvard.edu">Harvard Global Support Services (globalsupport@harvard.edu)</a> offers pre-travel security risk planning, country security risk assessments, emergency support and contingency planning for those traveling to elevated and high-risk destinations.
<b>Export Control</b>	Contact your school's Export Control Officer before carrying, shipping or otherwise sending materials outside of the United States, traveling to countries that may be the subject of sanctions, collaborating with a foreign national outside of Harvard University or any person or entity outside of the United States, or presenting research at an international conference. <a href="https://vpr.harvard.edu/pages/export-controls-policies-and-procedures">https://vpr.harvard.edu/pages/export-controls-policies-and-procedures</a>
Campus Contacts	
<b>HUPD</b>	
<b>University Health Services</b>	<b>Consult with GSS and/or UHS for text to include about access to care while abroad.</b> <a href="https://huhs.harvard.edu/services/travel-consultation">https://huhs.harvard.edu/services/travel-consultation</a> <b>Faculty/Staff:</b> <b>Students:</b> <b>Mental Health Resources:</b>
<b>EH&amp;S</b>	+1-617-495-2060 ehs.harvard.edu; lab_safety@harvard.edu
<b>Global Support Services</b>	<a href="https://www.globalsupport.harvard.edu/about/contact-us">https://www.globalsupport.harvard.edu/about/contact-us</a> +1-617-495-1111; globalsupport@harvard.edu
<b>Report Injuries</b>	<a href="https://hr.harvard.edu/files/humanresources/files/workerscomp_overview.pdf">https://hr.harvard.edu/files/humanresources/files/workerscomp_overview.pdf</a> Insert PMA info

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First Aid Reference – Signs & Symptoms of Heat Illness		
Signs & Symptoms	Treatment	Response Action:
<b>HEAT EXHAUSTION</b> <ul style="list-style-type: none"><li>• Dizziness, headache</li><li>• Rapid heart rate</li><li>• Pale, cool, clammy or flushed skin</li><li>• Nausea and/or vomiting</li><li>• Fatigue, thirst, muscle cramps</li></ul>	<ol style="list-style-type: none"><li>1. Stop all exertion.</li><li>2. Move to a cool shaded place.</li><li>3. Hydrate with cool water.</li></ol>	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 progress to heat stroke.
<b>HEAT STROKE</b> <ul style="list-style-type: none"><li>• Disoriented, irritable, combative, unconscious</li><li>• Hallucinations, seizures, poor balance</li><li>• Rapid heart rate</li><li>• Hot, dry and red skin</li><li>• Fever, body temperature above 104 °F</li></ul>	<ol style="list-style-type: none"><li>1. Move (gently) to a cooler spot in shade.</li><li>2. Loosen clothing and spray clothes and exposed skin with water and fan.</li><li>3. Cool by placing ice or cold packs along neck, chest, armpits and groin (Do not place ice directly on skin)</li></ol>	<b>Call 911 or seek medical help immediately.</b> <b>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!</b>

Include any additional resources: route/location maps, photos of general terrain and areas requiring extra caution, travel, clothing, equipment, or work requirements, etc.

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