

Chapter 1: Preparation

This chapter contains the following sections:

- Assembling comprehensive Field Safety Plans
- Important Equipment to bring with you
- Forms and other paperwork you might want to carry in the field
- Communicating with Participants beforehand
- Links to more resources
- Appendix: Forms and Other Paperwork

Field Safety Plans: Taking the time to compile a thorough safety plan and discuss it with your leader team will prepare you to more effectively manage risks that arise in the field. Developing and using a field safety plan is part of the Cal/OSHA requirement of an effective Injury and Illness Prevention Plan (IIPP) for the following activities:

- Doing field research or teaching field courses off campus,
- Work or courses that involve handling wildlife. Each campus Animal Care and Use Committee should verify that you have a Field Safety Plan.
- Work performed at field stations or nature reserves. Established site procedures may be available, but should be supplemented with a safety plan for potential risks specific to your research or tasks.

UCSC field safety plan template: <http://ehs.ucsc.edu/programs/research-safety/field-research.html>

UCB field safety plan template: <http://ehs.berkeley.edu/field-safety/how-do-i-create-field-safety-plan>

A general field safety plan should contain the following:

General Title and Description of your class, outing, or research trip

Communication Plan that includes:

- Designated UC contact
- Local contacts of people or groups near where you are going
- Emergency contacts for each person, including leaders and students
- Contacts for each leader and participant
- Contact, maps, and other relevant information about the nearest medical facility where you will be going
- General communication plan, including how, when, and how often you intend to communicate with participants, co-leaders, your UC contacts, and possibly your family.
- Emergency communication plan, including how you will contact emergency services and report injuries
- Emergency phone numbers for Risk Services and our UC Travel Insurance Provider (relevant if > 100 miles from your home campus). This number is (800)

527-0218 or if outside the US, call collect at (410) 453-6330. Travelers who register with UC Away or book via Connexus get these numbers in a confirmation email. They also can be found in the field safety plan template used by UCSC and UCB.

Transportation plan: Travel to and from a field site is one of the most dangerous activities involved in field work. The UC has several online tools designed to assist safe travel. UC Away enables researchers to register work-based travel for insurance coverage and to print travel insurance ID cards. Work-based travel (UC business travel) booked through Connexus Travel (except Southwest Air for Connexus) is automatically registered with UC Away. UC Away trip registration also includes access to Worldcue Traveler, a website that provides a customized Trip Brief for travelers that includes important travel information.

Whether traveling in California or abroad, there are several important transportation issues to address and include in the transportation section of a field safety plan. These include:

- Types of transportation you will use (ground, water, air) to get to and from your field site
- Who in your group can and will be driving
- How and from what source will you use rental vehicles. With regard to insurance concerns, external vehicle rental agencies must have an established agreement with UC before they can be used for any UC travel.
- Are special licenses and/or driver safety training required?
- Information on local driving conditions
- International travel concerns, including vaccine recommendations for participants
- Guidelines for specific hazardous material transport. Contact your university EHS department for more resources.

Anticipated Hazards and plans/resources to mitigate them: The more time spent anticipating and planning for potential hazards, the better prepared you and your group will be when hazardous situations arise. Here are several specific topics that you may want to include in your plan:

- Information about common field hazards - see chapter 2 for specific resources for common field hazards
- Animal contact/ zoonotic disease concerns. There are many useful resources, including the [UCSC EHS field research page](#) and [UCB's EHS diseases and hazards page](#).
- Specialized equipment that may be potentially hazardous or require specific training to use safely. Consult your EHS department for more information.
- Handling of hazardous material. Consult your EHS department for more information.

Emergency/ Evacuation Plan(s) and Materials. See Chapter 2 for more detail

- Pre-plan for potential evacuations; back-up plans
- Clear communication plan (EMS support, supervisor contact info)

- First Aid and patient assessment resources
- Cell/satellite phone and GPS technology, backup batteries
- Maps of where you'll be and potential evacuation routes
- Documentation forms (evacuation report forms, first aid documentation forms, etc.)
- Evacuation plan guidelines and contingency plans
- Helicopter evacuation guidelines
- Resources for how your organization will respond to a serious accident on your course

Special Equipment/Resources: Consider taking time beforehand to assemble the following equipment and resources:

- First Aid Kits - see chapter 2 for specific suggestions
- Maps, compasses, GPS, radios, satellite phones, etc.
- Water purification equipment - see chapter 2 for general guidelines regarding water and sanitation
- Other equipment and training resources specific to your class or project

Forms & Other Relevant Paperwork: Here is a list of forms and other paperwork that may be useful and necessary to assemble beforehand and carry in the field:

- Relevant permits (such as Scientific Collecting Permits and Animal Use permits)
- Participant medical forms (see appendix for sample form)
- Liability waivers (see resources section below for links to official waivers and more information on their use)
- Driver Authorization forms
- Copies of driver's licenses of drivers
- Copies of passports of all participants for international courses
- First Aid-related forms, including accident report forms, "near miss" forms, and first aid documentation forms
- Copies of first aid certification cards of staff and students. Some campus supervisors require these to be on file.

Communicating with Participants Beforehand

Often, it is critical to meet with your participants/students before meeting them in the field. Your participants need to be physically, mentally, and logistically prepared for their field experience. Here are some important things to consider to help prepare your participants to have a safe experience:

- Schedule an orientation meeting before heading out in the field. See chapter 4 for a format of how to run an orientation meeting.
- Send or give your participants information regarding your course to help them prepare. This can include a personal equipment list, a description of what to expect, a participant medical form (see below), syllabus, waivers, and contact info of leaders and other participants.

- Send out a participant medical form to gather information that will help you best support each student. See the appendix for a sample form. In addition, encourage participants to get medical procedures (e.g. dental procedures) taken care of before extended field experiences.
- Initiate direct one-on-one communications with your participants. It may be necessary to talk directly with students beforehand to determine whether a field class or research expedition is the right choice for them.

Links to more resources

Liability waivers

- What are waivers and why use them: www.ucop.edu/risk-services/_files/waiversavers.pdf
- Which waiver to use: www.ucop.edu/riskservices/_files/waivermatrix.pdf
- Link to three main waivers used by UC: www.ucop.edu/risk-services/risk-financing-claims/waivers-and-releases.html

Transportation Issues

- Resources for Defensive Driving training of university vehicles (including rental vans): www.ucop.edu/risk-services/_files/coreplus_drvr_trng.pdf
- Driving vans off-road in the field - see appendix for detailed guidelines
- Use of University Vehicles UC-wide policy: policy.ucop.edu/doc/3220480/BFB-BUS-46; fleets.ucsc.edu/resources/bus-46.html
- UCSC Fleet Services home: fleets.ucsc.edu/about/index.html
- UCSC Fleet Services UCruz Vehicle Rental Policy: fleets.ucsc.edu/rentals/ucruz-vehicle/ucruz-rental-policy.html
- UCSC Fleet Services Voyager Fuel Card Loan/instructions: fleets.ucsc.edu/rentals/ucruz-voyager/index.html
- Loss reporting forms: risk.ucsc.edu/all-forms/index.html#travel; for UCSC, call in any vehicle, property or liability claims to 800-416-4029
- UC traveler insurance coverage: www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.htm

- Work-based travel (UC business travel) booked through Connexus Travel (except Southwest Air for Connexus) is automatically registered. Register other work-based travel for insurance coverage: [UC Away](#)
- Activate Your Account - After registration, a welcome email from WorldcueTraveler@ijet.com will be sent to the traveler with a link to activate their account and provide emergency contact information. After the account is initially activated, travelers can access their account at <https://traveler.worldcue.com> to update their emergency contact information, review their trips, access location information, travel tips and more.
- iJET's Worldcue® Mobile app provides intelligence and assistance pre-trip, on location and in an emergency. Download at Android Google Play Market, Apple iTunes App Store, Blackberry App World (1.0)
- Student Drivers:
 - UCSC Sports Clubs example travel policy: opers.ucsc.edu/sports-clubs/forms/sports-club-travel-policies.pdf
 - UCSC Sports Clubs Driver Authorization Form: opers.ucsc.edu/sports-clubs/forms/travel-forms/driver-authorization-form-general
 - Scientific Diving Driver Authorization Form: www2.ucsc.edu/sci-diving/pdf/driverswaiver.pdf

In the appendix for this chapter are the following forms:

- Student/Participant Medical Form
- Injury/Illness Documentation Form