**Research Safety Plan

# Nurturing a Safe and Inclusive Off-Campus or Off-Site Working Environment

*Guidance for completing your project’s safety plan are highlighted. Please remove all highlighted sections upon completion. Resources to assist developing your project-specific plan can be found on page 4 of this template.*

As with the National Science Foundation (NSF), it is Seattle University’s policy to foster safe and harassment-free environments wherever research and science is conducted. For all research proposed to the NSF and conducted at an off-campus or off-site location, in accordance with the [NSF policies](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E9), the Principal Investigator (PI) must develop a plan to describe how a safe and inclusive research environment will be fostered, before the submission of the NSF proposal.

The following plan is developed for this specific project, as proposed to the NSF.

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date proposal submission**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(anticipated or actual)*

Seattle University prohibits discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, genetic information, status as a Vietnam-era or special disabled veteran, status as a victim of domestic violence, sexual assault, or stalking, or any other basis prohibited by applicable federal, state, or local laws.  Discrimination and harassment on the basis of sex includes sexual misconduct.  In addition, Seattle University prohibits retaliation against any individual who makes a good faith report or otherwise provides information about discrimination, harassment, or sexual misconduct.

The university has general policies prohibiting discrimination and harassment; and addressing travel and conduct in an off-site location. Faculty, staff and students must comply with University policies while engaged with research off-site, including but not limited to the following policies:

**Student Policies**

* [Hazing](https://www.seattleu.edu/deanofstudents/hazing/)
* [Sexual Harassment](https://www.seattleu.edu/deanofstudents/policies/sexual-harassment-policy/)
* [Bias Harassment](https://www.seattleu.edu/deanofstudents/policies/bias-harassment-policy/)

**Employee Handbook**

* [Professional Conduct & Ethical Behavior](https://www.seattleu.edu/hr/employment-policies/400---professional-conduct/#id1105206)
* [Guidelines for Appropriate Conduct](https://www.seattleu.edu/hr/employment-policies/400---professional-conduct/#id1105207)
* [Sexual Harassment](https://www.seattleu.edu/hr/employment-policies/appendices/#id1217934)

**Travel Policies**

* [International Travel Safety Policy](https://www.seattleu.edu/media/academic-affairs/content/relatedcontent/International--travel-safety-Policy-final.pdf)
* [Field Trip Guidelines](https://www.seattleu.edu/media/policies/Field-Trips-Guideline774a.pdf)

**Resources**

* [Sexual Misconduct Resources](https://www.seattleu.edu/deanofstudents/sexual-misconduct-resources/)
* [How to report to the Office of Institutional Equity](https://www.seattleu.edu/equity/reporting/)
* [Ethicspoint](https://secure.ethicspoint.com/domain/media/en/gui/23241/index.html)

# Code of Conduct

This code of conduct has been designed for the nature, location(s), and persons involved with this project. This is a living document that may evolve with the specific locations and participants involved in the research.

*This section should address processes to establish shared team definitions of roles, responsibilities, and culture,*

*How will the following types of behavior be addressed?*

* *Abuse of any person, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; or*
* *Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.*
* *This section should acknowledge potential interactions of third parties/ individuals external to the SU community and how any of the above mentioned behaviors will be addressed.*

Click or tap here to enter text.

## Training Plan

*How will participants in this project be informed of this safety plan and trained on the content of it prior to going to the off-site location?*

*Please document this training on the attached addendum after completion.*

Click or tap here to enter text.

## Field Support

*How will project participants be actively supported while in the field? How will issues be handled while in the field? (should address mentor/mentee support mechanisms, regular check-ins, and/or developmental events)*

Click or tap here to enter text.

# Communication Plan

*Communications within team and to the organization should be considered in the plan:*

* *minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and*
* *any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account.*
* *The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.*
* *The organization’s plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research prior to departure.*

Click or tap here to enter text.

Seattle University students, faculty, and staff who have concerns of protected class discrimination or harassment, sexual misconduct, or related retaliation, are encouraged to contact the Office of Institutional Equity (OIE) or one of the other options listed below.

* *For additional information and reporting options specific to sexual misconduct, including reporting to law enforcement, please see SU's*[*Sexual Misconduct*](https://www.seattleu.edu/deanofstudents/sexual-misconduct-resources/)*page.*

The course of action taken by OIE when notified of protected class discrimination or harassment, sexual misconduct, or related retaliation will depend on the particular facts and circumstances involved. Possible steps include:

* Providing assistance with accessing support and safety resources;
* Facilitating supportive or protective measures, which may include changes in work situations or academic and residential accommodations;
* Providing information about or coordinating assistance with external reporting options;
* Conducting a prompt, effective, and equitable investigation; and
* Coordinating the university's efforts to address the concerns, with the intent to end the conduct, prevent its recurrence, and remedy its effects.

At OIE, you can expect to be treated with respect, dignity, and sensitivity, and know that we will make all reasonable efforts to ensure privacy and confidentiality, sharing information only with those who have a legitimate need to know.

*When considering making a report, please be assured that the university prohibits retaliation against anyone who makes a report or otherwise provides information about discriminatory conduct. When considering seeking support and/or making a report related to sexual misconduct, please also be assured that the university prohibits discrimination based on one’s status as a victim of domestic violence, sexual assault, or stalking.*

**To raise a concern or make a report of discrimination, harassment, sexual misconduct, or related retaliation - whether it involves a student, faculty member, staff member, or third party, contact OIE**:

Jill Moffitt
Interim Assistant Vice President for Institutional Equity
Title IX Coordinator | ADA/504 Coordinator
206-220-8515 | jmoffitt@seattleu.edu

**To make an anonymous report, contact EthicsPoint**:
EthicsPoint - a secure reporting tool, with the option to file anonymously
1-888-393-6824 or <https://secure.ethicspoint.com/domain/media/en/gui/23241/index.html>

**For incidents involving students, you may also contact the Office of the Dean of Students**:
[The Office of the Dean of Students](https://www.seattleu.edu/deanofstudents/)
206-296-6060 | STCN 320

**For incidents involving a faculty or staff member, you may also contact Human Resources**:
[Human Resources](https://www.seattleu.edu/hr/)
206-296-5870 | RINA 200

**For emergency and after-hours assistance, contact**:
[Department of Public Safety](https://www.seattleu.edu/safety/)
206-296-5911 (emergency) or 206-296-5990 (non-emergency)

**For additional information and reporting options specific to sexual misconduct, including reporting to law enforcement, please see SU's**[**Sexual Misconduct**](https://www.seattleu.edu/deanofstudents/sexual-misconduct-resources/)**page.**

Resources for developing your safety plan

Your research safety plan is a requirement of the National Science Foundation Proposal and Award Policy and Procedure Guide 2023. The provided template is developed to align with the requirements of the NSF policy but prior to drafting your safety plan, it is recommended that you review the complete (brief) NSF requirement on [Safe and Inclusive Working Environments for Off-Campus or Off-Site Research](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E9). Please also review the SU policies linked on the first page of the Research Safety Plan template to align your plan with already-established SU policies, procedures, and resources.

The following are identified resources to assist you in thinking through and developing your safety plan:

**The ADVANCEGeo Partnership**

This is a partnership of the [Earth Science Women's Network](https://eswnonline.org/), [Association for Women Geoscientists](http://www.awg.org/) and the [American Geophysical Union](http://sites.agu.org/) – funded by an NSF ADVANCE grant addresses “the problem of sexual and other types of harassment and other exclusionary behaviors, such as bullying, discrimination and identity-based aggressions, that lead to hostile working and learning environments in the earth, space and environmental sciences.” Though their project is specific to the geo-fields, their resources are widely applicable and can serve as a reference point in developing your safety plan:

* [Program website](https://serc.carleton.edu/advancegeo/index.html)
* [Discussion of the nature of field work](https://serc.carleton.edu/advancegeo/resources/field_work.html)
* [Discussion on developing a Code of Conduct](https://serc.carleton.edu/advancegeo/resources/codes_conduct.html)
* [Responding to Hostile Behaviors](https://serc.carleton.edu/advancegeo/resources/responding.html)
* [Creating Inclusive Climates](https://serc.carleton.edu/advancegeo/resources/inclusive_climates.html)

**University of California Field Operations Manual**

While this manual was developed for the UC-system schools (and references/links to their specific policies), some of the content may be applicable such as topics on planning, training, incident response, best practices for trip leaders, and appendices on common field hazards.

* [UC Field Operations Manual](https://www.ucop.edu/safety-and-loss-prevention/_files/field-research-safety/uc-field-research-safety-manual.pdf)

**Best Practices for LGBTQ+ inclusion during ecological fieldwork: Considering safety, cis/heteronormativity and structural barriers**

This paper identifies the unique barriers faced LGBTQ+ individuals participating in ecological field work, and provides guidance on particular actions mentors can take to improve the safety and support available to these individuals to ensure their inclusion in field work.

* <https://besjournals.onlinelibrary.wiley.com/doi/10.1111/1365-2664.14339>

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# Training Documentation Addendum

**Trainer Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of training**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trainees**:

**Topics covered and/or syllabus of training plan:**