**Montana State University**

**Field Safety**

University Compliance

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# INTRODUCTION

This guide was developed to provide a concise and consolidated resource for MSU employees and leaders who travel off campus domestically for MSU related activities and offer safety guidance for such travel. This resource is meant to supplement the [MSU Student Field Trips and Domestic Travel Policy](https://www.montana.edu/policy/student_trips/index.html) and all relevant [Human Resources Policies](https://www.montana.edu/policy/hr_policies/index.html) which are the ultimate authority on domestic travel. There may be additional resources specific to certain populations that also guide or regulate such travel (club sports, Bobcat Athletics, etc.).

For international travel, please see the [MSU International Travel Policy](https://www.montana.edu/policy/international_travel/index.html) or contact the Office of International Programs.

## Section 1: Inclusive and Safe Off Campus Travel

Montana State University believes that excellence is best achieved through a culture of intellectual and personal growth that is diverse and inclusive. Our Diversity & Inclusion Framework is embedded in our strategic plan and asks us to consider how we create an environment that welcomes, respects and nurtures all students, staff and faculty whether we are on campus or off. The goal of this section is to give guidance on how to cultivate this inclusive environment by respecting and celebrating the diverse dimensions of people’s identities when traveling away from their home communities and support systems.

## 1.1: Policy

[Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation](https://www.montana.edu/policy/discrimination/)

Montana State University’s campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran’s status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with this policy.

## 1.2: Planning

MSU has created this institutional plan for off-campus and off-site research that was based on requirements of the National Science Foundation but can be applied to other types of research. This plan establishes standards, education and communication expectations. MSU promotes environments of learning and research of high integrity and where respect and safety are at the forefront. The [Safe and Inclusive Working Environments for Off-Campus & Off-Site Research](https://www.montana.edu/legalcounsel/compliance/Safeandinclusive.html) plan includes review of policies, required education, a written Communication, Response, and Safety Blueprint, review of resources and a verification by all members of the research team that they have completed required components of the plan.

## 1.3: Incident Reporting

If an incident happens, is said to have happened, or concern arises it may need to be reported to the institution. This could include suspected Legal, Regulatory, or Policy Violations. Types of incidents that should be reported to the institution include – criminal violations such as Murder or Robbery, sexual harassment including sexual assault, Academic misconduct like cheating, and other concerns for well-being and bullying of students. In some instances – multiple reports may need to be filed. The following are the various options for reporting such concerns.

**Code of Student Conduct Violations** – include disruptive student behavior, verbal abuse or threatening others, refusing to comply with university policies, Consumption of alcohol or other drugs smoking/vaping in the classroom, Acts of Dishonesty, Harassment, Hazing, Bullying, and bystanding. Conduct Code Violations for students are reported to the Office of the [Dean of Students.](https://www.montana.edu/deanofstudents/)

**Academic Misconduct** –includes cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; multiple submission, theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, computer programs, or animals without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. Academic Misconduct is reported to the Dean of Students Office.  [Academic Misconduct Report](https://cm.maxient.com/reportingform.php?MontanaStateUniv&layout_id=10)

**Clery Crimes** – If a crime happens or is reported to have happened on a trip it may need to be reported to the institution. If a crime such as a Murder/Manslaughter, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Arrests, Drug or Liquor Law Violations, Weapons Law Violations, Rape, Incest, Fondling, Statutory Rape, Dating or Domestic Violence, or Stalking, happens or is said to have happened during your trip, Please reach out to the Clery Compliance office to see if the crime needs to be disclosed. <https://www.montana.edu/clery/>

**Protected class Discrimination and Harassment** - Protected Class Discrimination and Harassment of any kind is not tolerated at Montana State University. University employees are asked to report incidents that impact students. These protected class incidents include but are not limited to: harassment, sexual assault, domestic and dating violence, stalking and retaliation allegations. Any incident that may be in violation of the Montana State University Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy and the Montana Board of Regents Title IX Policy are reported to the Office of Institutional Equity. <https://www.montana.edu/equity/>

**CARE Referral** – If you are concerned about the welfare of someone affiliated with MSU and it is a non-emergency, you are highly encouraged to file a CARE referral. You can file a report for concerns including, but not limited to, Threats of suicide or self-harm, threats regarding violence to others, mental health related concerns, concerns of safety to the community. <https://www.montana.edu/deanofstudents/care/index.html>

**Research and Compliance Issues –** Issues involving research integrity, suspected legal and regulatory violations, Lab Safety Concerns, animal care and misuse, or other like concerns, should be reported to the Office of Research Compliance, or they can reported through the [Ethics point Hotline.](https://www.montana.edu/orc/reporting/index.html)

## 1.4: Resources

[VOICE Center](https://www.montana.edu/voice/)

* + Mission: Committed to the belief that all people have the right to live free from violence and the fear of violence.
	+ Contact: (406) 994-7142 or 994-5682 or Advocate Line: (406) 994-7069
	+ Location: 370 Strand Union

[Office of Institutional Equity](https://www.montana.edu/equity)

* + Promoting an inclusive, diverse and supportive environment for external members of the campus community and our employees and students to excel regardless of their race, color, national origin (ancestry), sex, sexual preference/orientation, gender identity, gender expression, transgender, marital or parental status, age, creed, religion or political beliefs, mental or physical disability, or status as a veteran.
	+ Contact: (406) 994-2042 or oie@montana.edu
	+ Location: Montana Hall Room 303

[Counseling and Psychological Services](https://www.montana.edu/wwwcc/)

* + Contact: (406) 994-4531
	+ Location: 211 Swingle

[Diversity and Inclusion Student Commons](https://www.montana.edu/studentdiversity/)

* + Mission: To bring together members of the Montana State University community and the community at large by increasing understanding and providing support for those who identify with the wide spectrum of diversity issues including race, ethnicity, sexual orientation, class, gender, and ability.
	+ Contact: diversity@montana.edu or (406) 994-5801
	+ Location: 185 Strand Union

[Division of Student Success](https://www.montana.edu/success/)

* + Enhance the learning environment of the University; support students in the attainment of their educational objectives; foster in students a sense of responsibility, self-directedness, community, and a positive identity with Montana State University.
	+ Contact: studentsuccess@montana.edu or (406) 994-2828
	+ Location: 174 Student Union

[Diversity & Inclusion at MSU](https://www.montana.edu/diversity/index.html)

* + Diversity is vitally important at MSU. We believe that excellence at Montana State University is best achieved through a culture of intellectual and personal growth that is diverse and inclusive.

# Section 2: Remote Travel

The purpose of this section is to assist MSU faculty and staff in planning and performing fieldwork -- or “remote operations” -- in a safe manner.

Fieldwork is defined as work or research-related activities that take place in locations outside of an MSU campus or permanent satellite facility (i.e. Agricultural Experiment Stations).

After completing this course, you will have a high-level understanding of:

1. Planning;
2. Communication;
3. Potential Hazards;
4. Proper equipment;
5. Handling emergencies; and
6. Resources.

This course is not intended to be all-inclusive, and the information within must be used in concert with skills and experience related to travel, work site(s) and your specific work activities.

The ultimate take-away is this: planning and mindset are paramount to safe, successful field excursions.

## 2.1: Planning

Planning is the single most important part of a field excursion. A trip plan outlines critical information and leaves participants and local contacts with the information needed to assist if adverse conditions are encountered.

### Trip Plan

A trip planning tool is located in the Appendix of this document, and provides a mechanism to ensure critical contact information is available to on-campus staff in the event your fieldwork party needs assistance. A plan should be created for every excursion into the field.

#### 1. Create a Plan

Before departing into the field, your first step is to create a plan. In the instance of an emergency, it is important to know how to respond, and to ensure local contacts know where you are, and when you should be returning.

The more detailed information you leave, the quickly help can arrive. Pertinent elements to consider in a plan include:

* Trip Information;
	+ Who is going;
	+ Who is in charge;
	+ Trip dates, times, locations (and when to send help);
	+ Anticipated hazards (weather, physical, animal, transport, etc.);
	+ Contact Information and emergency numbers;
* Transportation Plan
* Work Plan
* Communication Plan
* Emergency Action Plan

#### 2. Plan Review

The plan should be reviewed and signed by the trip leader and/or the individual responsible for handling emergencies and should be used as a pre-trip briefing tool for trip participants.

#### 3. Plan Storage

While in the field, the plan should be maintained in the travelling Department’s main office, and should be filed for reference upon the trip’s end.

NOTES:

If you are travelling outside the country, you must contact the Office of International Programs for trip registration and information on both security issues as well as potential immunizations.

If you are performing research that may involve animals or biological agents, you’ll need to prepare a protocol and have it reviewed by the Institutional Biosafety Committee prior to commencing research.

## 2.2: Situational Awareness

Being aware of your surroundings is vital for your safe and successful return. A lack of situational awareness it the largest cause of injury and fatality in the field. Being over-focused on the task at hand and not being aware of the weather, the time, animals other hazards often leads to adverse outcomes.

### Weather

Especially in mountainous areas, the weather can change suddenly without warning. Take time at least hourly to monitor the sky for changes in clouds, their color, their height, their type, and how fast they are moving.

Pay particular attention to temperature (both hot and cold), wind, fire danger, and lightning. Lightning safety tips are located here: <https://www.cdc.gov/disasters/lightning/safetytips.html>

### Wildlife

While walking or working, we are focused on the ground or the task at hand, usually making little to no noise. It is easy to startle bears, and not see other animals until we are in their defensible space and where they may show aggression. Keep a safe distance from all wild animals (deer, elk, moose, bear, etc.), and carry and know how to use Bear Spray. See <https://www.nps.gov/yell/planyourvisit/bearsafety.htm> for additional information on bears.

To reduce your encounters with wildlife:

* Keep food and garbage in appropriate containers and stored away from your campsite or work area. Food crumbs and debris may attract insects and animals;
* Thoroughly shake all clothing and bedding before use;
* Do not camp or sleep near obvious animal nests or burrows;
* Carefully look for pests before placing your hands, feet, or body in areas where pests live or hide (i.e. woodpiles or crevices);
* Avoid contact with sick or dead animals;
* Wear clothes made of tightly woven materials and tuck your pants into your boots;
* Wear insect repellent;
* Minimize the amount of time you use lights after dark; and
* Use netting where appropriate to keep pests away from food and people.

### Tripping Hazards

Hazards in the field are everywhere, including tripping hazards which are often the cause of broken wrists, arms and ankles. These include sticks, holes, vines/ivy, rocks and other varied terrain. Use electronic devices and reading materials while standing still, and review the path of travel before and as you are moving.

### Bugs (Spiders, Mosquitos, Bees, etc.) & Snakes

Poisonous spiders, mosquitos, bees and other insects, as well as snakes, can cause life threatening events. To reduce the number of mosquito bites in areas that are prone to mosquitos (marshy areas with standing water, ponds, puddles, etc.), health professionals recommend using a spray with 30% DEET. Long sleeved shirts and pants can also be extremely beneficial, and clothing with a mosquito repellant embedded is also a good precaution.

If/when you are bitten by a spider or mosquito, or stung by a bee it is typically not an issue. However, if an adverse reaction occurs, or if the bite is from a venomous entity, understand appropriate emergency response and the importance of getting to a medical facility. Additionally, if a person has an allergic reaction to a sting, immediate first aid is necessary. Having an Epi-Pen is highly recommended, as is basic First Aid training.

It is important to know the type of bugs and snakes native to the area you’ll be in, as well as proper response to bites/stings.

### Hazardous Plants (falling trees, poison ivy/oak/sumac, stinging nettles)

Three plans in our area are of heightened concern, Falling Trees, Poison Ivy and Stinging Nettles.

#### Trees

Trees can fall anywhere, at any time. Typically, high winds and/or rainfall are contributing factors to them falling. Lodgepole pines are notorious for being weak trees that break in the wind due to their height and limited diameter. Please take care when walking through forested areas for both tripping hazards and falling hazards. Areas burned by wildfire require additional vigilance.

#### Poison Ivy/Oak/Sumac

Not everyone is allergic to Poison Ivy Poison Oak and Poison Sumac, however many are. Wearing long sleeves and long pants can reduce the chances of having the oils in these plants contact your skin. Remember the saying… “Leaves of 3, leave them be.”

#### Stinging Nettles

This plant has hair-like follicles covering its leaves, similar to needles. The follicles are hollow, with a plant-produced chemical inside which causes irritation to your skin when you come in contact with it. Wearing long sleeves and long pants can reduce the chances of contact with the “needles.”

### Water

Water is the silent killer that is responsible for approximately 18 drownings per year in Montana alone (according to the CDC). Slippery banks, strong currents in rivers and streams, undercut banks, log jams and logs under the water (strainers) all create hazardous situations. If you work around water, it is mandatory that you are an accomplished swimmer, and highly recommended that you take a swiftwater rescue course if you will be working near/in moving water. Working on, over or in water requires the use of a personal flotation device (PFD). You should never be working alone in the water, always with at least 1 partner and have a specific plan in place for incidents.

### Hunting Season

Hunting seasons vary in states outside of Montana, however from September-January you can expect to encounter shots fired. Choose brightly colored clothing, and hunter orange whenever possible during these months. Other states and countries may have other hunting seasons, including spring hunts.

## 2.3: Communication

Fieldworkers should carry a communication device that can reach aid if necessary. This may include a cell phone (where service is available), two-way radios, a Satellite phone, or emergency beacon. A communication plan should be included in the trip plan, and followed. Some basic guidelines for communication are:

* The Trip Leader checking in with the ‘home-office’ at pre-defined regular intervals and advising of any changes in schedule, work locale or changes in activities;
* Fieldworkers notifying the Trip Leader when they return to their camp, or return to town; and
* Fieldworkers keeping with each other at regular intervals if working in separate groups.

## 2.4: Proper Supplies

Proper preparation prevents most incidents from turning into catastrophes. This is a basic and general list of additional supplies you should carry with you on field excursions. There are always site and season specific supplies you should carry in addition to these (i.e. avalanche rescue gear, personal flotation device – PFD)

### Clothing

Be prepared for 15° colder and 15° warmer than you are expecting.

Pack waterproof gear. There are numerous manufacturers that produce waterproof gear. Ducky (SP) is one that makes extremely lightweight and packable waterproof gear.

Synthetic materials wick away sweat, cotton absorbs it. Polyester and Nylon work well as layers.

Cotton clothing can lead to hypothermia and heat exhaustion muck quicker than synthetics.

### Water

Carry enough (or carry a filter/purification tablets if water is available) for the expected time in the field, plus an extra amount for 24 unexpected hours in the field.

### Light

Carry a light (headlamp or flashlight) and spare batteries that fit your light.

### Fire Starter

If more than 2 hours from a vehicle or town, carry a fire starter kit.

### Map

Carry a detailed map (can be downloaded at [http://store.usgs.gov/b2c\_usgs/usgs/maplocator/(xcm=r3standardpitrex\_prd&layout=6\_1\_61\_48&uiarea=2&ctype=areaDetails&carea=%24ROOT)/.do](http://store.usgs.gov/b2c_usgs/usgs/maplocator/%28xcm%3Dr3standardpitrex_prd%26layout%3D6_1_61_48%26uiarea%3D2%26ctype%3DareaDetails%26carea%3D%24ROOT%29/.do)) of the area you are in. Even if you have been to the site numerous times, things look different in a storm, at night, and you may have to depart via an alternative route in case of a wildfire or other emergency situation.

### Compass

Carry a compass or GPS unit with spare batteries - and know how to use the devices. GPS units are great, but a compass and map are paramount as they don’t have batteries or electronics that fail.

### Mirror

Great signaling tool for aircraft in case of emergency.

### Whistle

Your voice will go hoarse and you will need to drink additional water if you continue to yell if you are lost. Using a whistle prolongs the amount of noise you can make, as well as a louder noise that travels farther. A plastic FOX40 whistle is a great choice.

### Bear Spray

Carry at least 1 canister of Bear Spray per person if you are in Bear or cat country.

### First Aid Kit and First Aid Manual

At least one person on the trip must be trained in [basic first aid](http://www.montana.edu/srm/training/descriptions.html#First Aid) and [CPR](http://www.montana.edu/srm/training/descriptions.html#CPR/AED%20for%20Adults) when immediate access (within 10 minutes) to Emergency Medical Services are not available. It is recommended that everyone be trained in basic first aid or to a Wilderness First Aid/Responder level. A first aid kit must accompany fieldwork trips – contact SRM for recommendations on what to carry.

### Medications you regularly take (extra bottle in case you lose one)

Be sure to take medications you take on a routine basis with you. Take enough for the duration of the trip plus 3 days in one container, and carry a second container stored in a different location with enough medication for the trip in case you lose it or it is damaged. Water-tight containers are highly recommended.

### Allergy Treatment (if you have allergies)

If you have allergies, carry the necessary medication in case of an allergy attack (i.e. inhaler, EpiPen, oral or topical medications).

### Sun Protection

The sun can be your best friend, and yet your worst enemy. Carry sun protection such as sunscreen of 30 SPF, sunglasses, a wide brimmed hat, and lightweight long sleeves/pants. Apply sunscreen 30 minutes before you will need it, and reapply every 2 hours.

### Communication Device (See Section 1, Communication Plan)

Carry a cell phone in areas that may have a signal; and a two-way radio, satellite phone, or emergency beacon if available if you will be working in areas without phone service or if you will be working alone in an isolated or dangerous area.

### Personal Protective Equipment for the type of fieldwork activities

Ensure you have the appropriate Personal Protective Equipment (PPE) for the work at hand. This may include:

* Boots
* Leather, Neoprene, Nitrile or other types of gloves
* Helmet
* Safety Glasses
* Respirator or Dust Mask
* Hearing Protection

### Photo Identification in case of accident or injury

Always carry with you in the field some type of photo identification card which will help medical responders if necessary.

## 2.5: Transportation

With many trips, getting to and from the site is the most dangerous part of the trip. Safety operations, appropriate safety gear, and communications will help to make your trip successful. It is recommended that all travel should occur during daylight hours if/when possible.

### Snowmobiles, Quads, ATVs, Motorcycles

* All users of these machines should wear approved helmets, as well as appropriate eye protection.
* All of these machines should be operated in pairs whenever possible as solo use can leave you stranded (Buddy System).
* Along the route, have designated check points where all parties are accounted for. These check points should not be more than 5 minutes apart from each other.
* The entire convoy should move at the speed of the slowest rider, staying within safe operating speeds for the conditions present.
* Snowmobilers should always carry a spare belt.
* Operators of Quads, ATV’s and Motorcycles should all wear sturdy boots during operation.

### 4x4 Vehicles

* Know the vehicle and its limitations before you start, every vehicle handles differently.
* Engage 4WD before you need it.
* Take a [driver safety course](http://www.montana.edu/srm/documents/VehicleFlowChart.pdf) before you go on the trip. [Winter Driver Safety](http://rmtd.mt.gov/training/winterdriving) is recommended for winter driving.
* 4WD does NOT help you slow down.
* Check the spare tire condition and pressure.

### By Foot

* Watch out for tripping hazards.
* Be sure to drink enough fluids while walking.
* Stop blisters before they happen.

### Boat

* Follow the rules and guidelines issued by FWP (<http://fwp.mt.gov/recreation/regulations/boating/>).

## 2.6: Injuries and Incidents

### If Injured

1. Seek appropriate medical attention.
	1. This may involve calling 911 or driving to a medical facility.
2. Contact your supervisor or Responsible Party ASAP.
3. Call 406-994-6888 if someone is admitted to the hospital.
4. Complete a [First Report of Injury](https://www.montana.edu/firstreport/SRM/firstReport.php) within 24 hours.

### If property is damaged

* Contact local law authorities if appropriate
* Collect contact information for parties involved, including bystanders.
* Photograph (phone cameras and cameras are great) all damage.
* Complete a Report of Incident within 24 hours (or as soon as possible).
* Call 406-994-6888 with any questions or concerns.

### Diseases

Disease causing viruses, bacteria, and parasites are found throughout the world and you are exposed to varieties of them every day. When traveling, you encounter new or potentially hazardous diseases and all fieldworkers should become aware of the diseases that could be encountered in the region where fieldwork will take place. Some diseases are transmitted by animal or insect bite, while others are airborne, so personnel must understand what might be encountered during their work.

Many other diseases, vector-borne and directly transmitted, may pose a problem when travelling. Always check with a physician to learn the specific diseases that exist in your region of study.

# SECTION 3: Resources

## 3.1: MSU Resources

### Center for Faculty Excellence

MSU’s Center for Faculty Excellence supports the professional development of all faculty (tenure-track and non-tenure track) across all career stages in the areas of teaching, research/creative activity, outreach/service and leadership. Contact them at 406-994-4555 or <https://www.montana.edu/facultyexcellence/>

### Office of Institutional Equity

the Office of Institutional Equity leads investigations into complaints of discrimination, harassment and sexual violence by promptly organizing an impartial and administrative review and, if necessary, recommends equitable resolutions into complaints. It also develops and delivers detailed educational programs concerning discrimination, harassment, sexual violence, affirmative action, diversity, inclusion and respectful workplace conduct. Contact them at 406-994-1568 or <https://www.montana.edu/equity/>.

### Outdoor Recreation

Provides services and support to students and community health and well-being. They offer clinics, classes, outdoor safety videos and around safety as well as a rental shop and other resources for information about recreating in the local area. Contact them at 406-944-3621 or <https://www.montana.edu/outdoorrecreation/>.

### Office of Research Compliance

Offers assistance and advice on research protocols, [radioactive](https://www.montana.edu/wwwvr/RCC/) materials and biological materials. Contact them at: 406-994-6732 or https://[www.montana.edu/wwwvr/RCC/](http://www.montana.edu/wwwvr/RCC/)

### Safety and Risk Management (SRM)

Offers assistance and advice on various topics including, but not limited to:

* First Aid Kit Contents
* Safety Trainings
* Reporting Injuries (Workers’ Compensation)
* Reporting Incidents

Contact them at 406-994-2711 or <http://www.montana.edu/srm>

## 3.2 : OTHER RESOURCES

### Center for Disease Control (CDC)

Offers many topics related to national and international travel including diseases, outbreaks, travel notices, recommended vaccines and medications, etc. Contact them at: <http://www.cdc.gov/travel>

### National Weather Service

Offers forecasts, warnings, and tips on how to protect yourself in extreme weather conditions. Contact them at: <http://www.weather.gov/safety.html>

### US Forest Service

Offers information concerning hunting seasons and regulations, as well as trails and area closures. Contact the US Forest Service at (202)205-8333 or <http://www.fs.fed.us>

# Sample Fieldwork Planning Tool – Option 1

**Instructions:** Prior to departing for field research, the Trip Leader should complete this form, review it and leave a copy with your Department main office Multiple trips to the same location can be covered by a single Safety Trip Plan as long as all information and travel data will remain the same. The Safety Plan should be revised whenever a significant change to the location or scope of fieldwork occurs, or when personnel changes. The Safety and Risk Management (SRM) Office is available to assist you with completing this Plan. “Field research” is any scientific research activity conducted off campus.

**Section 1: Trip Information**

Dates of Travel:

Authorizing Department:

**Send Help If Not Back (or heard from) by:**

**Location of Research**

Country:

***If not in the US, please complete the following:***

[Complete the Foreign Travel Insurance Form](http://www.montana.edu/srm/insurance/foreigntravel/foreigntravelform.html)

[Register with the Office of International Programs](https://montana.studioabroad.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=DC6350BC-5056-BA1F-74CB1CBAE0ECDCFE&pID=8&lID=8)

[Read the International Travel Policy](http://www.montana.edu/policy/international_travel/)

State or Province:  County:

Nearest City:  Geographical Site:

**Accommodations**

What are your accommodations while working in the field (please account for each night if they are different)?

**Emergency Facilities**

Nearest Hospital/Medical Facility to accommodations:

Phone:

Distance via road:

U.S. Embassy/Consulate (if traveling Abroad):

Address:

Phone Number:

Local Law Authority (County Sheriff in most of US):

Phone Number (non-local):

**Travel Immunizations**

Are immunizations required? [ ]  Yes [ ]  No

(<http://wwwnc.cdc.gov/travel/destinations/list>)

If so, list:

Have all members of the team received immunizations listed above?

[ ]  Yes [ ]  No

**Hazards Inherent to the Project (Check all that apply. Items in Red require plan submittal to SRM 7 days prior to departure. Please also call Director of Safety and Risk Management, Ryan Brickman @ 406-994-7760. Items in Green require plan submittal to ORC 7 days prior to departure)**

**Terrain**

[ ]  Rough/Unusual Terrain

[ ]  Flash Flood Potential

[ ]  Falling Objects (Avalanches, rock falls, trees)

[ ]  Work along roadway shoulder

[ ]  Heights (cliffs, trees, etc.)

[ ]  Disaster Area

[ ]  Violence (military, political, etc.)

**Flora/Fauna**

[ ]  Wild Animal Hazards

[ ]  Venomous/Poisonous Animals:

[ ]  Insects as Known Disease Carriers

[ ]  Trapping/Handling Animals:

[ ]  Toxic/Poisonous Plants:

**Accessibility**

[ ]  Remove Location (more than 60 minutes by vehicle/foot from a city/town)

[ ]  Long Distance to Medical Services (more than 30 minutes to defined care)

[ ]  Difficult Communications (no cell, limited or no radio)

**Environment**

[ ]  High Altitude

[ ]  Extreme Temperature

[ ]  Excessive/Extreme Exposure to sun, wind, blowing sand, etc.

[ ]  Work Over/Under/Wading in Water

[ ]  Diving

**Work Tasks**

[ ]  Work in Confined Space (Natural or Man-Made)

[ ]  Trenching/Excavating

[ ]  Work at Night/Poor Lighting

[ ]  Noise Generated > 85 dBA

[ ]  Dusts/Other Particulate Hazards

[ ]  Potential for Oxygen Deficiency or Other Atmospheric Hazard (i.e. gas, vapor)

[ ]  Hazardous Waste Generation

[ ]  Transportation of Hazardous Materials

[ ]  Handling Hazardous Materials

[ ]  Storage of Hazardous Materials on-site

[ ]  Lack of Potable Water

[ ]  Lack of Sanitary Facilities

[ ]  Flying Debris or Impact

[ ]  Electrical Hazard

[ ]  Fire Hazards (welding, cutting)

[ ]  Diving

[ ]  Climbing/Strenuous Hiking Required

**Materials Brought to or Used in Field Area**

[ ]  Chemicals

[ ]  Biological

[ ]  Radiological

**Other**

[ ]  Other Hazard:

[ ]  Other Hazard:

[ ]  **No Known Hazards**

**Section 2: Contact Information**

**MSU Contact Information and Responsible Party:**

MSU Contact Person (Responsible Party):

Day Phone:

Night Phone:

Local (Field) Contact Person:

Mobile Phone:

PI or Supervisor authorizing work:

Day Phone:

Night Phone:

|  |
| --- |
| **Field Work Personnel (Include all field-work personnel, attach a separate page if necessary)** |
| **1.** | **First Name** | **Last Name** | **Department** |
| [ ]  **Team Leader** | [ ]  **Team Member** | [ ]  **Other Member:** |
|  | **Mobile Phone** | **Emergency Contact** | **Emergency Contact Phone** |
| **Allergies/Pertinent Medical History** |
| **Medical Training:** | [ ]  CPR | [ ]  First Aid | [ ]  WFA | [ ]  WFR | [ ]  Other:  |
| **2.** | **First Name** | **Last Name** | **Department** |
| [ ]  **Team Leader** | [ ]  **Team Member** | [ ]  **Other Member:** |
| **Mobile Phone** | **Emergency Contact** | **Emergency Contact Phone** |
| **Allergies/Pertinent Medical History** |
| **Medical Training:** | [ ]  CPR | [ ]  First Aid | [ ]  WFA | [ ]  WFR | [ ]  Other:  |
| **3.** | **First Name** | **Last Name** | **Department** |
| [ ]  **Team Leader** | [ ]  **Team Member** | [ ]  **Other Member:** |
| **Mobile Phone** | **Emergency Contact** | **Emergency Contact Phone** |
| **Allergies/Pertinent Medical History** |
| **Medical Training:** | [ ]  CPR | [ ]  First Aid | [ ]  WFA | [ ]  WFR | [ ]  Other:  |
| **4.** | **First Name** | **Last Name** | **Department** |
| [ ]  **Team Leader** | [ ]  **Team Member** | [ ]  **Other Member:** |
| **Mobile Phone** | **Emergency Contact** | **Emergency Contact Phone** |
| **Allergies/Pertinent Medical History** |
| **Medical Training:** | [ ]  CPR | [ ]  First Aid | [ ]  WFA | [ ]  WFR | [ ]  Other:  |

**Section 3: Transportation Plan**

Please describe your route using road/river/trail names and/or numbers. Include all modes of transportation from the originating location to the field site including any parking/staging locations.

Please describe the type of vehicle(s) you will be using and their capabilities (4x2, 4x4, boat motor size, etc.).

Please list any alternate routes or methods of transportation that may be used in case of poor road/trail/water conditions.

*If traveling in a convoy (more than 1 vehicle), please identify on a map check points (not to exceed 5 minutes of travel between check points).*

**Section 4: Work Plan**

Please list the times of the day that you intend to

Leave Accommodations for Field Site

Arrive at Field Site

Leave Field Site

Arrive at Accommodations

Please provide a synopsis of the work you will be performing (non-technical overview):

Under what conditions will you not perform this work?

Under the conditions listed above, what do you anticipate doing in lieu of field work and where?

**Section 5: Communication Plan**

If working with co-workers that are not in view, the Team Leader will contact the team members every   (not to exceed 2 hours, 1 hour is preferred) at   past every hour.

Fieldworkers should check in with their Responsible Party at pre-defined regular intervals (no longer than every 24 hours, and 12 hours if performing hazardous work or in poor weather conditions), and should advise them of any changes in schedule, work locale or changes in their activities. At the end of each day’s work, the fieldworkers should notify the Responsible Party when they return to their camp, or return to town. I will contact the Responsible Party every   at approximately

 am/pm; and

 am/pm (if necessary); and

 am/pm (if necessary)

The Responsible Party should contact the local authorities   after I miss a check-in time. This time is **not to exceed 24 hours**, and is recommended to be no more than **12 hours** if working in adverse weather conditions, rough terrain, in/on/above water, or on a travel day. If conditions change, the Trip Leader may always change this to ***a shorter time*** with the Responsible Party while in the Field. (i.e. if a check-in time is at 5pm, if 24 hours is marked, they will call at 5pm the following day)

Primary Communication Method:  Channel/Phone #:

Secondary Communication Method:  Channel/Phone #:

**Section 6: Emergency Action Plan**

In case of an emergency involving 1 person that is incapacitated, we plan to:

In case of an emergency involving more than 1 person that is incapacitated, we plan to:

Additional situations (to Section 5) when the Responsibility Party should contact the Local Law Authorities:

**Goals:**

* Seek appropriate medical attention
* Contact Local Authorities with additional resources if necessary
* Contact Responsible Party

**Checklist:**

[ ]  ***Please attach a map of:***

* a 100 mile radius of where the work will be performed.
* A site-specific topo map of where the work will be performed.
* Driving Directions from Field Site to nearest Hospital or Health Care Facility.
* Alternate route to/from Field-site from accommodations.
* Alternate route to/from accommodations from MSU Facility.
* Route to Field Site and Accommodations with Check-In Points marked (if riding with more than one Snowmobile, ATV, Motorcycle, or Boat).

[ ]  ***Provide a copy of this completed plan to all members of your team and the Responsible Party.***

[ ]  ***Get necessary vaccinations early***

[ ]  ***Assemble your safety gear and first aid kits***

[ ]  ***Obtain any required approvals from committees, ORC or SRM***

**Review and Approval:**

**Team Leader**

I have completed this form to the best of my ability, knowing that I am responsible for myself and my team:

Team Leader Name:

Team Leader Signature:

Date:

**Supervisor**

I have reviewed this form and approve its contents and plans.

Supervisor Name:

Supervisor Signature:

Date:

**Responsible Party**

I have reviewed this form and approve its contents and plans. I understand that I am responsible for knowing when the check-in times are and being available for these contacts, as well as being responsible for contacting the Local Law Authority (listed in Section 1) under the conditions listed in Section 5 and Section 6. I understand that the authorities may ask me to call back after additional time, however it is better to initiate a rescue and find people rather than wait to report missing persons and have an unsuccessful rescue due to reporting delay. I give the Trip Leader or any member of the team to contact me at any hour of the day to contact me for the purpose of checking-in, changing plans, emergencies, or any other reason.

Responsible Party Name:

Responsible Party Signature:

Date:

# Sample Fieldwork Planning Tool: Option 2

|  |
| --- |
| **Fieldwork Safety Plan** |
| **Instructions:** Prior to departing for field research, the Trip Leader should complete this form, review it and leave a copy with your Department main office. Multiple trips to the same location can be covered by a single Safety Trip Plan as long as all information and travel data will remain the same. The Safety Plan should be revised whenever a significant change to the location or scope of fieldwork occurs, or when personnel changes. The Safety and Risk Management (SRM) Office is available to assist you with completing this Plan. “Field research” is any scientific research activity conducted off campus. |
| **Trip Leader (Principal Investigator/Lead Instructor/Clinical Coordinator) Contact Information:** |
| Name: |  |
| Department: |  |
| Phone Number: |  |
| Email Address: |  |
| **Dates of Travel:** *(List multiple dates if more than one trip is planned.)***Send Help If Not Back (or heard from) by:** |
| **Location of Fieldwork:** |
| Country: |  |
| Geographical Site: |  |
| Nearest City:*(Name, distance from site)* |  |
| Nearest Hospital: *(Name, distance from site, phone number)* |  |
| **Type of fieldwork:** (Please include a brief description of the type of work to be performed.) |
| **University Contact:** |  |
| Name and Phone Number: |  |
| **Local (Field) Contact** |  |
| Name and Phone Number:  |  |
| **Communication Plan:** (Describe planned communication, including frequency of contact with university and local contacts.) |
| **Emergency Procedures:** Please include detailed plans for field location, including evacuation plans and emergency communication. (Emergency contact information must be included for each participant in the participant list of the following page.) |
| **First Aid Training:** (Please list any team members who are trained in first aid and the type of training received.) |
| **Physical Demands:** (Please list any physical demands required for this field research; e.g., diving, climbing, high altitude.) |

|  |
| --- |
| **Risk Assessment**: Please list identified risks associated with the activity or the physical environment (e.g., extreme heat or cold, wild animals, endemic diseases, travel risks, rough terrain, firearms, explosives, violence). List appropriate measures to be taken to reduce the risks. *Add additional rows or include a separate sheet if necessary.* |
| **Identified Risks** | **Controls** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| **Travel Immunizations:** (Please list required immunizations/prophylaxis.) *Contact MSU Office of International Travel for assistance.* |
| **Field Team Membership: (**Please list the names, Depts, and emergency contact information for all members of the field team, and identify the Field Team Leader.) |
| **Participant name** | **Dept** | **Emergency Contact Name** | **Emergency Contact Phone number** |
| **Team Leader:** |
|  |  |  |  |
| **Team Members:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Training Certification:** By signing below the Trip Leader verifies that he or she has shared the contents of this safety plan with all team members and that they are familiar with the risks, prevention measures, and emergency plans. |
|  |  |  |
| **Signature** | **Printed Name** | **Date** |