**Central Michigan University Field Safety**

Fieldwork Safety Plan

**Instructions and Checklist**

The principal investigator (PI) or lead instructor (LI) is responsible for preparing a fieldwork Safety Plan for each and every field excursion that is covered by CMU’s Field Safety Policy.

The checklist below is intended to help the PI or LI complete all the necessary steps in preparing and submitting the Safety Plan. Information about potential hazards and control measures may be found on the [Office of Laboratory and Field Safety web site](https://www.cmich.edu/office_provost/ORGS/Lab_Safety/Pages/Field-Safety.aspx).

Names and contact information of all participants (PI/LI, field team leader, other team members or participants) are entered. You may attach a class list with contact information added.

Information about the field location including nearest medical facility is entered.

Information about the nature of the field work is entered.

Information about participants who are trained in First Aid and CPR is entered.

Emergency procedures, including communication plans, are described.

Any physical demands needed for the field work are described.

All potential risks and hazards are identified along with measures to reduce each risk.

Relevant forms (travel itineraries, SCUBA itineraries, Educational Trip forms, *etc*.) are attached.

All personnel who will drive vehicles are approved by Risk Management.

All participants have reviewed the CMU Field Safety Policy within the past year and submitted the acknowledgment form (forms kept by the Department and Office of Lab and Field Safety).

Relevant participant forms (health information, volunteer waiver, informed consent) have been collected and retained or submitted to the department chair as appropriate.

Safety Plan is submitted to department chair for approval **at least one week prior to departure**.

Each Fieldwork Safety Plan should be retained by the Department for a period of one year.

**Central Michigan University Field Safety**

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| Fieldwork Safety Plan | |
| **Principal investigator or lead instructor** | **Field team leader** (if different) |
| Name: | Name: |
| Department: | Department: |
| Phone number: | Phone number: |
| Email: | Email: |
| **Travel schedule** (dates, times of departure and return) | |
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| **Location of field work** | |
| Country: Neithercut Woodland, Farwell, MI, U.S. | Geographical site: Neithercut Woodland |
| Nearest town and its distance from field site:  Farwell, MI; 4.5 miles | Nearest medical facility and its distance from field site:  **MidMichigan Physicians Group, Farwell, MI**  1.6 miles  **MyMichigan Medical Center, Clare, MI**  9.6 miles |
| **Field work summary** (nature of field activities) | |
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| **Emergency contacts** | |
| University contact (Name and phone number): | Local contact (Name and phone number): |
| **List all field work team members** and relationship to CMU (student, employee, volunteer). | |
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| **First aid / CPR training.** List all individuals who are trained in first aid and CPR, including the type of training received and expiration of training. | |
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| **Emergency procedures** (*e.g.*, evacuation and emergency communication). | |
| Call 911 in an emergency | |
| **Physical Demands:** List any physical demands required for field work (*e.g.*, diving, climbing, hiking, heavy lifting). | |
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| **Risk assessment:** List identified risks associated with the field work (*e.g.*, extreme heat or cold, rough terrain, wild animal hazards, chemical hazards). List appropriate measures to be taken to reduce risk. | |
| Identified risk | Control of risk |
| 1. Medical Emergency | Students will be given the opportunity to divulge any medical issues or concerns to the PI or designee through the medical history form. Students will be encouraged to bring any required or recommended medications (i.e., Epi-Pens) on the trip. If a student experiences a medical emergency, the group leader will dial 911 and inform the operator of their specific locations and the nearest property entrance. They will select several ‘runners’ who will form a chain between the site and the nearest entrance and help guide emergency services. In the interim, the group leader will inform the 911 operator of the stricken student’s medical history and administer any relevant medications. If CPR or First Aid can be administered, a trained individual (or one instructed by a 911 operator) should do so until help arrives. The group leader will then notify the PI, rally the remainder of the team, and lead them back to campus. |
| 1. Insect Stings and Poisonous Plants | A myriad of stinging and biting insects and several species of poisonous plant inhabit Neithercut Woodland. Students who are highly allergic to stings, bites, and topical poisons should know how to identify potentially troublesome organisms and avoid them. If they have an Epi-Pen, they should bring it with them. If a student experiences a severe allergic reaction (i.e., anaphylactic shock) the group leader should follow the same instructions listed above. Even if the administration of an Epi-pen relieves symptoms, the effect is often only temporary and life-threatening symptoms can reemerge after only a few moments. Group leaders must familiarize themselves with the signs and symptoms of anaphylaxis and know how to use an Epi-Pen. Students, PIs, and TAs should also familiarize themselves with the identification of ticks, chiggers, and similar parasitic organisms that may latch to their skin or clothing. If an engorged parasite, or one that has been attached longer than 24 hours, is found closely observe your health over the next several days. The development of rashes, nausea, fever, etc…may be the symptoms of some tickborne illness. Information on tickborne diseases can be found at: <https://www.cdc.gov/ticks/tickbornediseases/index.html> |
| 1. Sun Stroke, Dehydration, Etc… | Group leaders might consider notifying their students prior to departing for the trip (i.e., in the previous class or via email) of the predicted weather for the trip to Neithercut Woodland and inform students what gear they should bring. In the summer, students should dress according to the temperature and keep a rain jacket or umbrella on hand. They should avoid open-toed shows and shoes with poor ankle support and not wear shorts if hiking through any brush. Group leaders should emphasize that every participant bring a full bottle of water with them. Group leaders might consider bringing an extra bottle of water, and an extra form of rain protection, and a few small crush-to-activate icepacks (i.e., in a first aid kit) in all seasons. TAs and PIs need to know the signs and symptoms (listed below) of dehydration and sunstroke and how to treat them. If the symptoms are serious, they should employ the same system of emergency contact listed above. |
| 1. Hypothermia | In the winter, students should wear layers and dress warm to prevent becoming chilled or worse. Group leaders should consider carrying a small survival blanket and carrying or providing an extra hat, pair of gloves and light fleece jacket for students who may be underdressed. TAs and PIs should familiarize themselves with the signs and symptoms of these hazards, how to treat them, and follow the emergency protocols listed above. |
| 1. Slips, Trips, and Falls | Students should be encouraged to wear close-toed shoes that provide some measure of ankle support and traction. They should also wear socks to prevent blisters, cuts, and cold feet. PIs and TAs should consider bringing two or more ACE bandages in their pack to treat any sprains, strains, or similar injuries. If a student cannot walk on their own, they should be helped to the nearest exit and picked up. If a serious injury occurs, i.e., a break or fracture, the student should not be moved (unless paramount to their survival/further injury) and kept warm until emergency services arrive. PIs and TAs should be familiar with the signs, symptoms, and treatments for shock. Follow the emergency protocols listed above. |
| 1. Wild Animals | While the chances of a dangerous animal encounter are miniscule, there are several animals (bats, squirrels, chipmunks, raccoons, opossums, coyotes) that could bite, have ticks/fleas, or carry diseases. Students should not feed or attempt to approach or pet any live animal in the woods. They should also refrain from approaching dead or injured animals at the risk of contracting parasites, diseases, or encountering an animal with heightened aggression. If something abnormal is noticed (sickly or potentially rabid animals, injured animals, etc…) it should be reported to the county animal control. If someone is bitten or scratched by an animal, it should be reported to animal control. The individual should then be transported to a local hospital. Be sure to remember the type of animal that attacked, as well as any behavioral or visual characteristics exhibited by the animal. Black bears have been observed on the property, and there are information signs posted at multiple locations to relay information on proper responses to bear encounters. |
| 1. Moving and Stationary Bodies of Water | Unless necessary to the course, research, or event activity, students should avoid the water. If heavy rains were recent, consider forgoing any water-related work. |
| 1. Human Encounters | Although unlikely to occur in large groups, students, TAs, and PIs should remain vigilant and cautious of suspicious persons. Individuals exhibiting eccentric, suspicious, or threatening behavior should be watched and possibly, the police should be informed. Individuals utilizing the woods alone, at dark, or in small groups should remain cautious and alert of suspicious persons and vehicles in and around Neithercut Woodland. |
| 1. Natural Disasters, Mass Casualty Events, Etc… | It is possible that during a visit to Neithercut Woodland, natural or human-made threats could arise. Severe thunderstorms, tornados, and blizzards are some of the more likely natural threats. The potential for an on-campus or local active shooter event is possible as well. If one of these events occurs, seek shelter at the nearest possible safe location. |

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| **Equipment Suggestions:** List any equipment suggested for work on site (e.g., emergency survival kit, GPS, boots, rain gear, etc…) |
| Students: closed toe footwear, preferably with good traction and ankle support, rain jacket or umbrella, water and water bottle, charged cell phone, backpack to hold items, layers if cold, sunscreen, insect repellent, medications  TAs/PIs: charged cell phone, battery power bank, x2 ACE bandages, first aid kit, extra water bottle, extra umbrella/rain jacket, extra warm clothes (if cold), insect repellent, sunscreen, crush to activate ice packs (x2), backpack to carry items |

**Reviewed** by Department chair:       Date:

or Program director