**Work Plan for Safe and Inclusive Research Environment:**

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| **Sam Houston State University**  **Fieldwork Safety Plan** | | |
| This form shall be used by the Principal Investigator (PI), or Field Team Leader to develop a plan for a Safe and Inclusive Research Environment. **The completed Plan must be shared with all the members of the fieldwork team, submitted to the ORSP, and kept on file in your respective department.** | | |
| **A. Principal Investigator/Lead Instructor/Clinical Coordinator Contact Information:** | | |
| Name: | | |
| Department: | | |
| Phone Number: | | |
| Email Address: | | |
| **B. Dates of and Location(s) of Travel:** (*List multiple dates if more than one trip is planned*.) | | |
| **C. Describe how you will address abuse to 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).* | | |
| **D. Describe how you will address conduct that is unwelcome, offensive, indecent, obscene, or disorderly.** | | |
| **E. Identify steps that the PI will take to nurture an inclusive off-campus or off-site working environment.** | | |
| **F. Describe how the PI will consider communication within the team & minimize single points within the communications pathway.** (*e.g., a single person overseeing access to a single satellite phone*). | | |
| **G. Address how special circumstances (such as the involvement of multiple organizations or the presence of third parties) in the working environment will be considered.** | | |
| **H. Describe your process for making incident reports** (*including how reports received will be resolved*). | | |
| **G. Field Team Membership: (**Include names and signature of each participant.)  **Name Signature Date**  **1.**  **2.**  **3.**  **4.**  **5.**  **6.**  **7.**  **8.**  **9.**  **10.**  **11.** | | |
| **PI Signature** | **Printed Name** | **Date** |
| **Director/Chair Signature** | **Printed Name** | **Date** |
| **Dean Signature** | **Printed Name** | **Date** |
| **AVP Signature** | **Printed Name** | **Date** |