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| **Research Location**: | *Descriptive name of research location (Kabul, Afghanistan; San Jose, Costa Rica)* | | | | |
| **Activity Description:** | *General description of research activities and goals.* | | | | |
| **Group Information:** | *Name of Research Group / Course, PI / Lead Instructor* | *Revision number:* | *1* | *Date of last revision:* | *Mo-Day-Yr* |

**Research in the urban environment, especially in foreign countries, can still benefit from a travel plan. A research travel plan serves as a tool to document your travel hazard assessment, communication plan, and emergency information.**

**Steps to prepare for field research:**

1. **Complete a travel plan.**
2. **Obtain recommended immunizations for your destination (allow 4-6 weeks prior to your trip).**
3. **Ensure PI/Academic Advisor is fully aware of travel and has a copy of your travel plan.**
4. **Register trips via** [**UC Away**](https://ehs.ucop.edu/away/) **for travel alerts, travel insurance documentation, and evacuation services.**

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| **Site Information** | | | | | |
| **Geographic Location** | Country:  Region/State: | | | | |
| **Site Information** | *Pertinent details on areas of work. Make special note if area is isolated or remote. Also note if there are any restrictions or challenges accessing site.* | | | | |
| **Travel to Site** | *How will participants get to the research site? Note any dangerous roads or conditions.*  If travelling more than 100 miles from campus, register your trip at [UC Away](https://ehs.ucop.edu/away/) for UC travel insurance documentation and trip alerts. For international work, the [Worldcue Trip Planner](https://ermsp.ucop.edu/uctrip/) is available to assist with planning logistics, identify local services, and provide guidance regarding local hazards. | | | | |
| **Regional Stability** | *Are there situations (at field site or during travel) where participants could be the target of or exposed to violence? Provide intended mitigation measures if there is a possibility*.  The [Worldcue Trip Planner](https://ermsp.ucop.edu/uctrip/) provides detailed information on a variety of regional safety concerns, including a cumulative [Country/City Security Assessment Rating (CSAR)](https://www.ijet.com/sites/default/files/collateral/Collateral_CSARS%20Overview%202015%202%2013%2015.pdf). Note, travel to any region with a CSAR rating of 4 or 5 (high to very high risk) requires additional review. Please contact EH&S ([fieldsafety@ucsc.edu](mailto:fieldsafety@ucsc.edu)) as soon as possible. | | | | |
| **No Go Criteria** | *What conditions or events would prompt modification or cancelation of research activities?* | | | | |
| **Expected Weather** | *Make note of expected weather conditions. Extreme environments may require additional planning or equipment. (e.g. high heat, blizzards, hurricane/typhoon).* | | | | |
| **Participant Information** | | | | | |
| **Researcher(s)** | *Primary Researcher: Name, phone number*  *Other Researchers: Name, phone number*  *Participant list is attached as training documentation  Other attachment: e.g. course roster*  *Is anyone working alone?  Yes  No*  *If yes, develop a communications plan with strict check-in procedures; carry a satellite communication device for remote locations without cell coverage.* | | | | |
| **Physical Demands** | *List any physical demands required for this trip. (e.g. Moving heavy equipment, extended foot travel to research site/subjects)* | | | | |
| **Mental Demands** | *Will there be a high level of stress in the participant’s work? (e.g. work requiring constant alertness for long periods of time, such as a security monitor, or work with high levels of emotional stress such as working in an Emergency Room)* | | | | |
| **Immunizations or Medical Evaluation (if applicable)** | *List required immunizations/prophylaxis or required medical evaluation. (CDC provides recommendations based on location,* [*wwwnc.cdc.gov/travel*](wwwnc.cdc.gov/travel)*. For additional medical guidance and immunization services please contact UrgencyMED, (831) 704-3030 or your primary care physician. Allow at least six weeks prior to trip.* | | | | |
| **Emergency Services and Contact Information** | | | | | |
| **Local Contact** | *Name, address & phone #;*  *May be a local colleague/institution, reserve manager, USFS office, etc.*  *Lodging location: name, address, phone #* | **UC Santa Cruz Contact**  **(Not participating in trip)** | | | *Name, number, email;*  *May be a Professor/PI, department contact, supervisor back on campus, etc.*  *Frequency of check ins: daily or other?* |
| **Local Emergency Medical Services (EMS)** | *Contact information for nearest emergency medical services. A full telephone number is useful in addition to regional emergency numbers (e.g. 911, 999, 100). Hospital or other urgent care facility close to where you will be staying.* | | | | |
| **Cell Phone Coverage** | **Device carried?** yes no  **Type:**  **Coverage:**  **Nearest location with coverage:** | | **Satellite device (phone or locator)** | **Device carried?** yes no  **Type:**  **Coverage:**  **Nearest location with coverage:** | |
| **Equipment and Activities** | | | | | |
| **Fieldwork Transportation** | *What vehicles will be used during fieldwork operations? Plane, helicopter, watercraft, car, ATV.*  *UCSC Risk Services manages a variety of insurance programs, consult their website (*[*http://risk.ucsc.edu/insurance/insurance-programs/index.htm*](http://risk.ucsc.edu/insurance/insurance-programs/index.htm)*l) for assistance.* | | | | |
| **Research Activities** | *Detail the goal of field operations. (e.g. observational studies, interviews)* | | | | |
| **Research Hazards** | *Describe the potential research associated hazardous. (e.g. confrontations with local population, exposure to harmful substances (asbestos, lead, mercury, silica), excessive noise, high force motion)* | | | | |
| **Research Tools** | *If applicable, describe any tools or equipment that will be used to access research site or during research activities.* | | | | |
| **Export Controls** | *Note that you must comply with all export control regulations. These regulations cover shipment of controlled physical items, such as scientific equipment that require export licenses from the United States to a foreign country and transfers of controlled information, including technical data.* | | | | |

**Additional Considerations -** **Contact EH&S at (831) 459-2553 or** [**ehs@ucsc.edu**](mailto:ehs@ucsc.edu) **for guidance.**

Modes of transportation other than regularly scheduled commercial carriers (e.g. chartering a boat, plane)?

Reviewed the [University Auto Insurance Policy](http://risk.ucsc.edu/insurance/insurance-programs/auto-insurance.html) for university vehicles, personal vehicles, and rental vehicles?

Visas/permits, finances, import/export controls, transportation of specialized equipment, and data security have been considered? [UC Global Operations](http://ucgo.org/) provides some resources.

Considered and discussed personal safety risks during free time, e.g. alcohol or drug use, leaving the group alone, situational awareness, sexual harassment, or local crime/security concerns? The [Worldcue Trip Planner](https://ermsp.ucop.edu/uctrip/enterERM.do) ‘Location Intel’ tab will generate a security brief.

Contacted the [UCSC Export Control Office](https://researchcompliance.ucsc.edu/customer/en/portal/articles/1667992-export-control) regarding international transportation of sensitive material including intellectual property (research material, laptops, other valuable documents).

**Campus Contacts:**

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| **UCSC Police Department Emergency Number:** (831) 459-2345, Non-Emergency Number: (831) 459-2231 | | | | |
| **University Health Services** | ***Faculty/Staff:*** | | | <http://risk.ucsc.edu/workers-comp/authorized-medical-providers.html>,  UrgencyMED (831) 704-3030 |
| ***Students:*** | | | Cowell Student Health Center, <http://healthcenter.ucsc.edu/>, (831) 459-2211 |
| ***Counseling & Psychological Services (CAPS)*** | | | <http://caps.ucsc.edu/counseling/crisis-assistance.html>, (831) 459-2628 |
| **Environmental Health & Safety (EH&S):** [ehs.ucsc.edu](http://ehs.ucsc.edu/), (831) 459-2553, ehs@ucsc.edu | | | | |
| **Travel Insurance**  **UCSC:**  **Emergency Number:** | | (831) 459-1458, <http://risk.ucsc.edu/insurance/insurance-programs/travel-insurance.html>  (800) 527-0218 (Domestic) or 1-410-453-6330 (International) | | |
| **Report injuries:** | | | Emergency - 911, Call EH&S at (831) 459-2553,  submit report [Employer’s First Report of Injury (EFR, ehs.ucop.edu/efr)](https://ehs.ucop.edu/efr/home) | |

**Include any additional resources: route/location maps, photos of general terrain and areas requiring extra caution, etc.**

**Participants and University Contact should have travel itineraries for team members. Travel arrangements can be made through Connexxus, which will provide a detailed itinerary. A travel itinerary template is available on the Field Safety website (**[**ehs.ucsc.edu/programs/research-safety/field-research/**](http://ehs.ucsc.edu/programs/research-safety/field-research/index.html)**).**

**Signature of Academic Supervisor/PI:**

**I acknowledge that this safety plan has been prepared in accordance with the requirements of the University of California, Santa Cruz “Field Research Safety” Policy and EH&S “Procedure for Field Research Safety.”**

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| --- | --- | --- | --- |
| **Name** | **Signature** | **Date** | **Phone Number** |
|  |  |  |  |

**Field Team/Participant Roster - Training Documentation**

**I verify that I have read this Field Safety Plan, understand its contents, and agree to comply with its requirements.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Phone Number** | **Signature** | **Date** | **Emergency Contact/Phone Number** |
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