



**GEORGIA INSTITUTE OF  
TECHNOLOGY**

**FIELD RESEARCH  
SAFETY PLANNING**

[www.ehs.gatech.edu](http://www.ehs.gatech.edu)



2012

# GEORGIA INSTITUTE OF TECHNOLOGY FIELD RESEARCH SAFETY PLAN

## PURPOSE

The purpose of this document is to assist Georgia Tech faculty, staff and students in planning and preparing for health and safety issues that could potentially occur while engaging in field research.

## SCOPE

To establish requirements and practices prior to travel, while working in the field and protocols with regard to medical emergencies. The plan also addresses specific hazards that may be encountered in the field.

Contact Environmental Health and Safety (EHS) at (404) 894-4635 or [www.ehs.gatech.edu](http://www.ehs.gatech.edu) for assistance with the Safety Plan prior travel or beginning research activities.

## DEFINITION

“Field Research” is defined as Georgia Tech work or student activities which may incorporate a variety of experimental methods and which takes place at locations remote from Georgia Tech’s main campus.

## SAFETY PLAN

In preparation for a Field Research Program, a written Safety Plan should be developed using this on-line template. A copy this plan should be provided to each member of the field research team. The following information should be documented:

1. Your itinerary: Locations, arrival and departure dates, names, addresses and phone numbers of all fieldwork participants.
2. Contact person: Name and phone number of a person to contact in case of emergency. (i.e. spouse, parent or friend, as well as a campus contact).
3. Health Insurance Information: to include Repatriation Insurance to cover any medically emergency evacuation or transportation.
4. Research Activities: General nature of research activities being conducted.
5. Local contacts: Names of people at or near your fieldwork site who can reach you if necessary, as well as your check-in/check-out arrangements.
6. Potential Risks and Control Measures: Potentially hazardous equipment, tools, work practices, plants, animals, terrain and weather conditions, etc. where you plan to work. Also, list the appropriate control measures to be used to minimize the identified risks.

As you prepare your safety plan, talk with other researchers, colleagues, local authorities, etc. in the area you will be working in about specific site conditions and circumstances that could present safety hazards for your team.

The completed Safety Plan should be shared with all the members of the field research team and an additional copy should be kept on file in your home office at Georgia Tech. Multiple trips to the same location can be covered by a single Safety Plan, if appropriate. The Safety Plan should be revised whenever a significant change to the location, the team or scope of field work occurs.

# Georgia Tech Field Research Safety Plan

**Instructions:** Prior to engaging in Field Research, complete this form and submit online to EHS for review.

<b>Department:</b> _____	<b>Principal Investigator:</b> _____
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<b>Phone number:</b> _____	<b>E-mail:</b> _____
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**Travel Authorization (TA) Report ID (10 digits):** \_\_\_\_\_ [www.procurement.gatech.edu/travel](http://www.procurement.gatech.edu/travel)

**Dates of Travel:** (List multiple dates if more than one trip is planned) \_\_\_\_\_

**Location of Field Research:**

Country: _____	Geographical Site: _____
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Nearest City: _____	
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<b>Nearest Hospital or Medical Clinic:</b> _____  _____ Location, Distance from Site  _____ Hospital/Medical Clinic phone number	<b>U.S. Embassy/Consulate:</b> Address: _____ _____ _____  Phone number: _____
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## Field Research

Provide brief description of the field work:

\_\_\_\_\_

Name(s) Field Team: \_\_\_\_\_

## Contact Information

GT or collaborating University Contact: _____	Phone number: _____
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Local Field Contact: _____	Phone number: _____
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Emergency Procedures: (Please include detailed plans for field location including evacuation and emergency communication.)

\_\_\_\_\_

CPR/AED and First Aid Training: (List team members who are trained)

\_\_\_\_\_

Physical Demands: List any physical demands required for this field research.

Climbing  Rowing  Diving/Swimming  Lifting  High Altitudes  Extreme Temperatures  \_\_\_\_\_

## Travel Immunizations

Immunization(s) required?

Yes  No      If so, list: \_\_\_\_\_

## RISK ASSESSMENT AND CONTROL

Risk Assessment: Please list identified risks associated with the planned field research activity and the physical environment (e.g., extreme heat or cold, wild animals, endemic diseases, firearms, explosive, violence). List appropriate measures to be taken to reduce the risks; Include a separate sheet if necessary. Go to link for Field Research Hazards Reference Guide.

Note: A plan review will be scheduled with all participants prior to travel.

Identified Risk	Control of Risk
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Reference the “Field Research Hazard Guide” [www.ehs.gatech.edu](http://www.ehs.gatech.edu)

## **Vaccinations and Make Medical Preparation**

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Students traveling outside of the country, should contact Stamps Health Services at [www.health.gatech.edu/services/travel/](http://www.health.gatech.edu/services/travel/). Employees should contact their local Travel Medicine Clinic or Concentra Medical at [www.concentra.com/patients/travel-health/](http://www.concentra.com/patients/travel-health/).

Some countries require proof of vaccinations prior to entry. A travel appointment should be scheduled as far in advance as possible since some vaccines are given as a series over a six-month period. Vaccination deadlines are typically within three (3) months of travel. Also, for more information on international travel visit [www.travel.state.gov/](http://www.travel.state.gov/); also reference the Smart Traveler Enrollment Program at <https://travelregistration.state.gov/>.

## **CPR/AED and First Aid**

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Georgia Tech Environmental Health and Safety Office offers CPR/AED and First Aid courses. Go to [www.trains.gatech.edu](http://www.trains.gatech.edu).

## **Safety and Emergency Equipment**

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### Personal Protective Equipment

- Safety glasses/goggles
- Gloves
- Work boot/shoe
- Hard Hat (if applicable)
- Other....

### Emergency Kit

- Water
- First Aid Kit\*
- Flashlight
- Emergency Blanket
- Emergency Food
- Hand Sanitizer
- Allergy creams
- Sunscreen
- Insect Repellent
- Water purification tablets or filter
- Other.....

### Medications (if applicable)

- Prescription
- Non prescription
- Vitamins

## **First Aid Kit**

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A standard first aid kit should be maintained on-site at all times during the field research. First aid kits are recommended for all off-campus operations. Individual PIs or Departments must purchase and maintain first aid kits including any special equipment or medication that is needed.

## **Injuries/ Illnesses**

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If an employee or student suffers a job-related injury or illness; if signs and symptoms of a disease or infection develop, seek medical attention as soon as possible. Their supervisor must be notified immediately (within 24 hours) so that it can be properly reported to the Georgia Department of Administrative Services (DOAS) at 877-656-7475.

## **GT Research Approvals**

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Research involving vertebrate animals, including wild animals, requires registration with and approval from the GT Institutional Animal Care and Use Committee (IACUC).

Research involving human subjects requires registration with and approval from the GT Institutional Review Board (IRB).

Research involving microorganisms requires registration with and approval from the GT Biological Materials Safeguards Committee (BMSC), and possibly the GT Institutional Biosafety Committee (IBC), if recombinant DNA research is planned.

Research involving travel outside the United States, requires Office of Legal Affairs (OLA) and Export Control Review (<http://www.export.gatech.edu/travel-collaborations/>).

IACUC, IBC and IRB details can be found at [www.compliance.gatech.edu](http://www.compliance.gatech.edu).

Ask your healthcare provider about how or whether your insurance coverage applies to medical treatment in the fieldwork locale, should that become necessary.

## **Maintaining Communication**

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1. Field researchers should check in with their home lab group office at regular intervals and should advise them of any changes in schedule or points of contact.
2. Field researchers should also check-in periodically and inform someone in their work locale of any changes in their activities.
3. After each day's work, the field researchers should notify their on-site contact when they return.
4. The local contact should be provided with the telephone numbers of individuals to call if the researcher(s) do not return or report in within a predetermined interval of time.

# Field Research Safety Checklist

## For the Principal Investigator or Project Leader

- Complete** Field Research Safety Plan
- Provide** a copy of the Plan to all members of the team and your supervisor
- Get** your vaccinations early (typically 3 months in advance)
- Assemble** your safety gear including first aid kit(s)
- Obtain** any required approvals from GT research committees
- Obtain** travel insurance information
- Be sure** health insurance will cover everyone in your team
- Obtain** repatriation insurance. This insurance is not for medical coverage. Instead it is coverage for medically necessary transportation and evacuation to a medical facility or to return home.
- Develop** a check-in “buddy system” while you are in the field