

Field Research Safety Plan

Form C: Travel Resources: Logistics, Agenda, and Emergency Contacts

Travel Resources are recommended to be used as handouts for the trip participants, so they have quick access to the travel plans, daily agendas, and emergency contacts. Making sure everyone has this information will help the participants know where they need to go or who to call in case of emergency.

Travel Itinerary						
<i>List all travel and lodging accommodations while on your trip.</i>						
Fieldwork Project:						
Departure Date:				Return Date:		
Flight Information						
Date:	Departure Time:	Confirmation Number:	Departure from:	Flight Number:	Arrives in:	Arrival Time:
Car/Bus/Other Information						
Date:	Time:	Meeting Location:	Company:	Transport Method:	Ticket Number:	
Lodging Information						
Arrive Date:	Company Name:	Confirmation Number:	Street:	City:	Telephone Number:	Depart Date:

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Daily Agenda <i>Brief overview of the proposed daily activities.</i>					
	<i>Date:</i> _____	<i>Date:</i> _____	<i>Date:</i> _____	<i>Date:</i> _____	<i>Date:</i> _____
	<i>Day:</i>	<i>Day:</i>	<i>Day:</i>	<i>Day:</i>	<i>Day:</i>
<i>Time:</i>					
<i>Location:</i>					
<i>Activity:</i>					
<i>Time:</i>					
<i>Location:</i>					
<i>Activity:</i>					
<i>Time:</i>					
<i>Location:</i>					
<i>Activity:</i>					
<u>Notes:</u>					

Copy above as needed for longer field visits.

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Emergency Action Plan(s)

To prepare for emergent situations, review the field research safety information recorded on form A and create action plans as needed for those activities, environments, and/or general areas of concern. Prior to departure, consider having a meeting with participants to review trip logistics, including Emergency Action Plans. Consider how best to distribute this information to participants.

Emergency Field Research Contacts			
Add important contacts that participants should have access to in case of emergencies.			
<i>Emergency Contacts:</i>	<i>Name:</i>	<i>Device Type : (i.e., cell phone, radio, etc.)</i>	<i>Connection: (i.e., phone number, radio channel, etc.)</i>
<i>If abroad: International SOS</i>	<i>International SOS</i>	<i>Phone</i>	<i>+1 215 942 8478</i>
<i>Primary Fieldwork Lead:</i>			
<i>Secondary Fieldwork Lead:</i>			
<i>First Aid Trained Personnel:</i>			
<i>On Campus Contact:</i>			
<i>Local Emergency Number:</i>			
<i>Law Enforcement:</i>			
<i>Site Coordinator/Contact:</i>			
<u>Lodging Information #1:</u>		<u>Nearest Medical Facility #1:</u>	
<i>Facility/Area:</i>		<i>Facility:</i>	
<i>Address:</i>		<i>Address:</i>	
<i>Phone Number:</i>		<i>Phone Number:</i>	
<u>Lodging Information #2:</u>		<u>Nearest Medical Facility #2:</u>	
<i>Facility/Area:</i>		<i>Facility:</i>	
<i>Address:</i>		<i>Address:</i>	
<i>Phone Number:</i>		<i>Phone Number:</i>	
<u>Lodging Information #3:</u>		<u>Nearest Medical Facility #3:</u>	
<i>Facility/Area:</i>		<i>Facility:</i>	
<i>Address:</i>		<i>Address:</i>	
<i>Phone Number:</i>		<i>Phone Number:</i>	
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