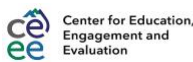


In-Team Safety and Communication Plan

Having clear communication pathways and reporting procedures is a crucial emergency preparation strategy. It is important to take a deliberate approach to establishing a safety and communication plan that includes in-team protocols and processes around reporting and emergency procedures. Without this planning, power dynamics and unnecessary vulnerabilities can emerge. Below is a fillable template for creating a plan for your team. Work through this as a team, making sure the plan is clear, comfortable, and fair for everyone. If a similar plan already exists in your lab, it is important to still review this information with your mentee. Delete or modify the instructional lines in blue

Emergency Reference Sheet

| Prompt | Response: |
|--|-------------------|
| Who should be contacted in case of an emergency, in what order, and what is their contact information? (<i>Lab members, campus security, police, medical facilities</i>) | <hr/> <hr/> <hr/> |
| For field work, who should additionally be contacted in case of an emergency? (<i>Local transportation, search & rescue, land management offices, landowners</i>) | <hr/> <hr/> <hr/> |
| Emergency equipment and personal protective equipment available in the lab/building or field, and their location. (<i>Material SDS, first aid, etc.</i>) | <hr/> <hr/> <hr/> |
| What skills/medical knowledge is available on the team? | <hr/> <hr/> <hr/> |
| Evacuation routes? | <hr/> <hr/> |



Safety and Communication Plan

| Prompt | Response: |
|--|--|
| <p>Steps that will be taken to nurture an inclusive working environment. (<i>Bystander training, establishing shared team definitions of roles and responsibilities, codes of conduct, regular check-ins, introductions to other team members</i>)</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>Steps that will be taken to nurture a physically safe working environment. (<i>Staff training in first aid/lab safety, no one alone in the field, protective or safety equipment, access to water</i>)</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>Neutral parties* (<i>List names of neutral parties, aim for at least 2 if group size permits, of different genders or backgrounds. Confirm if they are mandatory reporters, and state this clearly for transparency</i>)</p> | <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p><i>*Characteristics of neutral parties:</i></p> | <p><i>Can receive complaints or reports of incidents from both bystanders and targets</i></p> <p><i>Initiate reporting processes that lie beyond the field team</i></p> <p><i>Are outlets for the targets, and respect confidentiality</i></p> <p><i>Protect targets by maintaining privacy and getting them the support they need to continue their work</i></p> <p><i>Ideally, have no supervisory capacity or power authority over team members (or both neutral parties do not supervise the same person</i></p> <p><i>If there are no neutral parties within the field team, consider if there is someone at home who is phone accessible that can fill this role</i></p> |

In-Field Safety and Communication Plan

| Prompt | Response: |
|--|-------------------------------------|
| <p>Access to transportation <i>(Access to everyone to prevent control or power dynamics so that a neutral party can freely transport a team member)</i></p> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>Access to emergency communication devices <i>What structural elements can be implemented to ensure communication access if needed?</i></p> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>Incident Reporting <i>Define a clear order of operations for reporting harassment, including reporting pathways for when resolutions can be managed within the team and by whom, and when they need to be reported and/or resolved externally.</i></p> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

All CU employees and students may access the CU Boulder reporting avenues and support services as described on these webpages:

<https://www.colorado.edu/oiec/support-resources/cu-boulder-resources>

<https://www.colorado.edu/dontignoreit/>

Concerns may be anonymously reported to [Safe2Tell](#) or 1-877-542-7233

CU Ombuds office: <https://www.colorado.edu/ombuds/>

