



In-Team Safety and Communication (ITSAC) Plan

Version 06_2024

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.

An In-Team Safety and Communication (ITSAC) plan addresses the internal risk management avenues within a field team – in terms of people, reporting processes, communication pathways, and tools like transportation and communication devices.

Instructions

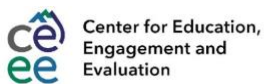
Below is a fillable template for creating an ITSAC for your field team, and we recommend you working through this as a team to get buy-in, making sure the plan is clear and feels comfortable and fair for every team member. Delete or modify [instructional lines in blue](#) for your field-ready version.

Some of the content included in this template is being regularly required by funding agencies like the National Science Foundation (NSF). As of May 2024, to fulfill NSF's Safe and Inclusive Fieldwork (SAIF) Plan these components are regularly required to be addressed, **but please read each NSF funding solicitation in detail as it may provide additional specific requirements:**

1. *Field Setting: a description of the field setting and unique challenges for the team;*
2. *Structure and Preparation: steps that will be taken to nurture an inclusive off-campus or off-site working environment;*
3. *Communication: processes and pathways; and*
4. *Reporting: organizational mechanisms for reporting, responding to, and resolving issues of harassment, should they arise.*

Content in the template below that relates to NSF's **SAIF requirements are noted in red.**

This project is funded by the US National Science Foundation (NSF) Division of Research, Innovation, Synergies, and Education (RISE) within NSF's Directorate for Geosciences (GEO), award numbers 2307410, 2307411, 2307412, and 2307413.





Background/Field Team Preparation

Field Setting: A description of the field setting and unique challenges for the team. (NSF's SAIF requirement)

Structure and Preparation: Steps that will be taken to nurture an inclusive off-campus or off-site working environment. (NSF's SAIF requirement)

- *Example: For this project an inclusive off-campus or off-site working environment may also be nurtured through the following activities:*
 - *All team members to complete Advancing FieldSafety MOOC and certification pathway.*
 - *Processes to establish shared team definitions of roles and responsibilities;*
 - *Formally defining group culture through codes of conduct;*
 - *Field structural support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.*





In-Field Communication Pathways and Tools *[Communication]*

Designate Neutral Parties:

- Characteristics of neutral parties:
 - Can receive complaints or reports of incidents from both bystanders and targets
 - Initiate reporting processes which lie beyond the field team
 - Are outlets for the targets, and respect confidentiality
 - Protect targets by maintaining privacy, and getting them the support they need to continue their work
 - Ideally have no supervisory capacity or power authority over team members (or both neutral parties do not supervise the same person).
- If there are no neutral parties within the field team, consider if there is someone at home that is phone accessible that can fill this role.
- 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.

Access to Emergency Communication Devices:

- What structural elements can be implemented to ensure communication access if needed?
 - For example: *Participants will have personal phones and/or computer, regular internet or cell service; Satellite phones are held in xyz locations with unrestricted access (no gatekeepers), and all team members are trained in their use.*

Access to Transportation:

- Manage vehicle access as best as possible to prevent control or power dynamics. This may be complicated in some insurance or institutional situations. Consider at least ensuring that neutral parties can freely transport a team member if required.



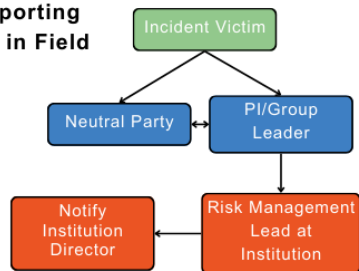


Well-Defined and Accessible Incident Reporting Structures

Incident Reporting: Define a clear order of operations for reporting harassment, including reporting pathways for when resolutions can be managed in the field and by whom, and when they need to be reported and/or resolved externally. Consider a flow chart (example shown below). (NSF's SAIF requirement)

Example reporting flow chart. Fill in each person with name and add contact number if phone is a relevant contact mode in your field scenario:

Initial Reporting Received in Field



Determine Resolution Pathway

