*Updated April 4, 2024*

The PIE LTER is providing this template, which includes important local information, to help you create your own Field Safety Plan. We expect groups using PIE facilities to have a field plan that is developed by each PIE investigator and shared with their team. PIE leadership will not review these plans. It is the responsibility of PI and the leader of the field team to make sure their group is prepared. Having this field safety plan will help with compliance for NSF’s new requirement on safe and inclusive fieldwork.

A field safety plan serves as a tool to document your hazard assessment, communication plan, emergency procedures, and training. This plan should identify hazards, as well as precautions and actions taken to address and mitigate those hazards. As you complete your plan, be mindful in considering the unique safety concerns that can apply to individuals with marginalized racial, sexual, and gender identities.

In some cases, a single plan for the season may be sufficient. In other cases, you may need to have a number of plans for different locations or operations. This plan does not cover the requirements you must follow when using PIE boats. Please see the [PIE website](https://pie-lter.ecosystems.mbl.edu/for-researchers) for the MBL boating policy and float plan requirements.

Instructions:

1. Complete this field safety plan: insert specifics for your site and operations, delete irrelevant sections. Note that the text highlighted in gray is the information requested and the text in red are examples that we have provided that are specific to working in the area of the PIE LTER. These examples may not be relevant to your specific group so feel free to replace them with the relevant information for your team.
2. Complete appropriate training for your site and operations (e.g., first aid, heat illness, task-specific training).
3. Share via email with all participants in the field group to allow them to review, post questions, and evaluate risk for themselves.
4. Hold a pre-trip meeting (or pre-season, for projects that have regularly scheduled sampling) with your group to review your field safety plan, travel logistics, pack list (including first aid kit), personal safety and security concerns, and any remaining training needs.

Please note we have basic first aid kits in the boats and first aid supplies at both field houses. However, we recommend you bring your own small first aid kit into the field.

|  |
| --- |
| **Emergency Services and Contact Information** |
| **Emergency Medical Services (EMS)****and****Emergency Health and Services****EH&S** | Emergency: 911 (police, fire, EMS)Non-emergency: 211<https://mass211.org/>Connects to other services including mental health and hazard updates.Suicide and crisis line: dial 988[988lifeline.org](https://988lifeline.org/)[crisistextline.org](http://www.crisistextline.org/)Or in MA: dial 211 Ex 25 or text 741741<https://mass211-prod.oneeach.dev/Call2Talk>Sexual assault: 1-800-656-4673 (Rape, Abuse & Incest National Network: RAINN)Poison control: 1-800-682-9211 |
| **Personal Safety & Security** | All participants in PIE LTER field activities must read and acknowledge the [MBL Unlawful Harassment Policy](http://pie-lter-dev.ecosystems.mbl.edu/sites/default/files/MBL_A.2.1%20Unlawful%20Harassment%20Policy.pdf) and [Principles of Community](https://pie-lter.ecosystems.mbl.edu/sites/default/files/PIE%20LTER%20Principles%20of%20Community.pdf).Personal safety risks during free time should be considered and discussed with all participants in advance. These risks may include alcohol or drug use, leaving the group, situational awareness, sexual harassment, local crime/security concerns, among others. Establish and review expectations for the group and set the tone for a safe, successful trip. Principles of community apply when ‘off the clock’ too.Do you have concerns? Please go to the bottom of this document or [click here](https://pie-lter.ecosystems.mbl.edu/sites/default/files/PIE%20LTER%20Reporting%20and%20Resource%20flow%20chart.pdf) for guidance on options for support or reporting. |
| **Other Contacts** |
| **Local Contacts** | **PIE LTER PIs** **in PIE research region:**Dr. Wil Wollheim603-862-5022 (office)University of New Hampshire Durham, NHwil.wollheim@unh.eduDr. Jen Bowen617-373-3263 (office)Northeastern UniversityNahant, MAje.bowen@northeastern.edu | **PIE LTER Home Institution:**Dr. Anne Giblin508-289-7488 (office)Marine Biological LaboratoryWoods Hole, MAagiblin@mbl.eduDr. Jim McClelland508-289-7162 (office)Marine Biological LaboratoryWoods Hole, MAjmcclelland@mbl.edu | **Home Institution contact:** *Name, number, email; may be a Professor/PI, department contact, supervisor back on campus, etc.*Someone not on trip. Provide them with a copy of this plan.**Frequency of check ins:** *daily, at end of work day, etc.****fill in for your field activity*** |
| **Local Police** | Rowley Police: 978-948-7644Ipswich Police: 978-356-4343Newbury Police: 978-462-4440Burlington Police: 781-272-1212Reading Police: 781-944-1212 |
| **Local Health Services** | ConvenientMD Urgent Care978-225-660735 Storey Ave, Newburyport, MA 01950[directions from Rowley House](https://goo.gl/maps/tbTFQNTFogUs743V9)[directions from Marshview](https://goo.gl/maps/oAAemfYLRhZ5EbNZ7)Walk-ins acceptedNorth Shore Physicians Group-Urgent Care978-739-7700414 Haverhill St, Rowley, MA 01969[directions from Rowley House](https://goo.gl/maps/jobUGgqPtjMqYnzn6)[directions from Marshview](https://goo.gl/maps/rey964w1vHLqrXpSA)By appointment only**Counseling and Community Support:** [Ipswich/Essex County Resources](https://www.ipsk12.net/site/handlers/filedownload.ashx?moduleinstanceid=1879&dataid=3706&FileName=Ipswich%20Resource%20Guide%203_17_2022.pdf) |
| **Cell Phones** | **Primary Number:****Coverage:** cellular coverage in the Newburyport/Rowley/Ipswich area is good**Nearest location with coverage:** | Make sure your phone has a full charge before going into the field. We recommend storing your phone in waterproof case and carrying a spare charger, also in a waterproof container. | **Satellite phone or other Device carried?** ☐yes ☐no**Type/number:** |
| **Incident Report** | Complete the employee Incident Report Form (provide link for your Institution)  |

|  |  |
| --- | --- |
| **Field Site Location**: | *Descriptive name of research location****fill in your field location here eg Laws Point, Nelson Island, Parker River, Cart Creek, etc*** |
| **Activity Description:** | *Type, length, and purpose of activity (e.g. hiking 3-4 miles, collecting specimens, etc.)* ***fill in for your field activity*** |
| **Plan Created for:** | *Name of Research Group / Course / Trip Leader* ***fill in for your field activity*** | **Date of revision:*****fill in as needed*** | *Mo-Day-Yr****fill in for your field activity*** |
| **Date(s) of Travel:** | *Start date, duration, expected return to campus****fill in for your field activity*** |

|  |
| --- |
| **Site Information** |
| **Location** | **Latitude:** XX.XX (from GPS/Map) | **Longitude:** XX.XX (from GPS/Map) |
| **Site Information** | *Elevation, terrain, environment**Land type: federal/state/private****fill in for your field activity*** |
| **Travel to Site** | *How will participants get to the field site? Note any dangerous roads, conditions. Are there racial symbols, such as confederate flags, xenophobic signs, etc. along the route?* ***fill in for your field activity*** |
| **Site Access** | *Are there any particular restrictions or challenges to accessing site? Note any alternate routes or suggested parking areas; gate access codes, etc.* *Make special note if isolated or remote.*Tides must be considered when working on the marshes or in the tidal creeks. Use tide charts for Plum Island Sound South End, and adjust for your site location in estuary: [Plum Island Sound Tide Chart](https://www.usharbors.com/harbor/massachusetts/plum-island-sound-ma/tides/#monthly-tide-chart).Determine whether you need to use restricted parking or access private property and get necessary permits/permission ahead of time. Also see “Security”, below. |
| **Environmental** **Hazards** | *Describe any dangerous wildlife, insects, endemic diseases, poisonous plants, etc. that participants may encounter. Note intended mitigation measures; discuss prior to trip.* Ticks: long pants, tucked into boots; long sleeves; light colored clothing; permethrin treated clothes; insect repellantMosquitoes; same as for ticks; head nets; keep apprised of public health warnings around Eastern equine encephalitis.Poison ivy: best prevention is awareness to avoid contact; oils from bruised plants can spread from clothing or equipment that comes in contact. Poison ivy soaps to remove oils are available. Bees and wasps: avoid nests - listen for humming/buzzing. Don’t wear flowery scented lotions, deodorants, etc.; avoid wearing bright or flower printed clothing. Keep drinks and food sealed. For those allergic to wasps or bees, make sure to pack an epinephrine-injection tool. |
| **Security** | *Is the field site located on private property? If so, be sure the owners are contacted and approve of the proposed trip. Owners should be contacted and reminded the day before arrival and made aware of the number of participants to expect on the property. Is there a high risk for harassment or violence? Note intended mitigation measures; discuss prior to trip.*Be aware of property ownership and obtain any needed permissions; Contact owners before accessing property.Zoom into [MA Interactive Property Map](https://massgis.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=47689963e7bb4007961676ad9fc56ae9) to find your site and ownership. |
| **No-Go Criteria** | *What are the conditions under which approach to - or activities at - the site should be stopped or canceled?** Severe weather warnings including lightning/thunderstorms, winter nor’easters, hurricanes, extreme heat
* Small craft advisory (if crossing the Sound)
* Heat index at “Extreme Danger” level
* Flash flood potential in watershed
 |
| **Expected Weather** | *Note extreme conditions that could impact the trip or require additional planning, (e.g., high heat, wind, rain, snow, approaching storm).*Always monitor weather and be connected to alert systems (phone apps like NOAA weather, NOAA marine weather, Weather Bug, Weather Underground).Most likely at PIE: heat, lightning/thunderstorms, high wind, cold, snowLess frequent: hurricane, nor’easter, blizzard, tornado |
| **Drinking Water Availability** | ☐ Plumbed water available ☐ Water cooler with ice provided ☐ Bottled water provided☐ Natural source and treatment methods (e.g., filtration, boiling, chemical disinfection): Please note First Aid Reference at end of this plan for guidelines on heat illnesses.Bring water with you; bottles can be filled at field houses |
| **Breaks and Access to Facilities** | Have a plan for breaks and shelter from exposure, including bathroom breaks. Bathroom facilities are at the Rowley or Marshview Field Houses, Porta-potty at Town Landing boat ramp, and some commercial establishments like donut shops. If leaving the field for bathroom breaks is not an option, plan for alternatives that include considerations of privacy. |
| **Heat** | High heat is the most common weather danger encountered at PIE LTER.Monitor weather for alerts; MA has Excessive Heat Watch, Heat Advisory, and Excessive Heat Warning, in order of increasing heat indices. [Extreme heat safety tips and first aid](https://www.mass.gov/info-details/extreme-heat-safety-tips) can be found at end of this plan.Wear shade hat and other, light-colored clothing to protect from sun. Stay hydrated. Modify work schedule and intensity, take breaks, in shade when possible. Consider pop-up tents or shade umbrellas that can be secured against wind for extended activities.If [heat index](https://www.weather.gov/ama/heatindex) is in the “Danger” zone the buddy system must be used, no exceptions (see chart below). Be familiar with and monitor for signs of heat illness at all times. Be sure to have charged cell phones. Check in with supervisor before and after excursion.If heat index is in “Extreme Danger” zone, field activity must be suspended.NOTE! “...heat index values in the chart [below] are for shady locations. If you are exposed to direct sunlight, the heat index value can be increased by up to 15°F.” |
| **Cold** | Monitor cold weather/wind chill/exposure warnings from weather service and limit exposure. MA has Wind Chill Advisories and Wind Chill Warnings. Be aware that hypothermia can occur at above-freezing temps, especially if you are wet. Wear wool socks or polypropylene; dress to stay warm and dry; bring extra clothes. Use buddy system; no exceptions if temp < 40°. Monitor for signs of hypothermia.Be sure to have charged cell phones. Check in with supervisor before and after excursion. |
| **Storms** | Lightning/Thunderstorms: Monitor the forecast and watch the sky for darkening, or wind increasing. If you hear thunder, there is lightning. Seek shelter immediately, in a building or car. If caught outside, stay away from metal or tall objects. If in a boat, get to shore immediately. Find a low spot and crouch down in a ball-like position with your head tucked and hands over your ears so that you are down low with minimal contact with the ground. Never lie flat on the ground. If in a group, spread out. See more safety information from [Red Cross](https://ipswichma.gov/DocumentCenter/View/228/Thunderstorms-PDF) and [CDC](https://www.cdc.gov/disasters/lightning/safetytips.html).Microbursts are sudden very localized down rushes of very strong wind (like a low-end tornado) which may accompany thunderstorms. They may come with little or no warning, so take severe thunderstorm warnings very seriously and be alert for changes in wind intensity. Seek shelter as you would for a tornado.Tornadoes: For WATCH: monitor alerts for updates and be aware of changing weather conditions. For WARNING: Seek shelter immediately in basement or interior area of building, away from windows and doors. If caught outside, lie flat in a ditch or as low as possible. At Marshview, go to garage area of new lab, away from the doors or in the furnace room. At Rowley, go to ground level which has concrete walls. See more safety information from [Red Cross](https://ipswichma.gov/DocumentCenter/View/229/Tornados-PDF).Predicted severe storms: Severe storms like hurricanes, nor’easters, or blizzards are generally forecast well in advance and preparations should be made and personnel moved to safety ahead of the storms. Note that neither field house is a suitable shelter in a hurricane. Personnel should evacuate.There is a storm shelter at the Salvation Army at 40 Water St, Newburyport.978-465-0883[City of Newburyport Storm Preparedness](https://www.cityofnewburyport.com/sites/g/files/vyhlif7106/f/uploads/2022_storm_surge_be_prepared_info_sheet_nbpt.docx_-_google_docs_1.pdf) |
| **Participant Information** |
| **Field Team/ Participants** | A field team is expected to consist of at least two people (buddy system). The buddy system is required for undergraduates or high school students.Exceptions may be allowed under certain circumstances, but only with prior permission and adherence to check-in procedures that include expected times of departure and return, and communication with a designated person at time of departure and return.There are NO exceptions for undergraduates or high school students.Phone apps such as Apple’s “Find My” or Google Maps “Share My Location” allow users to share their location with a trusted contact.*Fill in for your field activity:*Primary Field Team Leader: *Name, phone number* Secondary Field Team Leader: *Name, phone number*☐ Field Team/Participant list is attached as training documentation☐ Other attachment: e.g., course roster |
| **Physical Demands** | *List any physical demands required for this trip and training/certification provided. e.g. diving, swimming, hiking, climbing, high altitudes, respirators, heights, confined or restricted spaces, etc. (consult with EH&S regarding appropriate training & documentation).*Walking or wading on uneven or rocky, and/or slippery and/or muddy ground, while carrying field gear or equipment.Any use of boats requires certification. Please see the [boating policy](https://pie-lter.ecosystems.mbl.edu/for-researchers). |
| **Mental Demands** | *List any unique mental demands required for this trip, e.g. long travel days, high stress environments, different cultural norms, etc.*Mental challenges might include lack of familiarity with: field work, communal living, living away from “home” community, process for seeking any required permissions or engaging with property owners or other officials. Mentorship and buddy system can be helpful here.Long hours, especially in uncomfortable conditions, and especially when detailed work is also required; fatigue can lead to mistakes. Take “brain” breaks. |
| **First Aid Training****& Supplies** | *List team members trained in first aid and the type of training received.*Location and description of group medical/first aid kit: *Who is carrying it, where is it stored. Brief description of contents.*Determine who in the field team is up-to-date for First Aid and/or CPR, who is carrying a First Aid kit, and what the contents are. We highly recommend each team carry a small first aid kit containing band-aids, sterile wipes, antibiotic, sting treatment, antihistamine, ace bandage, gauze pads, bandage tape, tick tweezer and latex/nitrile gloves. Glucose tablets, sterile saline and TechNu (poison ivy soap) may also be useful.Teams should consider offering first aid and CPR training to all participants. |
| **Immunizations or Medical Evaluation** | *List required immunizations/prophylaxis or required medical evaluation, if applicable.* At this time MBL still strongly recommends anyone using the houses to be fully immunized against COVID-19 as recommended by the CDC.Participants that have any medically necessary items should be sure to have them readily accessible at all times (e.g., epi-pens, insulin). Field first aid kits are not equipped with such supplies. Please be aware that refrigeration is not available in the field, so a small cooler with ice may be provided if medications need to be kept cold.We are committed to ensuring a safe and inclusive learning environment for all. If you would like us to be aware of any medical issues that may require additional assistance or accommodations in the field, you may discuss it privately with the team leader or other member of the field team. Disclosing this information is entirely voluntary, and you have the right to maintain your privacy. |

|  |
| --- |
| **Equipment and Activities – Consult with EH&S for specific training and requirements.** |
| **Research Activities** | *Briefly describe the goal of your field operations, e.g. collection of samples, observation of animals/environment, interviews with human subjects, etc…****fill in for your field activity:*** |
| **Field****Transportation** | *What vehicles will be used during field operations?* Institution vehicle (truck, van, car)Personal vehicleRentalOperator: (who is allowed to operate the vehicle, and have requirements for operation been met)For use of MBL boats, please see requirements on the [PIE website](https://pie-lter.ecosystems.mbl.edu/for-researchers) |
| **Research Tools** | *Briefly describe tools or equipment that will be used to access the research site or during research activities. Indicate specific training required before use*field team or activity dependent |
| **Other Research Hazards** | *Describe other potential research-associated hazards e.g. handling or shipping hazardous materials (chemical, biological, radiation, and explosives), handling animals, climbing or working at heights, rigging; shoring/trenching, digging/entering excavations, caves, other confined spaces; drone use.*Seasonal hunting: ducks mid to end of October and Dec-Jan; [MA game bird regulations](https://www.mass.gov/doc/2022-2023-migratory-game-bird-regulations/download?_ga=2.231196314.486829538.1677946960-52228206.1569120507). MA zone 1 hunting (other than duck) is mostly in fall, but turkey hunting is in spring. Seasons for deer depends on weapon type (muzzle loader vs. bow vs. shotgun). More information at [mass.gov](https://www.mass.gov/doc/2023-hunting-season-summary/download).Target range in Newbury at the Martin H. Burns Wildlife Management Area (Cart Creek) and in Ipswich near head of Egypt River (Ipswich Fish and Game Association). |
| **Personal Protective Equipment** | Required - *e.g., boots, safety glasses, PFDs, hardhats, waders, etc.* examples: PFDs, orange safety vests during hunting seasonRecommended - *e.g., walking sticks, gloves, long pants, hats, insect repellant, sunscreen.**What equipment will be provided and what are participants expected to provide for themselves?*vests or t-shirts that identify personnel as researchers, magnetic logo stickers for personal vehiclesClothing appropriate for activity: field/hiking boots, rubber boots, waders, long pants, long sleeve shirts, sun hat, small mesh head net. Insect repellant, sunscreen, Tech-nu (for poison ivy)  |
| **Additional Considerations** |
| **Insurance**  | Review the University Auto Insurance Policy: Fill in with appropriate information for your institution and/or link |
| **Travel Emergency****Assistance** | Insurance informationprovide information for your institutionWhat to do if vehicle breaks downprovide information for your institution |

|  |
| --- |
| **First Aid Reference**  |
| **Useful reference app: Red Cross First Aid** |
| **Signs & Symptoms** | **Treatment** | **Response Action:**  |
| **HEAT EXHAUSTION*** Dizziness, headache
* Rapid heart rate
* Pale, cool, clammy, or flushed skin
* Nausea and/or vomiting
* Fatigue, thirst, muscle cramps
 | 1. Stop all exertion.
2. Move to a cool shaded place.
3. Hydrate with cool water.
4. Follow with a dilute electrolyte solution (such as very diluted sports drinks).
 | Heat exhaustion is the most common type of heat illness. Initiate treatment. If no improvement, call 911 and seek medical help. Heat exhaustion can progress to heat stroke. Even if improvement is seen the individual should not return to work for the day and rest and rehydrate. |
| **HEAT STROKE*** Disoriented, irritable, combative, unconscious
* Hallucinations, seizures, poor balance
* Rapid heart rate
* Hot, dry, and red skin
* Fever, body temperature above 104 °F
 | 1. Move (gently) to a cooler spot in shade.
2. Loosen clothing and spray clothes and exposed skin with water and fan.
3. Cool by placing ice or cold packs along neck, chest, armpits, and groin (Do not place ice directly on skin).
 | Call 911 or seek medical help immediately.Heat stroke is a life-threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately! |
| **HYPOTHERMIA*** Shivering
* Exhaustion or feeling very tired
* Confusion
* Fumbling hands
* Memory loss
* Slurred speech
* Drowsiness

 | * + - 1. Get the person to warm shelter.
			2. Remove any wet clothing.
1. Warm the center of the person’s body—chest, neck, head, and groin—electric blanket, skin-to-skin contact under loose, dry layers of blankets.
2. Give warm drinks but do not give alcoholic drinks. Do not try to give beverages to an unconscious person.
3. 5.After body temperature has increased, keep the person dry and wrap their body, including their head and neck, in a warm blanket.
4. Get the person proper medical attention as soon as possible.
 | Hypothermia is a medical emergency. If you notice any of the signs, take the person’s temperature. If it is below 95° F, get medical attention immediately!A person with severe hypothermia may be unconscious and may not seem to have a pulse or to be breathing. In this case, handle the person gently, and get emergency assistance immediately.Perform CPR, even if the person appears dead. CPR should continue until the person responds or medical aid becomes available. Keep warming the person while performing CPR. In some cases, hypothermia victims who appear to be dead can be successfully resuscitated. |

General risk management advice is available here: insert Institution Information

**Pre-departure checklist:** this checklist was on original template; modify as appropriate.

* Field site has been investigated and thoroughly evaluated for physical, mental, and racial safety concerns.
* Participants have reviewed and signed field safety plan; emergency contact info collected.
* All required approval forms, licenses, etc. have been obtained and printed.
* Transportation details and documentation are in order - including vehicle rentals and drop-off details, if applicable.
* Communication plans for field work are established; any satellite devices have been gathered.
* Research tools and necessary PPE have been obtained.
* Necessary trainings have been completed by all participants.
* First aid kits are stocked.
* Emergency plan is established, including group communication and driving route to nearest medical center.

**Signature of PI/Supervisor:**

**I acknowledge this safety plan has been prepared for field work under my supervision.**

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

**Field Team/Participant - 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

What do you want to **do**?

Just **talk**?

**Report** a situation

**Safety and Security**

**Emergency:**

**Police/Fire/Medical 911**

**Police, Non-emergency**:

Rowley: 978-948-7644

Newbury: 978-462-4440

Ipswich 978-356-4343

Burlington 781-272-1212

Reading 781-944-1212

MBL Human Resources: 508-289-7422

humanres@mbl.edu

MBL Title IX Officer:

Courtney Buckley

508-289-7622

cbuckley@mbl.edu

**Students and RAs**: Report to your supervisor\* or someone in a supervisory role\*

**Faculty, Staff, and Post Docs**

Report to PIE Exec Com PIs\*

Friends and Family

RAs, Postdocs, staff in your group (be aware that some may be obligate reporters)

**MBL Employee Assistance Program:**

(800) 828-6025

\*Obligate Reporters

**Do you have concerns?**

**MBL Unlawful Harassment Policy**

<https://www.mbl.edu/policies/unlawful-harassment>

**Suicide and Crisis Line: dial 988**

[988lifeline.org](https://988lifeline.org/)

[crisistextline.org](http://www.crisistextline.org/)

**In MA: dial 211**

<https://mass211.org/>

Other resources:

YWCA of Northeastern MA, Essex Co: 844-372-9922

[Ipswich/Essex Co. Resources](https://www.ipsk12.net/site/handlers/filedownload.ashx?moduleinstanceid=1879&dataid=3706&FileName=Ipswich%20Resource%20Guide%203_17_2022.pdf)

Whether you are an undergraduate or graduate student, post doc, researcher, staff, or faculty, there are ways to get support.

**PIE-LTER/MBL**

If the situation happened at the Marshview or Rowley Field houses, or as part of conducting PIE research, or involves MBL personnel, follow MBL reporting protocols

**Home Institution**

If the situation concerns non-MBL personnel and happened apart from PIE LTER research, follow your home institution reporting protocols

Speak to a counselor

MBL Anonymous reporting:

Ethics Point: 877-534-0367 [https://mbl.ethicspoint.com](https://mbl.ethicspoint.com/).

Home Institution Human Resources or Title IX office

 (next page)

Home Institution supervisor

**Home Institution Services**

[Emergency transportation and lodging](https://docs.google.com/document/d/1CLLGB5fu3h5EzlKlJnvSOmKURm8T9efGd5furmYF0Ek/edit?usp=sharing)

**BU**

Equal Opportunity Office: 617-358-1796

<https://www.bu.edu/eoo/>

Policies and procedures:<https://www.bu.edu/eoo/sexual-misconduct-title-ix/policy-and-procedures/>

Incident report form contains many useful links, including to resources:<https://cm.maxient.com/reportingform.php?BostonUniv&layout_id=2>

Office of Ombuds: (617) 358-5960<https://www.bu.edu/ombuds/>

**Northeastern**

HR: 617-373-2230

Policy on Sexual and Gender-Based Harassment and Title IX:<https://policies.northeastern.edu/policy104/>

EAP: <https://assets.hrm.northeastern.edu/pdfs/benefits/EAP_Overivew.pdf>

Ethics Point: 1-855-350-9390 <https://compliance.northeastern.edu/anonymous-reporting-hotline/>

**UGA**

HR: 706-542-2222

Policy: Non-Discrimination and Anti-Harassment: <https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/>

Policy: Sexual Misconduct:<https://eoo.uga.edu/title_ix_sexual_misconduct/smpolicy/>

EAP:<https://hr.uga.edu/_showcase/_resources/documents/files/PDF_Wellbeing_EAP_Products_and_Services_USG_2021.pdf>

Relationship and Sexual Violence Prevention:<https://healthpromotion.uga.edu/rsvp/>

Counseling and Psychiatric Services:<https://caps.uga.edu/>

Hotline: 1-877-516-3467 <https://secure.ethicspoint.com/domain/media/en/gui/76609/index.html>

**UNH**

HR: 603-862-0501

Policy: Affirmative Action and Equity: [https://www.usnh.edu/policy/unh/v-personnel-policies/b-affirmative-action-and-equity#5](https://www.usnh.edu/policy/unh/v-personnel-policies/b-affirmative-action-and-equity)

UNH Employee Assistance Program:<https://www.usnh.edu/resource/employee-assistance-program-eap>

Ethics Point: (844) 592-8455 <https://secure.ethicspoint.com/domain/media/en/gui/48734/index.html>

**USC**

Office of Civil Rights and Title IX: 803-777-3854

Easy to find links to policies, protocols, and assistance:

<https://sc.edu/about/offices_and_divisions/civil_rights_title_ix/index.php>

EAP:<https://sc.edu/about/offices_and_divisions/human_resources/benefits/employee_wellness/eap/index.php>

Sexual Assault and Violence Intervention and Prevention:<https://sc.edu/safety/interpersonal-violence/index.php>

Counseling and Psychiatry services for students:<https://www.sc.edu/about/offices_and_divisions/student-health-well-being/index.php>

**Villanova**

HR: 610-519-7900

Policy: Non-discrimination/Non-Harassment https://villanova.policytech.com/dotNet/documents/?docid=1544&public=true

Reporting a Concern: <https://www1.villanova.edu/university/human-resources/current-employees/report-concern.html>

Ethics Point: 855-236-1443 <https://secure.ethicspoint.com/domain/media/en/gui/35905/index.html>

**VIMS**

HR: 757-221-3169

Policy: Standards of Conduct: [https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\_60.pdf?sfvrsn=2\](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2%5C)

EAP:<https://www.wm.edu/offices/uhr/benefits/health/employeeassistance/>

University Ombuds: [https://www.wm.edu/offices/ombuds/about](https://www.wm.edu/offices/ombuds/about/)