

# Fieldwork & Outdoor Professionals Safety Plan Template

This **Safety Plan Template** is designed to help fieldworkers and outdoor professionals establish a structured plan to ensure safety, preparedness, and effective communication while conducting fieldwork.



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## 1. General Information

- **Project Name:** \_\_\_\_\_
- **Fieldwork Location(s):** \_\_\_\_\_
- **Dates of Fieldwork:** \_\_\_\_\_
- **Project Lead/Primary Contact:** \_\_\_\_\_
- **Emergency Contact(s):** \_\_\_\_\_
- **Number of Participants:** \_\_\_\_\_
- **Supervisor(s) & Institution/Organization:** \_\_\_\_\_

## 2. Pre-Trip Planning & Risk Assessment

### A. Site-Specific Considerations

- Assess potential environmental risks (e.g., extreme weather, terrain hazards, wildlife encounters).
- Identify potential health risks (e.g., endemic diseases, exposure to toxins, dehydration risks).
- Determine accessibility (e.g., transportation, ADA compliance, shelter availability).

### B. Required Permits & Compliance

- Obtain necessary permits and approvals for access.
- Ensure compliance with institutional, local, and federal regulations (e.g., land management rules, protected area restrictions).

### C. Team Roles & Responsibilities (repeat for each team member)

Name:

Role:

Primary responsibility:

- Assign first-aid officer(s) and communication coordinator(s).
- Establish protocol for leadership decision-making in emergencies.

### 3. Emergency & Medical Protocols

#### A. Emergency Contacts & Communication

- Local Emergency Services (911 equivalent): \_\_\_\_\_
- Nearest Medical Facility & Distance from Field Site: \_\_\_\_\_
- Institutional Emergency Contact: \_\_\_\_\_
- Check-in schedule & procedures: \_\_\_\_\_
- Satellite/GPS devices available? Yes  No

#### B. Medical & First Aid Plan

- List all known medical conditions & allergies of team members (confidential but accessible).
- Identify nearest hospital/clinic & establish emergency transport plan.
- Carry a **fully stocked** first-aid kit with essentials (bandages, antiseptics, splints, EpiPen if required).
- Train all team members on basic first aid & CPR (list trained personnel).

### 4. Field Safety & Incident Prevention

#### A. Environmental & Terrain Safety

- Wear proper gear & follow safety protocols for extreme weather.
- Have contingency plans for sudden weather changes.
- Assess terrain hazards (steep slopes, water crossings, unstable ground).
- Carry appropriate navigation tools (GPS, map, compass).

#### B. Wildlife & Outdoor Hazards

- Identify **potential wildlife encounters** and response strategies (bears, snakes, insects).
- Use food storage protocols (bear canisters, elevated storage, scent-proof containers).
- Establish **water safety protocols** for work near rivers, lakes, or oceans.

#### C. Equipment & Gear Check

- Perform pre-trip checks on essential gear (communication devices, vehicles, PPE).
- Carry emergency shelter & adequate food/water supplies.

### 5. Harassment & Personal Safety Protocols

- Define zero-tolerance policies for harassment, discrimination, and unsafe behaviors.
- Establish a **confidential reporting process** for team members experiencing unsafe conditions.
- Set up a **buddy system** for added security.
- Provide a **safe word or signal** for emergencies requiring subtle alerting.

## 6. Communication & Check-In Procedures

### A. Daily Check-Ins

- Establish routine check-ins via phone, radio, or satellite device.
- Use designated check-in times to confirm safety.
- Identify backup communication method if primary contact fails.

### B. Emergency Evacuation Plan

- Identify primary & secondary evacuation routes.
- Determine transportation availability for emergencies.
- Assign evacuation responsibilities (who leads, who secures gear, who communicates with authorities).

## 7. Post-Fieldwork Debrief & Reporting

- Incident Reports:** Document all injuries, hazards, or near misses.
- Equipment Check:** Report missing, damaged, or malfunctioning gear.
- Feedback & Lessons Learned:** What worked well? What needs improvement?
- Mental Health & Support:** Check in on team members for post-field stress or trauma.

## Acknowledgment & Agreement

All participants must read and acknowledge their understanding of this Safety Plan (repeat for each participant).

Participant Name:

Signature:

Date: