

# Off-Campus Safety Plan

It is the responsibility of the supervising faculty where the off-campus projects will be conducted to promote a safe and inclusive working environment. The completed safety plan should be shared with all members of the off-campus project team and kept on file on with the department manager prior to any off-campus work.

All off-campus projects are required to comply with university travel policies and complete all paperwork before any travel takes place for both academic and research purposes. See Appendix A.

Any injuries sustained during an off-campus project should be reported to your supervisor and/or BYU Police as soon as possible. If the injury is serious (amputation, overnight hospital stay, fractures, or fatality) notify BYU Police (801-422-2222) as soon as possible. Supervisors should report injuries to RMS. <https://risk.byu.edu/risk/general-injury-reports>

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## Safe and Inclusive Working Environment

“Brigham Young University and other Church Educational System institutions exist to provide an education in an atmosphere . . . [t]hat . . . is created and preserved by a community of faculty, administration, staff, and students who voluntarily commit to conduct their lives in accordance with the principles of the gospel of Jesus Christ and who strive to maintain the highest standards in their personal conduct regarding honor, integrity, morality, and consideration of others. [E]ach member of the BYU community personally commits to observe the[] Honor Code standards approved by the Board of Trustees ‘at all times and in all things, and in all places’ (Mosiah 18:9).” For more information, see [Church Educational System Honor Code](#).

Each employee is expected to do his or her part to promote a safe and respectful work environment that is free from harassment, threats, intimidation, verbal or physical abuse, abuse of power, or other unprofessional behavior, even if the behavior does not rise to the level of unlawful conduct. See BYU [Personnel Conduct Policy](#).

<b>Respect for Others:</b> All BYU-affiliated individuals involved in off-campus projects, regardless of employment status, will abide by all BYU policies relating to personal conduct.	
<b>Identified misconduct</b>	<b>Reports may be made to . . .</b>
Any non-emergency misconduct	BYU’s 24-hour Compliance Hotline, 888-238-1062, <a href="http://hotline.byu.edu">hotline.byu.edu</a>
Bullying, hazing (non-discriminatory)	Reports may be made to the PI, department chair, dean, or the <a href="#">Honor Code Office</a> , 4450 WSC, 801-422-2847, <a href="mailto:hco@byu.edu">hco@byu.edu</a>
Discriminatory conduct involving administrative, staff, or student employees	The Equal Opportunity Manager, D-282 ASB, 801-422-5895, <a href="mailto:eo_manager@byu.edu">eo_manager@byu.edu</a>
Discriminatory conduct involving faculty	The academic vice president – faculty relations, D-341 ASB, 801-8422-9772, <a href="mailto:faculty_relations@byu.edu">faculty_relations@byu.edu</a>
Discriminatory conduct involving students (including between students or between students and employees)	The Office of Belonging, 2400 WSC, 801-422-9162, <a href="mailto:officeofbelonging@byu.edu">officeofbelonging@byu.edu</a>
Sexual misconduct, including assault, harassment, stalking, etc.	Reports may be made to <a href="#">BYU Police</a> , 2120 JKB, 801-422-2222, or the Title IX Office, 1085 WSC, 801-422-8692, <a href="mailto:titleix@byu.edu">titleix@byu.edu</a>
Harassment, stalking (non-discriminatory)	Reports may be made to <a href="#">BYU Police</a> , 2120 JKB, 801-422-2222, or the <a href="#">Honor Code Office</a> , 4450 WSC, 801-422-2847, <a href="mailto:hco@byu.edu">hco@byu.edu</a>

\*In case of immediate safety concerns, local law enforcement should be notified promptly.

\*\*All BYU responsible employees (as defined by the BYU Title IX Office) are required to report any alleged sexual misconduct, including stalking, discrimination, harassment, or related retaliation, to the BYU Title IX Office as soon as possible.

\*\*\*Any misconduct listed above that occurs during off-campus projects funded by the NSF may be reported directly to the NSF Office of Equity and Civil Rights (OECR) at [programcomplaints@nfs.gov](mailto:programcomplaints@nfs.gov).

If third-party partners are present in the off-campus project environment, they will follow their entities’ related codes of conduct and reporting structures.

### Trip Overview

<b>Department:</b>	<b>Faculty PI:</b>
<b>Fieldwork Leader:</b> (If different from Faculty PI.)	
<b>Phone Number:</b>	<b>E-mail Address:</b>
<b>Departure Date:</b>	<b>Return Date:</b>
<b>Location of Project:</b> <i>Country/City or GPS Coordinates</i>	
<b>Travel/Transportation:</b> (Please list all forms of travel to and from site including if university, personal, or off-road vehicles will be used.)	
<b>University Contact:</b> (Must not be at field site.) Name: _____ Phone: _____	<b>Local (Field) Contact:</b> Name: _____ Phone: _____
<b>Trip Summary/Nurturing Plans:</b> (Include a brief description of the project or purpose, travel route information, the field setting, including processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct, trainings, mentor/mentee mechanisms and field support that might include regular check-ins, and/or developmental events; and unique challenges for the team, including any out of bounds areas, hazards, etc.)	
<b>Go/No-Go Criteria:</b> (List any conditions that would trigger off-campus work to be suspended.)	
<b>Communication Methods:</b> (List all communication methods—e.g., cell phones, radio, satellite phone—that will be in use within the off-site team and between the off-site team and BYU, as well as who will have access to these communication methods. Note: Communications methods should be accessible by multiple people.)	

## ***Emergency Procedures***

Include detailed plans for each remote off-campus location (those outside an incorporated city limit), including nearest city and hospital, emergency communication methods, first aid kit location, etc.

**Emergency Procedures:**



## ***Appendix A – Travel Policies***

Refer to university policies for full information on [travel policies](#). Below is a summary of the policies that most commonly apply to travel by College of Life Sciences undergraduate and graduate students.

### **Student Travel Procedures**

All travel that requires an overnight stay or use of commercial transportation requires an approved travel plan submitted in advance of each trip.

Same-Day Travel is authorized travel initiated from Provo and completed back to Provo during the same calendar day. Full-time university personnel are encouraged, but not required to accompany students in same-day travel when the travel is limited to under 300 miles. If travel is over 300 miles than a full-time personnel is required to accompany the student unless a student travel authorization is approved (see below).

Non-Same-Day Travel that is initiated and completed during two or more calendar days. Student travel is considered to be “**required**” if the travel is necessary for the student to fulfill the requisites of a course or to participate in an official activity, and the trip is organized by the university and involves the supervision of university faculty or personnel.

All approved same-day travel in excess of 300 miles and all non-same-day student travel requires full-time faculty, administrative, or staff personnel to supervise travel plans and to accompany the students. These student group advisors are responsible for the implementation of this policy for such travel. Exceptions allowing for supervision and accompaniment by part-time faculty or personnel must be authorized by the appropriate dean/director. In providing for such exceptions, the dean/director should approve only those part-time faculty or personnel who are sufficiently mature to responsibly discharge their duties. Graduate students fall under the category of part-time personnel.

### **Field Trip Insurance**

Required for all students and guests of the university for education related travel actives that are scheduled, supervised, and sponsored by BYU. [Click here](#) for Field Trip Insurance Request form.

Not to be used for research projects unless the travel is for a mentored research course where the student is not an employee for the project.

### **Student Travel Authorization**

To be completed by students travelling without a university full-time faculty or staff employee. The [Pre-Approval form](#) is completed and authorized before travel takes place. It should also be included when submitting receipts after the trip.