

## Exemplary Checklist for Pre-Fieldtrip Meeting

- Overview of the Fieldtrip
  - Highlights
  - Goals and methods
  - Location, travel and accommodations
  - Schedule
  - Fieldtrip leader and organization
  - Work assignments
  - Overarching goal of a safe, productive and individually rewarding fieldtrip
- Preparation
  - Title IX training (required within last 12 months of start date)
  - Personal Information Form (see attached form)
  - Documents (ID, Drivers License, Passport, Visa, etc.)
  - Travel arrangements
  - Immunizations and other health preparations
  - Clothing and Gear
- Work plan
  - Daily itinerary and work assignments
  - Techniques and procedures for measurement and sampling
  - Operation of equipment, including scientific equipment and vehicles
  - Field notes and other documents
- On-Site Living
  - Lodging
    - Type (hotel, house, dorm, tent, etc.)
    - Roommates
    - Fostering space and privacy
  - Food
    - Sources (restaurant, cafeteria, self-prepared)
    - Mess assignments: shopping, cooking, cleanup
    - Accommodating dietary restrictions (food allergies, religious/  
philosophical restrictions)
    - Use of alcoholic beverages
  - Hygiene
    - Need for cleanliness (e.g. use of hand-sanitizer)

- Access to bathing
- Access to clothes washing
- On-site travel (foot, car, van, public transportation, etc).
- Safety
  - Professionalism
    - Resolving inter-personal conflicts and avoiding discrimination and harassment of team members
    - Responding to queries from the local authorities
    - Interacting with the public
  - Mitigating environmental hazards
    - Weather-related hazards (clothing, hydration, sunscreen, glasses, etc)
    - Physical hazards (falls, being struck by objects)
    - Biological hazards
      - Poisonous plants and animals
      - Aggressive animals
      - Water- and insect-borne diseases
  - Mitigating work-related hazards
    - Hazards associated with scientific equipment and reagents
    - Vehicular safety (including accidents and DOI)
  - Mitigating societal hazards
    - What to do if lost or left behind (see attached emergency card)
    - What to do if you have a medical emergency (see attached emergency card)
    - Personal security
      - Threat level for thefts and assaults
      - Areas and behaviors to avoid
  - Opting out due to safety concerns
    - Assignments beyond one's abilities
    - Safe termination of participation in the fieldtrip
- Summary
  - What to do between now and the start of the fieldtrip
    - Obtaining Title IX training
    - Background scientific reading
    - Formulate specific goals
    - Assemble gear (opportunities for borrowing it)
    - Assemble documents
  - Closing remarks