

EES:4820/EES:4230:5820

This document outlines common environmental, health, and safety hazards, the expected standards of conduct, and the ramifications of policy violations during the field trip. This document also discusses the safety precautions and strategies needed to minimize risk to yourself and others. It is important for you to evaluate the stated risks with regard to your own personal health and safety, request reasonable accommodations to course delivery when a documented disability has been deemed eligible for specific academic accommodations, and modify your participation accordingly.

Required Actions

Your attendance on the field trip is contingent upon the completion of the following five steps:

1. **Part 1: complete** a **Personal Information** form
2. **Part 2: Read and understand** the **General Information and Logistics** section.
3. **Part 3: Read and understand** all of the sections in the **Statement of Hazards & Standards of Conduct**.
4. **Part 4: Sign** the **Acknowledgement** indicating that you received, read, and understand the **Statement of Hazards & Standards of Conduct**.
5. **Submit** your (1) signed **Acknowledgement** and (2) signed **Personal Information form** to the course instructor.

Questions

If you have any questions about this **Safety Statement**, the **Personal Information** form, or any topic associated with this field course, please contact the instructor.

Part 2: General Information and Itinerary

Section A: General Information and Itinerary

- In case of emergency, you or your parents can contact any of the instructors at the email provided on the syllabus.
- Provide location and schedule information here.

Part 3: Statement of Hazards & Standards of Conduct

Section A: Environmental Conditions

Considerations

- Expect a wide range of temperatures. Average April temperatures for the region are 35-45F lows and 60-70F highs. Sunrise is ~6am and sunset ~7pm. There is a low chance of rain, but plan for it since spring storms are still active.
- Dehydration develops quickly in the field because of the very low relative humidity and intense sunshine.
- Expect windy conditions – especially at the end of the day as temperatures begin to drop. Blowing dust is very common. Be prepared with a suitable windbreaker... wind can be exhausting and annoying for the unprepared.
- Be prepared for rain, snow and thunderstorms.

Associated Safety Hazards

- Dehydration can cause fatigue, severe headaches, and result in heat exhaustion & sunstroke.
- Exposure can result in sunburn, windburn, cold-related illness (hypothermia & frostbite), and heat-related illness (heat exhaustion & sunstroke).

Mitigation of Hazards

- To prevent dehydration, always drink enough water to cause the need for urination at least every three hours.
- Sunburn and heat exhaustion are common and unnecessary field ailments. Sun block is mandatory for those with sensitive skin and should be used by all. People who do not usually burn are more apt to get caught because they do not take necessary precautions. Wear wide-brimmed hats, pants, and light shirts to keep cool and prevent sunburn.
- Wearing UV filtering sunglasses will protect your eyes. Contact lenses can be troublesome in the field because of dust. If you prefer contact lenses, bring lots of lens solution and a backup pair of glasses.

Section B: Personal Health

Considerations

- All animals should be left alone – harassing any animal could result in your dismissal. Do not feed any animal, either intentionally or through your own inaction.
- Stinging insects such as hornets, wasps and bees may be present. Venomous spiders may be present in portions of the field areas. Deer ticks are common at lower elevations and tick checks should be performed after the trip.

Associated Safety Hazards

- You may have allergic reactions to insect bites or plant puncture wounds.
- Burrowed ticks can cause infection.

Mitigation of Hazards

- Bring any medicines or antidotes (Epi-Pens) that you might require.
- Health insurance is required. You are responsible for all medical and dental expenses while on the field trip – the department, college, or university has no responsibility for the medical expenses of students and does not provide students with any forms of medical insurance. Work closely with your family to determine what health insurance policies are available to you and what the limits of your coverage are before the trip. Make sure to carry your medical insurance information with you at all times.
- Use insect repellent and check yourself carefully for ticks. Permethrin is the best tick repellent for clothing, but Permethrin needs to be applied to clothing prior to wearing. You should not let wet Permethrin contact the skin.
- Your chances of being bitten by a snake (if applicable) become remote when wearing sturdy, over-ankle boots and by not putting your hands (or any other part of your body) in places you cannot see. Leave snakes alone – a little fear is a very healthy thing.

Section C: Daily Activities

Considerations

- Many students have limited experience working in the outdoors and with field equipment. Misuse of field gear (e.g., hammers, chisels, GPS units, shovels, etc.) may create unexpected hazards. When used improperly, personal gear may provide less than optimal protection from the elements (e.g., improperly laced boots, hats in backpacks instead of on head, etc.).
- Reckless behavior in the field (running and jumping over gullies, wandering away from the group, etc.) that compromises the safety of yourself or the others on the trip will not be tolerated and could result in dismissal from the course.

Associated Safety Hazards

- Trip and fall hazards are extremely common.
- Inadequate footwear commonly results in a range of avoidable injuries, including puncture wounds (from thorny brush and sharp rocks), severe ankle injuries, and slips and falls.
- Improper use of field equipment can result in serious injury to yourself or those around you. Common injuries include crushing wounds and metal shards and/or rock chips in eyes.
- Reckless behavior creates a wide range of completely avoidable hazards.

Mitigation of Hazards

- While each person is primarily responsible for his or her own safe conduct, they must also contribute to the welfare of the entire group.
- If you are not comfortable participating in any of the particular activities for any reason, you are encouraged to notify an instructor. There are no negative implications for this decision.
- Sturdy, close-toed shoes are required in the field at all times. Participants without adequate hiking footwear will not be allowed to enter field sites and will be barred from participating in some activities.
- Long pants are recommended in the field.

Section D: Transportation

Considerations

- Thousands of freeway and off-road miles are put on vehicles for field trips each summer. Drivers have a great responsibility and must be extremely vigilant and careful – the lives of all of passengers, members of the caravan, and the public at large are in their hands.

Associated Safety Hazards

- Driver-related hazards are significant and include fatigue, distractions, and inattention during driving.
- Car-person collisions are a serious hazard during activities that require work along busy roadways.
- Flat tires introduce significant hazards associated with both the operation of a moving vehicle and roadside repairs.

Mitigation of Hazards

- All participants must pay careful attention to safety briefings by the instructors. It is your responsibility to be fully informed of potentially hazardous conditions associated with use of vehicles.
- Passengers must never do anything to interfere with the driver's ability to operate the vehicle safely.
- Passengers riding shotgun should never sleep and should help keep drivers awake and aware.
- Personnel driving university vehicles must first satisfy all the driver requirements outlined by the university.
- Before driving, drivers should take whatever time needed to familiarize themselves with their vehicle and routes.
- Participants must wear high-visibility clothing (and/or safety vests if provided) when working along roadways and bike trails.
- Read, understand, and follow the procedures in the Guidelines for Driving University Vehicles below.

Section E: Guidelines for Driving University Vehicles

The following guidelines regarding the use of university vehicles must be read, understood, and followed at all times:

For All Vehicle Occupants

1. University vehicles include any vehicle owned, rented, leased, or otherwise provided to affiliates of the University for use in conducting official business.
2. "Compliance with applicable motor vehicle laws and the University of Iowa Driving Policy is required for any eligible driver to be authorized to use a University vehicle and for any driver of a non-owned, borrowed, or rental vehicle being used on University business."
3. Safety restraints (seat belts, both lap and shoulder) must be worn by everyone whenever a vehicle is in motion.
4. Alcohol in any university vehicle is strictly prohibited.
5. Passengers are required to report to the course instructors or teaching assistants any incident regarding unsafe or improper vehicle use including:
 - alcohol or illegal drug use or transport;
 - drivers who are impaired in any way;
 - unsafe or reckless driving;
 - unauthorized vehicle use.

For Drivers

1. Authorized drivers are individuals cleared to drive specified vehicles by the university's department of risk management. Drivers must immediately inform the instructors if they receive a suspension, probation, cancellation, or disqualification of his/her driver's license.
2. Authorized drivers are subject to all traffic laws and are financially responsible for any traffic citations. In addition to posted limits, drivers must operate at speeds suitable for vehicle, road, traffic, and weather conditions. Where vision is restricted, drivers must slow to a speed that will permit the safe negotiation of curves, hills, or intersections.
3. Driver fatigue is a leading cause of fatal accidents. Requests for breaks or driver swaps have priority over any itinerary. "The University guidelines for groups for long-distance driving are as follows:
 - a. In those instances when only one authorized driver is driving long-distance (four or more hours of total driving time), the driver is required to take a 30-minute break every four hours. The driver is not to drive for more than a total of 10 hours during a 24-hour period.
 - b. In those instances where a group is driving long-distance (e.g., more than one employee traveling together to a business meeting, or members of a University-recognized student organization traveling to an approved conference), at least two individuals are required to be designated drivers. Drivers are required to rotate driving duties at least once every two-hour period, and take a minimum one-hour break every six hours for all drivers and occupants of the entire vehicle. Any one driver is not to drive for more than a total of 10 hours during a 24-hour period."
4. Caravan Driving is among the most dangerous activity during field trips. To help mitigate this hazard, please follow these guidelines:
 - a. Do not pass the lead vehicle and unless safety dictates maintain your position in the line of vehicles.
 - b. Do not worry about "keeping up" with the vehicle ahead of you – instead, slow your vehicle to maintain visual contact with the vehicle behind you.
5. Avoid distractions. The use of cellular telephones and iPods, etc. while driving are not permitted (even with a "hands-free" device), except in immediate emergency situations. The person sitting in the "shotgun" seat should assist drivers with these functions.
6. Drivers are responsible for thoroughly inspecting their vehicle prior to initial use and regularly thereafter for unsafe conditions (lights, brakes, windshield wipers, windshield washer fluid) or damage. Drivers must immediately report vehicles that are damaged or in an unsafe condition.
7. Use of university vehicles while under the influence of alcohol or drugs (including prescription drugs that may impair the ability of the driver) is prohibited.
8. Here are a few things we'd like you to remember about driving for the University:
 - a. You must follow all applicable laws and university policies at all times.

- b. You represent the University of Iowa so please drive safely and be professional and courteous.
 - c. You must use your seatbelt and other safety devices at all times. Please ask others in the vehicle to do so as well.
 - d. You are required to take a direct route to/from your destination. Side trips are not allowed.
 - e. You are not allowed to use the vehicle for personal use at any time. This restriction includes not picking passengers up at their homes.
 - f. You should only allow authorized passengers to travel in a University-owned vehicle.
 - g. You must contact the local police immediately whenever you are in an accident!
 - h. You must report all accidents to Risk Management within 48 hours at driving-safety@uiowa.edu
9. If you have any questions regarding your responsibilities as a driver for the University of Iowa or prohibited uses of university vehicles please see the University Driving Policy at: <https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/risk-management-insurance-and-loss-prevention#15.7>

Section F: Field Protocol

- Always conduct yourself in a professionally responsible way. If you happen upon some problem another person has caused please try to correct it if you can (e.g. if you come across some trash, pick it up).
- Never disregard a "No trespassing" sign. Generally, landowners are willing to allow us on their land if we ask permission, but this is their prerogative and we need to ask permission first. Report any no trespassing signs to your instructor at once so they can secure the required permission.
- If we are working in a heavily used area, please practice a leave no trace approach. Under no circumstances should you create debris that would be noticeable to a casual observer.
- Do not create graffiti on rocks, trees or other surfaces.
- Always pack your trash in and out. Do not throw anything away in the field, even items that you think are biodegradable (e.g. orange peels). If you come upon trash others have left, pick it up and take it with you. We want to leave the area in the same or better condition than we found it.
- Do not cross streams if the water is fast or over your knee. Always wear shoes when crossing creeks to minimize danger of cutting your feet.
- Do not go in the field if you are ill. Speak to your instructor immediately if you think you need medical attention.

Section G: Standards of Conduct

The College of Liberal Arts and Sciences is a community of learners. Students, as well as faculty, have a responsibility for creating and maintaining an environment that supports effective instruction. In order for faculty members to provide, and students to receive, effective instruction in the Department of Earth and Environmental Sciences field courses, we expect students to conduct themselves in a responsible and cooperative manner. You are a representative of the university and expected to behave responsibly at all times, including personal time outside of class.

Failure by a student to follow prescribed rules of conduct will subject him or her to disciplinary action by the Department of Earth and Environmental Sciences, the College of Liberal Arts and Sciences, and/or the University of Iowa. Earth and Environmental Sciences field classes are an adult learning environment and should be treated as such. As adult learners, students are expected to conduct themselves accordingly.

Academic Integrity

As a student in this class, I agree to the following:

- I will be prepared at the designated departure time.
- I will do my own work and not plagiarize.
- Copying other's work, allowing your work to be copied and using or possessing published materials are considered cheating. The policies of the college of Liberal Arts and Sciences allow severe penalties for cheating, as discussed in the schedule of courses.
- I will read, understand, and comply with all expectations in the course syllabus.
- I will behave as a responsible representative of the University of Iowa at all times, including personal time.

Alcohol & Drugs

Alcohol and physical activity don't mix. The abuse of alcohol and other drugs severely interfere with our educational mission and pose a serious threat to the health and well-being to the course community. Specific policies are as follows:

1. Illegal drugs are prohibited.
2. Drinking alcohol in vehicles and driving after drinking any amount of alcohol is prohibited.

University of Iowa Community Policies

The same policies described in the University of Iowa Operations Manual (<https://opsmanual.uiowa.edu/community-policies>) apply to university-sanctioned off-campus activities. Students should familiarize themselves with these policies and adhere to them for the duration of the trip.

CLAS Information and Policies for Undergraduates

Please refer to the course syllabus for additional policies that apply to this course.

Smoking

The use of tobacco and all forms of smokeless tobacco (including cigarettes, cigars, e-cigarettes, pipes, bidi, hookah, snus, orbs, vape, vapor, vaporizer pens) by students, faculty, or staff is prohibited in the field.

Section H: Policy Violations

As with any university program, students must accept the rights and responsibilities of membership in this academic and social community when they choose to enroll in a field course. Students are required to uphold and obey all of the policies listed in this document at all times. Violations of any policy may result in disciplinary action.

Reporting Concerns

Any student, faculty member, or staff member may submit a complaint alleging a violation of university, CLAS, or course policies to an instructor. If the instructor determines that the alleged behavior may be a violation, the instructor will notify the accused student and schedule a meeting. The instructor(s) will meet with the accused student to explain the complaint and the resolution process. The student will have the opportunity to ask questions and make a statement. The committee may also interview witnesses. At the end of the meeting, the instructor(s) will determine if the violation warrants sanctions and which sanctions to apply. Students may appeal any decision to the DEO.

Sanctions

Sanctions are in place to promote safety and uphold the field course educational mission. Sanctions may also serve to deter students from behavior that may harm, harasses or threaten people or property or is unlawful. Sanctions may include but are not limited to the following:

1. The first instance of failing to abide by this code of conduct will result in a written warning. A formal notice will be given to the student that policies were violated and that future violations will be dealt with more severely.
2. Upon the second offense, a student will be removed from the class. The instructors and DEO reserve the right to expel a student without warning if the first offense is serious. A student who is expelled will not be reimbursed for the cost of the class, and will not receive credit for participating in the class, which may delay fulfillment of degree requirements. Compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement may also be required.

Required Actions

Your enrollment in the program is contingent upon the completion of the following five steps:

1. **Part 1: complete a Personal Information form**
2. **Part 2: Read and understand the General Information and Logistics section.**
3. **Part 3: Read and understand all of the sections in the Statement of Hazards & Standards of Conduct.**
4. **Part 4: Sign the Acknowledgement indicating that you received, read, and understand the Statement of Hazards & Standards of Conduct.**
5. **Submit your (1) signed Acknowledgement and (2) signed Personal Information form to the course instructor.**

Part 4: Acknowledgment

I hereby certify that I have received, read, and understand the contents of the **General Information and Logistics** and **Statement of Hazards & Standards of Conduct** that describes the common environmental, health, and safety hazards, the expected standards of conduct, and the ramifications of policy violations during the field course.

I understand the safety precautions needed to minimize the risk to myself and other participants. I agree to follow the required safety guidelines and briefings and certify, to the best of my knowledge, that I am physically capable of participating in the field courses.

I consent to the retention of this **Acknowledgment** by the Instructors so long as evidence of the consents and acknowledgments provided herein are required.

Signature of Participant: _____ Date: _____

Name (printed): _____

If the Participant is under the age of 18, this form must also be signed by a legal Guardian.

Signature of Legal Guardian: _____ Date: _____

Name (printed): _____