

Safe and Inclusive Fieldwork Plan (SAIF) for off-campus research and activities at the H.J. Andrews Experimental Forest



NURTURING AN INCLUSIVE FIELD EXPERIENCE. The H.J. Andrews Experimental Forest is a gathering place for researchers, students, writers, artists, and resource managers from around the world. The diversity of perspectives, backgrounds and expertise within our community is a strength that enables interdisciplinary inquiry about the awe-inspiring forest and stream ecosystems in our mountain landscape. For our community to thrive, we must all commit to sustaining an environment of mutual respect and support. Harassment, discrimination and abusive behavior of any kind cannot and will not be tolerated.

The H.J. Andrews Experimental Forest is a federal facility that is managed cooperatively by the USDA Forest Service (USFS) and Oregon State University (OSU). Both institutions are committed to maintaining and enhancing safe, inclusive, equitable and diverse social environments everywhere they operate. All residents and visitors of the field station and Experimental Forest, regardless of home institution, are participants in our Andrews Forest Program. This means that everyone is covered by our policies and protections and is expected to abide by our [Code of Conduct](#). Oregon State University policy and reporting procedures cover all non-USFS participants in research and related activities at the H.J. Andrews Experimental Forest. Links to OSU policies and reporting procedures are provided below. Detailed safety, policy, and orientation information is in the HJA Handbook and Safety Manual, available on site in the offices and apartments, or in digital format by request.

FIELD SETTING AND CHALLENGES. The remote location and public nature of the H.J. Andrews Experimental Forest (HJA) poses several unique safety and communications challenges compared with on-campus activities. Emergency response times to the HJA headquarters facility are 30-60 minutes and, depending on time of year and location on the forest property, up to several hours to field research locations within the Lookout Creek watershed. In addition to other members of the HJA community, one may encounter members of the general public anywhere on HJA property; members of the public may not understand or follow safe and responsible conduct. The context surrounding the HJA is a mixture of federal, state and private lands, with three unincorporated rural communities within 20 minutes of headquarters.

COMMUNICATION PROCESSES. Because cell phone coverage is not reliable across the site, we maintain a pool of field radios sufficient to provide every field-going team with a radio for communication with HJA headquarters, other field crews, and the Interagency Emergency Dispatch in Springfield, Oregon. We also use Check-out/Check-in and Overdue Party Search protocols to support all field-going participants. We recommend that individual research projects provide a satellite messenger as a backup to radio communications. While at HJA headquarters, all field station residents have 24-hour access to a landline in the office building and to internet sufficient for wifi calling and other voice over internet protocols. Field radios and consoles in apartments and the office building also work as backup communications while at HJA headquarters. All residents have unfettered access to multiple methods of communicating and reporting concerns, including fully anonymous web and phone reporting of harassment, discrimination or bullying that bypass HJA staff and research supervisors, should that be deemed necessary (see Reporting, below).

POLICIES. The following policies and processes support OSU in developing and maintaining a safe and healthy work environment. These apply to *everyone* working at the H.J. Andrews Experimental Forest as part of any research, education or outreach program, and any class or event hosted at the HJA.

- [University Code of Ethics](#)
- [Code of Student Conduct](#)
- [Discrimination and Discriminatory Harassment Policy](#)

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- [Sexual Misconduct and Discrimination Policy](#)
- [Responsible Employees and Reporting Incidents of Sexual Misconduct or Discrimination Policy](#)
- [Bullying Policy](#)
- [Bias Incident Response Process](#)
- [Student Care Team Process](#)
- [Acceptable Use of Computing Resources](#)

REPORTING, RESOURCES and PROCESSES. [Sexual misconduct hotline and other reporting and services](#). Any report of sexual misconduct or discrimination should be made directly to EOA (<https://eoa.oregonstate.edu/>; Phone: 541-737-3556; E-mail: Equal.Opportunity@oregonstate.edu), and may additionally be made to a supervisor, [HJA Forest Director](#), [HJA Site Manager](#), [LTER Executive Committee](#), or any other HJA staff member. Field station staff include two full-time residents and are trained in OSU policy and reporting procedures; direct reporting to a staff member is one way to raise concerns about violations of policy or overall culture within a research team or the station at large. The [Andrews Forest DEI Committee](#) is a channel for making suggestions or raising concerns about station culture and inclusivity. All employees of OSU and USFS (and most public entities) are mandatory reporters of harassment, discrimination and abuse and must handle reports accordingly, but are committed to protecting privacy and safety of reporters. In addition to anonymous reporting through OSU EOA, participants in the HJA program can access confidential counseling and resources that are separate from the reporting process through the Center for Advocacy, Prevention & Education (541-737-2030; survivoradvocacy@oregonstate.edu) and Counseling and Psychological Services (541-737-2131; <http://counseling.oregonstate.edu/>). The University Ombuds Office (<http://ombuds.oregonstate.edu/>) may be contacted to discuss concerns about conflicts that may constitute violations of the bullying policy prior to submitting a formal complaint to EOA. Regardless of the reporting channel, the immediate and long-term physical and mental well-being of the reporter is the primary concern. The Forest Director or Site Manager may intervene (e.g., rearrange housing and field work procedures) to protect the reporter prior to formal resolution of a harassment, sexual misconduct, discrimination or bullying claim.

TRAINING. All OSU and USFS employees – including all field station staff and researchers – are required by University/USDA policy to complete training modules on preventing Sexual Misconduct, Discrimination, and Other Prohibited Behaviors and on ensuring Inclusion and Access. Graduate employees and their supervisors receive additional annual anti-harassment and anti-bullying training which includes a field safety component. Incoming participants are provided HJA pre-arrival orientation materials including information on living and working conditions and a checklist of useful items to bring, HJA Code of Conduct, the Fieldwork Safety and Inclusivity Plan, and a link to the HJA Handbook, which covers all policies and safety information in detail. Project leads are expected to arrange an orientation with an HJA staff member, generally the Site Manager. All project leads working at the HJA are required to ensure that all team members receive sufficient training on HJA safety procedures, communications, policies and reporting procedures to feel comfortable implementing project field work. HJA Staff and agency partners offer an annual safety training covering all of the topics at the start of the summer field season, which is recommended for all individuals working at the forest. Detailed written versions of these materials are in the HJA Handbook and Safety Manual. Recognizing that not all participants can attend the Safety Training, project leads may request an in-person review and Q&A session with the Forest Director after team members have arrived onsite and have read the HJA Handbook and Safety Manual.