

Urban Resiliency Program Data Collection

Field Safety Notes for Team Leaders

Guidance for safely and effectively leading a fieldwork team:

- IDENTIFY potential hazards
- ASSESS likelihood and severity of incidents
- MITIGATE (remove or reduce) existing risks
- DISCLOSE residual (remaining) risks to participants
- RESPOND to incidents – have a plan in place

Before field trip:

- Familiarize yourself with the fieldwork location, and determine where the closest hospital is.
- Identify who in your group is First Aid / CPR certified, if not you.
- Identify potential hazards in immediate area (trip/fall hazards, vehicle/bicycle/pedestrian traffic) as well as for the specific time period (sun exposure, predicted weather, long hours planned).
- Disclose potential hazards to participants and let them know how to prepare for them (bring water, wear sunscreen and a hat, look out for traffic and obstacles always, bring lunch or a snack, etc).
- Collect contact information (cellphone numbers, as well as a phone number for an emergency contact if possible) for all participants.

While collecting data in the field:

- Establish a culture or attitude of safety, so that everyone can be responsible for group safety.
- Keep participants' contact info handy in the event of emergency.
- Know your participants' limitations
- Repeat important information throughout field trip/the day:
 - Provide safety reminders (stay hydrated, reapply SPF, watch out for the ditch)
 - Reinforce data collection protocols
- Maintain and encourage others to maintain an awareness of surroundings and potential hazards
- When working near roads, sidewalks, driveways, alleys and parking lots, continuously check for any vehicle, bicycle or pedestrian traffic you will need to avoid for your safety and the safety of others.
- Maintain healthy group dynamics
 - Support those expressing low self-confidence or doubt in their abilities or the accuracy of their data
 - Observe and address participant behavior and interactions – are they happy? Tired? Hungry? Withdrawn?
- Have transportation available and ready in case of emergency. Know the location of the nearest urgent care facility and/or hospital.