

# Cary Institute of Ecosystem Studies

SUBJECT: <b>CARY FIELD SAFETY SIGN OUT PROCEDURE</b> INTERNAL AND EXTERNAL	REFERENCE
DEPARTMENT: Scientific Staff	PAGE: 1 OF: 6
APPROVED BY:	EFFECTIVE: Prior to 2007 REVISED: July 30, 2015

## **POLICY:**

This policy identifies the procedure to follow when personnel are going into and returning from remote field work assuming that Cary Institute of Ecosystem Studies is the daily home base.

## **PROCESS:**

The Field Sign Out Board is voluntary and available to all Cary employees and visitors conducting work in the Catskills, the Hudson River or on the Cary approved sites (*approved sights can be identified by the Safety Officer, Scientist in Charge or the Cary intranet*).

The success of the board is based on the user and the response from the first initial failure to return. Please keep in mind that the board is **not manned** 24 hours a day 7 days a week. The board has coverage M-F 8am-9pm, weekends and holidays 10am-4pm. All other times where coverage is not guaranteed additional arrangements will have to be made by the user of the Field Sign Out Board.

## **GENERAL TRAINING**

- During safety orientation, employees are briefed on the Field Sign Out Board. This briefing includes the purpose, location and approved sights relating to the field sign board.
- Employees are briefed on how to access the safety page on the Cary Institute of Ecosystem Studies Intranet to input information.
- If an individual determines that they are interested in using the field sign out board then a longer and more detailed documented training session will occur.

## **DETAILED TRAINING**

- When an employee is interested in using the Field Sign Out Board they are instructed to go to the Cary Institute of Ecosystem Studies intranet page and complete the 'User Information Form'.
- When the information is completed an email with the contact information is sent directly to the Safety Officer who inputs this into the database and creates a tag.
- Next a field sign out board training session will be set up with the employee and the Safety Officer. This should take about 20 to 30 minutes.
  - The training will consist of:
    1. The initial training will consist of an overview by the Safety Officer that includes understanding their role in the process and the importance of the contact person
    2. The PI will review the site specific map(s), the importance of signing in/out; using the phone to relay messages and their accountability to their own safety plan of action.

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- When all training is completed a badge will be issued for use by the Safety Officer.
- It is the responsibility of the user to create the packet, including awareness letter, plan of action, and site specific maps for all listed contacts.

## How to Sign Out

1. Each person has a tag with their name, photo, CARY phone ext., personal vehicle info, and contact info
2. Place your tag on the board at the appropriate location when going in the field
3. Note on the board what site(s) you will visit, what vehicle you will take, the time and date you will return and cell phone number.
4. Use the **black pen** if you are **returning today**
5. Use the **red pen** if you are **returning a day other than today** (i.e., the next day)
6. Upon return, remove tag from the board, erase the site/vehicle, return time information and remove message from voicemail that pertains to your trip.

## Location

1. The board is posted in hallway leading to the loading dock of the Likens Lab

## Sign-Out Board Phone: Extension [271](#)

1. A separate phone line is designated for calls regarding the sign-out board and is located next to the sign-out board
2. The sign-out board can be reached at (845) 677-7600 and dial **271**.
3. Check messages remotely by dialing: (845) 677-7600, press '#' after greeting, enter mailbox number (extension 271), security code 44

## For day trips from CARY traveling by vehicle

1. When you leave from the field, call the "Sign-Out Board" phone and note that you are en route to CARY
2. If a question about your whereabouts arises, the messages on the "Sign-Out Board" will be checked
3. The time of the call and that you are returning will be noted on the board
4. **\*Note:** *This eliminates the possibility of a search and rescue being activated in the case a person is delayed by an accident or breakdown on the road during the return trip.*

## What to do if you will be back later than listed (or you forgot to remove your tag upon returning)

1. Call the "Sign-Out Board" phone and leave a message
2. The change will be noted on the board when messages are checked.

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## Who are “Contacts”?

1. A list of people you know who are familiar with the Sign-Out Board, would most likely know where you are, and could contact the appropriate authorities if a search is necessary
2. The person who agrees to be a field sign out contact must receive a packet which includes: *sign-out board contact awareness letter, plan of action, maps and GPS coordinates for of all sites.* They must also agree to follow the plan of action.
3. Once contacted, the people on the list should be able to accept responsibility for following the plan of action.

## Field Safety Information Notebook contains:

1. User Information – the same information that is on the tags
2. Site Information – where the person’s field sites are and how to get to them
3. Plan of Action – what should be done in the event that someone does not return by their estimated return time
4. A copy of this information is placed in a notebook and located next to the board
5. Each of your contacts must have an additional copy of the information so they have access to it should the need arise
6. Three additional binders will be created and distributed to the Safety Officer, Physical Plant Manager and the Assistant Director to be used during emergencies.
7. All information can be found online at the Cary intranet safety page.

## Before 4:30 PM

1. Lab members, supervisors, and RA’s are responsible for checking the board and taking action if it appears someone is overdue
2. If someone is overdue, see the appropriate Plan of Action.

## After 4:30 PM, Weekends and Holidays

***Weekends and Holidays guaranteed coverage no earlier than 10:00AM and no later than 4:00PM***

1. Security checks board twice during the entire shift.
2. If no tags are hanging, no further action is needed.
3. If any tags are hanging **and** person is not back by estimated time:  
check the phone for a message (*press “voicemail message” button, security code = 44*)
  - a. If a message indicates a person is en route to CARY this is noted on the board along with the time of call (*after listening to message, press “TI” for the time of call*)
  - b. A message can also indicate that a person will be later than expected. This is noted on the board along with the time of the call

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- c. Only the Field Sign Out User can delete relevant messages.
  - d. If there is no message then check the parking lot for the vehicle, if vehicle is found, contact the person and change the information on the field sign out board.
  - e. If vehicle is not in the parking lot, and there is **No Message**, then see below:
4. If there are no messages, Security starts by calling the names listed on the person's Contact Info (on the back of their tag)
    - a. If the contact person is reached, inform the contact of the situation and the responsibility now lies with the contact
    - b. If an answering machine picks up- hang up
    - c. If all contact numbers are called and no live person is reached leave no message, security will call the Safety Officer, If no contact is made then call the Physical Plant Manager, If contact is not made then call the Assistant Director.
      - **Safety Officer:**
        - (845) 224-5144
      - **Physical Plant Manager:**
        - (845) 224-7274
      - **Assistant Director:**
        - (518) 421-9027
5. **In any of the above scenarios occur please document what has been done in the "Time Exceeded and Action Taken" column of the sign-out board.**
6. **Emergency/Late or Sick Security**
    - a. If security calls in sick or will be late then the Physical Plant Manager or his designee will write the time coverage will no longer be available on the **WARNING** sign and place the sign directly on the field sign out board.
    - b. If security is on site and has to leave early they will place the time that coverage will no longer be available on the **WARNING** sign and place the sign directly on the field sign out board.
    - c. Security must call the person(s) out in the field and inform them that there will be no coverage after a designated time.
    - d. If field person cannot be reached Security will be responsible **for contacting the next person on the emergency contact list and inform them that there will be no coverage after the designated time.** PHONE MESSAGES NOT ACCEPTED!

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## WARNING

SECURITY is UNAVAILABLE to check  
the Sign Out Board after:



If you must go in the field make  
**alternate arrangements. NO one**  
**will** check the board after this time.

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**If you speak to a person:**

Hello, this is (*your name*) calling from the Cary Institute of Ecosystem Studies, I need to speak to (*name of the contact you are calling*). I am calling you because (*name of person missing*) identified you as a contact person. (*name of the person missing*) was expected to return from the field today at (*return time listed on the board*) and has not signed back in at this time. Do you know where (*name of the person missing*) is or how to find them? If not, as (*name of the person missing*)'s contact do you know what to do next and are you willing to take over responsibility at this point? If you are not willing to take over I will call the next person on the list, which may delay locating (*name of the person missing*).