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*Safety Officer*  
Heather M. Malcom

29 March 2016

Dear Proposed Contact,

As part of our safety program at the Cary Institute of Ecosystem Studies, we have initiated a new feature to help track people doing field work at Cary Institute and in the vicinity. We are asking for your assistance in this endeavor.

People doing field work are asked to sign in and out of the field using a "Sign-Out Board." Hanging on this board will be the names of people doing field work and information about what sites they are at and when they are expected back. Each individual will have a tag that contains personal information along with the names of up to 6 "contacts." These contacts are people that we will call in the event that an individual has not returned. NAME OF PARTICIPANT has selected you as a contact and we want to make sure that you are willing to take on this responsibility. NAME OF PARTICIPANT will fill you in with all the specifics but here is a quick summary.

- 1) Your name and phone number will be listed on NAME OF PARTICIPANT's tag, along with up to 5 others.
- 2) If NAME OF PARTICIPANT has not returned someone will call you. If this is after working hours (the most likely event) the caller will most likely be from our security staff.
- 3) During this call you will be asked take the lead in locating NAME OF PARTICIPANT, and determining what course of action needs to be taken. NAME OF PARTICIPANT will have provided you with a list of the other contacts, information on what to do in case of emergency, what authorities need to be contacted and under what conditions, and information specific to the site where NAME OF PARTICIPANT works. Please note that you are not being asked to launch a personal search of sites where the individual might be. You are being asked if you have information on the person's whereabouts, and if not, you are being asked to contact specific emergency services.
- 4) Different kinds of contacts are listed for different reasons. NAME OF PARTICIPANT's supervisor and colleagues will be most useful in site-specific location. NAME OF PARTICIPANT's housemates or friends might be extremely useful in determining that NAME OF PARTICIPANT has been home, and the tag left on the board is in error. The reason we have up to six contacts on the tag is because it is likely that any one or two

may be out of town at any given time. The person making the phone call from Cary IES will go down an ordered list until a contact is reached.

We hope that this emergency system will never be needed. Nevertheless, in case someone turns up missing, this system will provide a valuable safety net. If you accept this responsibility, please take it seriously. Please let other people in your household know to locate you should a call come through.

Sincerely,

Heather Malcom