Community-Based Education & Research
Project Safety & Security Plan

This document serves as a recommended template for completion during community-based research or educational activities at UTHealth Houston. It is intended to allow principle investigators to organize and document safety and security plans for each community-based project. At this time there is no formal process to submit this form to SHERM or UT Police. However, it is recommended that this information written down, agreed upon for the project, and shared with all project participants so they understand the plans for safety and security.

Project Details

Project title:

Name of Principle Investigator (PI):

Department:

Contact details:

Details of Community-Based Research:

Proposed date(s) of community-based research project (Start/End):

Location(s) of Community-Based Research (local/international):

Address(es) or geographic location(s)	Local points of contact

Details of the Team Members Involved (including the PI):

Name	Faculty/Staff/ Student	Description of responsibilities	Training obtained (or needed)

Overview of the Community-Based Research:
Provide a brief description of the community-based research to be conducted. Include details of the anticipated risks that may be encountered in the community settings included in the study or educational activities. Subsequently, include a description of the risk controls to be implemented.

Travel Plans:

Will you be travelling with a colleague/trusted person during the community-based research?

(It is recommended to use a buddy system when travelling into the community)

Details (Name/Contact):

Means of transportation while in community:

Any other special considerations for transportation?

Working in the Community:

What time will research / educational activities be conducted (day/night):

Will the research take place in a community service center?

Will the research involve door-to-door work (e.g. entering private homes)?

Will you be carrying anything of value that may be a risk for theft? (e.g. instruments, electronics, cash, etc.)

Any other special considerations for working in the community?

Reporting Emergencies:

Any unsafe or emergency situations should be reported immediately by **dialing 911** for the local police. If traveling internationally, note any local emergency contact numbers that may be used. Also, list any local contact information for the area(s) where you will be traveling to conduct the community-based research.

Local Emergency Contact Name	Phone number	Relationship to project

It is important to communicate with the PI or affiliated department at UTHealth if emergencies occur in the community. List appropriate departmental contact information below.

Departmental Emergency Contact Name	Phone number	Relationship to project

NOTE: Complete a Supervisor's First Report of Injury form if you become injured while in the community during project activities. To locate an in-network medical care facility near you, call **UTHealth Houston Risk Management and Insurance at 713-500-8100**

More information about reporting injuries can be found here: https://www.uth.edu/safety/risk-management-and-insurance/reporting-an-injury.htm.

International Community-Based Research:
Coverage under the OnCall International program is mandatory for research projects at UTHealth Houston involving international travel. More information about this program can be found here: https://inside.uth.edu/travel/index.htm

Travel health is important to consider when traveling abroad. Visit the CDC travel health webpage for more information on the country or region you will be traveling to: https://wwwnc.cdc.gov/travel/

UT Health Services offers comprehensive travel health service. Visit their webpage for more information: https://www.uthealthservices.com/services/travel.htm

Any other special considerations for international travel associated with this project?