

## MEB Fieldwork Planning Meeting

### Checklist

- \_\_\_\_\_ Planning Meeting Discussions
- \_\_\_\_\_ Emergency Action Plan
- \_\_\_\_\_ Code of Conduct

### Planning Meeting Discussions

Below are a list of questions that may serve to guide conversations during the planning process, but discussions may span beyond the scope of these questions. It is recommended that these questions be discussed with the full MEB science party to ensure that everyone has equal opportunity to participate and voice their opinions. After fieldwork, it is recommended that these items be revisited.

### Science

1. What are the main objectives? Which is of highest priority and which of lowest priority?
2. Which personnel are responsible for each task(s)?
3. Who can we ask for help if needed? Who is responsible for this communication?
4. What supplies are needed? Does anything need to be designed or built beforehand?
5. What methods should each individual know before being in the field?
6. What are plans for foul weather?
7. How can we avoid burnout? What should we do if there is burnout?
8. How often should we anticipate being in contact with the PI?
9. How will we be notified of any changes to personnel or schedule?
10. What will the power dynamics between personnel be like in the field?
11. Are there times that someone may be expected to be working alone?

### Life in the Field

1. What are living conditions like (sleeping arrangements, access to bathroom, food availability, internet access)?
2. What will transportation of personnel and equipment to the field site look like?
3. What personal items should we bring? What personal items are provided?
4. How many hours per day are generally worked?
5. Are there any health risks or common problems we should be aware of?
6. When we are not actively sampling or preparing to, is that our time to do as we choose or are we expected to still be working?
7. What are our rights? Are we allowed to question continued sampling if we feel it will put our mental, physical, or emotional health at risk with no repercussions?
8. What concerns could there be regarding non-science party affiliated people (crew, people in the community, etc)?

### Reporting Incidents

1. Have there been any past incidents with this type of field work that we should be aware of to try to avoid?

2. If we encounter a problem in the field, who should we contact?
3. If we report a problem, are we protected?
4. When an incident is reported, how will the rest of the plan be executed?
5. How can we make a safe space to decompress or report an issue while still in the field?

### **Emergency Action Plan (EAP)**

There are draft EAPs for [research vessel](#) and [diving operations](#), but it is recommended to talk through the following:

1. What should we do in the case of an emergency?
2. What potential risks are there in the field?
3. Who is the chain of command to report to?
4. Where is the safety gear? Who is trained in administering any First-Aid, CPR, or O2?
5. What are our safety signals or alarms?
6. What emergency situations should we be expected to handle to handle ourselves?

### **Code of Conduct and Bill of Rights**

There is a draft [Code of Conduct](#), but it is recommend to talk through the following:

1. How can we ensure privacy, safety, and adequate rest?
2. Who will be responsible for each part of the data collected? What control do we have over that data being shared?
3. What sort of Team interactions will we have?
4. How can we be respectful of the native populations and environment that we are working in?
5. What personal boundaries should we adhere to?
6. What behavior is appropriate? What behavior will not be tolerated?
7. What should we do if we have experienced inappropriate behavior?
8. Who can we report this to?

### **Goals from Pre-Fieldwork Discussion:**

1. A planning meeting with discussions on science, life in the field, and reporting procedures was conducted.
2. What to do in the event of an emergency was discussed and/or an Emergency Action Plan was discussed
3. A code of conduct was decided upon.

**Science Party Lead(s):** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Project:** \_\_\_\_\_

## MEB Post-Fieldwork Debrief Guide

### Debrief Meeting Discussions

Below are some suggested topics to discuss post-fieldwork. These may be as group meetings between the whole science party or one-on-one meetings as appropriate. In light of your experiences and the outcome of debriefing discussions, it is encouraged that you update your Emergency Action Plans and Code of Conduct as appropriate.

#### Science

1. Were our science objectives met?
2. Did all personnel feel adequately prepared or trained?
3. Were there any supplies we did not have, but wish we did? Are there any kinks that need to be fixed for future sampling campaigns?
4. How was the communication between the science party?
5. How were the power dynamics between the science party?

#### Life in the Field

1. Did everyone have a safe space to rest?
2. Are there things people wish they knew before being in the field?
3. Were there any risks to your health?

#### Reporting

1. Were there any issues with other science party members or non-science party affiliated people?
2. Are there any unresolved issues?
3. Do any further actions need to be taken?

### Goals from Post-Fieldwork Debriefing:

1. A debrief on the science conducted in fieldwork.
2. A debrief on life in the field.
3. Any incidents that occurred in the field were handled or escalated if appropriate.

**Science Party Lead(s):** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Project:** \_\_\_\_\_