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Environmental Health and Safety

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Boating Safety Manual

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Approved and issued by order of:

Stacy Volnick

VICE PRESIDENT OF ADMINSTRATIVE AFFAIRS

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POLICY MAINTENANCE SECTION

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FLORIDA ATLANTIC
UNIVERSITY

ENVIRONMENTAL HEALTH AND SAFETY

Boating Safety Manual

Florida Atlantic University
Office of Environmental Health and Safety
September 2023

Approval Page

This Florida Atlantic University “Boating Safety Manual” has been reviewed and is approved for implementation by the Florida Atlantic University Diving and Boating Board. This manual replaces and supersedes all earlier versions.

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1.00 OVERVIEW

1.10 Introduction

The Diving and Boating Board (DBB) has been delegated the authority to promulgate and administer University policies and procedures with regard to all boating operations conducted in conjunction with academic and research activities at FAU. This manual, together with the Charter of the FAU DBB, and applicable regulations, shall constitute the FAU Boating Safety Program.

This has been developed to standardize procedures and safety guidelines for all boating operations conducted under the auspices of Florida Atlantic University. FAU personnel may utilize State-owned, privately owned, or commercial charter boats to conduct research and teaching activities.

Diving and Boating Safety Officer (DBSO) and Boating Safety Officer (BSO) are equivalent and used interchangeably.

1.20 Purpose

The purpose of this manual is to set guidelines and regulations for all boating activities conducted under FAU auspices, and to:

- Ensure that all boating is conducted in a manner that will maximize protection of vessel operators, crew, and passengers from accidental injury and/or illness,
- To set forth standards for training and certification,
- Ensure that the FAU Scientific Boating Program meets the requirements of federal, state, and local regulations.
- Enable FAU to meet requirements of local environments and conditions.

1.30 Florida Atlantic University Auspices Defined

The provisions of these guidelines shall be followed whenever FAU personnel are operating a vessel under FAU auspices, regardless of ownership of the vessel.

FAU auspices include any official university activity, regardless of location, including but not limited to: employees or students engaged in research, earning academic credit, or acting within the scope of employment, including receiving or providing vessel instruction or vessel checkouts.

Vessels used under Florida Atlantic University auspices include:

- Vessels owned, supported, or administered by FAU
- Privately owned vessels used by FAU for research or educational purposes

The DBB has no oversight of recreational boating by FAU organizations (i.e. boating clubs, etc.) which are not part of the academic and/or research mission of the University.

1.40 FAU General Policy

Alcohol, Drugs, and Tobacco

- a. Alcohol - It is strictly prohibited by Federal and State of Florida regulations to operate a

vessel under the influence of alcohol. It is the responsibility of the boat operator or captain to ensure that no alcohol is brought onboard unless done in compliance with University Policy 1.2, Alcoholic Beverages.

- b. Drugs - Florida Atlantic University adheres to a Zero Tolerance policy for illegal drugs aboard FAU vessels. Operators of vessels under the auspices of FAU cannot operate vessels if under the influence of prescription drugs which may impair or influence their judgment or capabilities.
- c. FAU is a tobacco-free university. Smoking is not allowed on FAU vessels. This includes cigarettes, cigars, chewing tobacco, e-cigarettes, vape pens, etc.

1.50 Personal Safety

It is the boater's responsibility and duty to refuse to participate in field work if in his/her/their judgement, conditions are unfavorable, or if they would be violating the precepts of his/her/their training, of this standard, or regulations of this manual.

No field team member shall be required to be exposed to the elements against their will.

Each boater must maintain good physical condition and will avoid field work which includes vessel use for the duration of any known condition which is likely to adversely affect the safety and health of the other team members.

2.00 ROLES AND RESPONSIBILITIES

2.10 Diving and Boating Board Responsibility

The Diving and Boating Board (DBB) is delegated authority by the Vice President for Research, and is the University's central oversight body for matters relating to scientific diving and scientific boating operations for FAU.

- a. Must have a membership consistent with the FAU Diving Safety Manual and AAUS
- b. Must approve and monitor boating activities
- c. Must review and approve the Diving and Boating Safety Manuals
- d. Must assure compliance with the manuals
- e. Must take disciplinary action for unsafe practices
- f. Must act as the official representative of FAU in matters concerning vessel safety
- g. Must act as a board of appeal to consider boater-related problems
- h. Must recommend the issue, reissue, or the revocation of vessel and vessel operator authorizations
- i. Must recommend changes in policy and amendments to the FAU Boating Safety Manual
- j. Must suspend boating programs that are considered to be unsafe or unwise
- k. Must establish and/or approve vessel safety training programs
- l. Must periodically review the Diving and Boating Safety Officer's performance and program
- m. Must investigate boating accidents within FAU's boating program or violations of FAU's boating safety manual
- n. Grant exceptions to this manual

At FAU, operational conduct and oversight of the scientific boating program is delegated to the DDBSO within the Office of the Environmental Health and Safety. The principal responsibility of both the DBB and DDBSO is always safety.

For a complete list, refer to the "Diving and Boating Board (DBB) Role and Function" document via Research Integrity under the Division of Research."

2.20 Boating Safety Officer

The Diving and Boating Safety Officer (DBSO) serves as a member of the Diving and Boating Board (DBB). This person must be a fully qualified Diving Safety Officer (DSO) and Boating Safety Officer (BSO) and have a broad technical and scientific expertise in research related diving and vessel operation.

- a. Must be appointed by the responsible administrative officer or designee, with the advice and counsel of the Diving and Boating Board.
- b. Must possess the knowledge, skills, and abilities (i.e. training and experience) necessary to oversee the Florida Atlantic University Boating Safety Program including:
 1. Knowledge of applicable Federal and State laws for the operation of vessels.
 2. Knowledge of all FAU boating policies and regulations.
- c. Must exhibit leadership qualities and be willing to assume full responsibility for all boating operations and personnel.
- d. If delegated by the DBB.

For a complete list, refer to the “Diving and Boating Board (DBB) Role and Function” document via Research Integrity under the Division of Research.”

2.30 Boating Supervisor

A Boating Supervisor has immediate responsibility for vessel activities associated with projects, departments, or other units (e.g., Principal Investigator (PI), project supervisor, or administrative officer). Roles and responsibilities include:

- a. Ensuring compliance with this manual.
- b. Signing a float plan, confirming the operator is qualified and allowed to use the vessel and lab resources, prior to submitting it to the DBSO. Usually PI, however, this may be temporarily delegated to a lab manager or other responsible person if PI is away and out of contact.
- c. Establishing and enforcing related standard operating procedures (SOPs and guidances).
- d. Working with DBSO to meet safety compliance requirements.
- e. If delated and approved by DBSO, ensuring authorized vessel operators are sufficiently competent operating specific vessels in their respective units.

2.40 Vessel Operator

All non-chartered vessels must have assigned **one** designated and approved FAU Vessel Operator who assumes the following responsibilities:

- a. All aspects of boating operations, regardless of any senior personnel present in the boat, including, but not limited to:
 1. Safety of the vessel, equipment, and all persons on board.
 2. Operation of the vessel in compliance with federal, state, and local regulations and this manual.
 3. Ensuring that required safety equipment is on board and that crew and passengers are briefed on its location and use.
 4. Reporting all incidents, accidents, citations, or safety concerns to the DBSO.
- b. Submitting, updating, and closing Float Plans according to this manual.
- c. Assisting DBSO and/or Boating Supervisor with operator training or proficiency evaluation.
- d. Ensuring the Shore Contact has an up-to-date version of the float plan.

The vessel operator remains the responsible person even if there is a qualified alternate vessel operator listed on the float plan.

2.50 Alternate Vessel Operator

An Alternate Vessel Operator has all the same training as the Primary Vessel Operator.

A vessel operator who is still in the process of completing their 20 proficiency hours (Section 3.15) may be listed as the alternate if both the Boating Supervisor and DBSO agree that they have the necessary competencies.

Alternate Vessel Operators are required for all operation of vessels over 3 miles from shore or on

trips lasting longer than 12 hours.

2.60 Vessel Crewmember

Crewmembers are designated to assist FAU Vessel Operators with ensuring the safe operation of vessels. In the event a Vessel Operator no longer has the capacity to safely operate the vessel, and a qualified alternate vessel operator is not on board, a Vessel Crewmember may be required to temporarily assume the role of, or designate, a replacement Vessel Operator.

2.70 Shore Contact

Shore Contacts are designated to monitor the status of boating operations while a Float Plan is open. SOPs that Boating Supervisors develop should explicitly specify operational procedures that Shore Contacts follow. The responsibilities of a Shore Contact include:

- a. Receiving an approved copy of a Float Plan prior to boating activity.
- b. Understanding and following SOPs related to Float Plan monitoring.
- c. Updating Float Plan at the direction of Vessel Operator during boating activities.
- d. Initiating communication and safety procedures based on Float Plan Monitoring SOPs.
- e. Monitoring open Float Plans until closed by Vessel Operators.

2.80 Passengers

All authorized personnel onboard a vessel that are not a Vessel Operator or Crewmember, are considered passengers. Passengers are the responsibility of the Vessel Operator and Crewmembers, and therefore must follow all their instructions while onboard. Passengers should not assist in any vessel operations unless specifically asked to by the vessel operator or crew member.

Passengers who are not one of the following must sign an FAU waiver before boarding the vessel.

- a. FAU employee
- b. FAU student
- c. Registered volunteer

3.00 ADMINISTRATIVE PROCEDURES AND TRAINING REQUIREMENTS

3.10 Vessel Operators

All personnel who operate vessels under FAU auspices must receive formal authorizations by the DBB (or authorized designee) and comply with all state, federal, and local requirements and this manual.

3.11 Authorization of Vessel Operators

Prospective vessel operators should submit a completed Vessel Operator Application form to the DBSO. The DBSO will review the application and compliance with training requirements and provide notice of authorization.

3.12 Maintaining Authorization

Vessel Operator authorization will be reviewed every 5 years by the DBB (or designee) and may require recertification or other training to remain authorized. Throughout authorized periods, all accepted or required certifications must be maintained as current to operate vessels.

Vessel Operators must maintain the ability to effectively complete all skills performed during their MOCC certification as well as mobility and stability aboard the vessel. It is expected that vessel operators also self-report if they feel they cannot adequately perform the duties and responsibilities required of a primary vessel operator.

The DBB or designee may temporarily remove the vessel operator from operational capacity.

3.13 Revocation of Authorization

A Vessel Operator's authorization may be revoked by the DBB (or designee) for actions deemed unsafe or unlawful or for not meeting FAU procedural or authorization requirements.

3.14 Reauthorization

If a boat operator's authorization is revoked, they may be re-qualified after the operator complies with such conditions as the DBB may impose.

3.15 Training and Operator Authorization

ALL vessel operators must:

- a. Be an FAU employee.
**Note: non-FAU employees can operate non-powered vessels when on a float plan with a fully qualified Primary Vessel Operator.
- b. Provide the DBSO with a completed FAU Vessel Operator Application
- c. Provide a copy of their NASBLA Florida Safe Boater certificate or equivalent from another state, or a USCG Captain's License to the DBSO. Those qualified to operate vessels prior to January 1st, 2018 do not need to meet this requirement unless they are born after January 1st, 1988.

“This is based on [Florida State Law](#) which states “Anyone born on or after January 1, 1988 who operates a vessel powered by 10 horsepower or more must pass an approved boater safety course and have in his/her possession photographic identification and a boating safety education identification card issued by the Florida Fish and Wildlife Conservation Commission. (exemption: A person licensed by the U.S. Coast Guard as a master of a vessel, or an operator who is accompanied onboard by a person who is exempt from the educational requirements, provided that person is attendant to and responsible for the safe operation of the vessel.”

- d. Provide the DBSO with a current CPR, First-Aid, and AED certification from a nationally recognized training agency. Course must include book (or online) work, as well as a hands-on practical portion.

**Note: for non-powered vessels, only person listed as “Primary Vessel Operator” on float plan must be certified.

Motor Vessel Operators

- a. For vessels less than 36 feet in length one must successfully complete a Motorboat Operator Certification Course (MOCC) or have a current USCG Captain’s License. Boaters qualified to operate FAU vessels prior to January 1st, 2018 are “grandfathered” in and do not have to meet this requirement. Training must include:
 1. Book work and final written exam
 2. Fire suppression
 3. Watermanship
 4. Marlinspike
 5. Pyrotechnics (flares)
 6. Boat and trailer inspection
 7. Trailing
 8. Vessel handling, slow speed and at-speed
- b. For vessels over 36 feet and over in length: must have a current USCG Captain’s License for the tonnage of the vessel in question.
- c. Perform a checkout with the DBSO or designee for class/size of motor vessel
- d. Complete 20 proficiency/internship hours aboard the vessel class/size to be used. Hours may be combined for vessels with similar length and propulsion at the discretion of the DBSO. Submit completed *Vessel Operator Proficiency Hours* form to DBSO.
 1. JetSki operators do not need to achieve the 20 proficiency hours,
- e. To operate outside of inland waterways must receive offshore training and be approved.

Airboat Operators

- a. Successfully complete a Motorboat Operator Certification Course (MOCC) with airboat extension module OR successfully complete an Airboat Operator Certification Course (AOCC).
- b. Perform a checkout with DBSO or designee for class/size of airboat.
- c. Complete 20 proficiency/internship hours aboard the vessel class/size to be used. Submit completed *Vessel Operator Proficiency Hours* form to DBSO.

Non-Powered Vessel Operators

- a. Successfully complete online Canvas course

- b. Successfully complete skills checklist with DBSO or designee for type of non-powered vessel.

3.20 Vessel Crewmembers

All personnel who crew vessels under FAU auspices must receive formal authorization by the DBB (or authorized designee) and comply with all state, federal, and local requirements and this manual. Any personnel that will be routinely involved in scientific boating should have crew member status. A crewmember is a person carried on board a vessel to assist the vessel operator with activities essential for propulsion and passenger safety such as:

- a. Trailering
- b. Docking
- c. Anchoring
- d. Navigation
- e. Maintenance of vessel machinery and systems

A crewmember is encouraged on all float plans. A crewmember is required for any offshore operation or at the discretion of the DBSO with regards to vessel size/type, operator, cell service coverage, and operating area.

3.21 Requirements

Vessel Crewmembers must be an FAU employee or Category 1 volunteer. Prospective vessel crewmembers should submit a completed Vessel Crewmember application form to the DBSO who will review the application and the applicant's compliance with training requirements.

Crewmembers must maintain mobility and stability aboard the vessel and remain capable of assisting the vessel operator in normal operational procedures and in case of an emergency.

3.22 Training

All vessel crewmembers must satisfactorily complete:

- a. Florida Safe Boater Course or equivalent
- b. FAU Vessel Crewmembers online training course

Active vessel operators are exempt from the additional crewmember training.

3.30 Shore Contacts

All personnel who monitor FAU open float plans must receive authorization by the FAU Boating Supervisor for which they act as shore contact. While vessels are being operated, a Shore Contact maintains regular scheduled contact with the Vessel Operator to ensure:

- a. Check-ins are timely
- b. Search-and-rescue procedures are initiated
- c. FAU personnel are notified of incidents or accidents
- d. Updates to vessel return or check-in times

Each FAU unit or lab will develop and provide Standard Operating Procedures (SOPs) for Shore Contacts to follow. The shore contact must be:

- a. An FAU employee
- b. Onshore at all times during the time(s) the float plan is active
- c. Available by their form of contact listed on the float plan.

3.40 Passengers

As defined in this manual, all authorized personnel onboard a vessel that are not a Vessel Operator or a Crewmember, are considered passengers. Passengers are required to provide a signed FAU Liability Waiver prior to boarding the vessel (with the exception of registered FAU students, authorized volunteers, staff or faculty).

Passengers must maintain mobility and stability aboard the vessel and remain capable of performing any tasks needed for their duty aboard the vessel.

3.50 Trailering

If a person who is not trained as a motorboat or airboat operator is to assist in trailering, they are required to complete a checkout by the DBSO (or designee) to demonstrate satisfactory proficiency. This checkout will meet the standards set by the MOCC and the AOCC.

3.60 Vessels

3.61 Authorization of Vessels

Any vessels under FAU auspices must have a current U.S. Coast Guard approved annual inspection. This includes either a current U.S. Coast Guard Certificate of Inspection (COI) or a Coast Guard Auxiliary Visual Safety Checks (VSC). Depending on the type of vessel, this includes the vessel having, but is not limited to:

- a. Florida registration
- b. Appropriate type and number of PFDs
- c. Operational lights
- d. Visual and auditory distress signals (e.g., flares/mirror/horn/etc.)
- e. VHF
- f. Secondary communication (e.g., PLB, cell phone)
- g. Navigational chart appropriate to operational area
- h. Appropriate type and number of fire extinguishers

3.62 Maintaining Authorization

Proof of annual inspection must be provided to the DBSO to maintain authorization. This does not pertain to non-powered vessels; however, such vessels should be visually inspected prior to being used in the field.

3.63 Revocation of Authorization

The DBB, with input from the DBSO, reserves the right to revoke authorization of a vessel used under FAU auspices for actions deemed unsafe or unlawful, or for not meeting FAU procedural or authorization requirements.

3.64 Reauthorization

If a vessel's authorization expires or is revoked, it may be requalified after it complies with such conditions as the DBB may impose on the vessel owner.

3.65 Charters and Rental of Vessels

Any vessel not owned by FAU and operated by non-FAU vessel operators, but used under the auspices of FAU, is considered a Chartered Vessel. Chartered Vessels must be insured and inspected. Vessel operators must have and maintain a current U.S. Coast Guard Captain's License appropriate to the tonnage of the vessel and number of passengers on board.

If a vessel is rented "bareboat," meaning without a hired operator, under the auspices of FAU, the vessel, vessel operator, and crewmembers must comply with the requirements in this manual. Additionally, an FAU Float Plan must be filed.

4.00 RECORD KEEPING

4.10 Float Plans

A float plan serves the following purposes:

a. Safety

The essential purpose of a Float Plan is to ensure that a shore-based contact person will take necessary emergency notification steps should the vessel become overdue, fail to make contact at appointed times, or require assistance.

b. Compliance with FAU policies and procedures

Float Plans also provide an opportunity for the DSO to review the proposed boating activity for compliance with this manual and other FAU policies. Prior to departure, all Float Plans must receive approval.

c. Planning

Float Plans are a useful tool for planning boating activities. Items to determine in advance include: vessel selection, activity location, personnel aboard, duration and timing, special equipment needed, and route. Prior to getting underway, the Vessel Operator will formulate a float plan and submit it to the DSO.

d. Record of boating activity

Float Plans serve as a record of boating activities.

4.20 Policies

No boating activities shall be conducted under FAU auspices without an approved Float Plan. All Float Plans must be submitted via Bloop prior to departure. In the event Bloop is not functioning, an FAU PDF Float Plan may be submitted to the DBSO using the form in the appendices. All boating activity must only be conducted within the scope of an approved Float Plan.

The Float Plan will be reviewed and must be approved by a project's Principal Investigator and the DBSO prior to departure. Any changes to a Float plan prior to departure must be reapproved by the DBSO. Underway, the shore contact is responsible for nothing changes to a Float Plan for the following items:

- a. Itinerary variations within approved scope
- b. Scheduled return time
- c. Scheduled search time
- d. Non-emergency communication schedule
- e. Activity variations within approved scope

Float Plans must not be deviated from, except in the event of an emergency. In an emergency situation, the vessel operator should use their own discretion and best judgement.

4.30 Waivers

With the exception of FAU employees, registered FAU students, or approved FAU category 1 volunteers, all other passengers must sign an FAU Diving and Boating Safety Program Release and Waiver of Liability (Appendix) and submit it to the DBSO prior to boarding the vessel.

Riverwoods and Indian River Lagoon tours must collect waivers from passengers prior to them boarding the vessels. Waivers must be compiled and turned into the DBSO quarterly to be filed.

4.40 Non-Compliance Events

A non-compliance event is when a boater is found to have neglected the protocols set by this Boating Safety Manual and/or the partner Diving Safety Manual, on purpose or by accident. These are recorded to better understand if and how the Manuals are fitting the needs of FAU researchers.

- a. Those involved, along with their PI, must complete the *Non-Compliance Event* form (Appendix) and submit it to the DBSO.
- b. The DBSO will present non-compliance events to the DBB at a monthly meeting.
- c. The DBB will discuss and determine if the event needs follow-up.
- d. The DBSO will follow-up with the party in question at the discretion of the DBB.
- e. Most non-compliance events are used as a chance for boaters to learn more about local, state, or federal rules, or those outlined in this manual.

4.50 Incident and Accident Reporting

- a. All incidents and accidents must be reported to the Boating Safety Officer within 24 hours of the event. The DBSO will complete a report and submit it to the DBB during a monthly meeting.
- b. Incidents, near accidents, breakdowns, or other unsafe events whether on land or at sea, that happen within the scope of a float plan, should be reported to the DBSO within 72 hours.
- c. The DBSO will compile and submit the reports to the DBB who will investigate and document the accident and related personal injury and/or property damage.
- d. Accident reports must be held for a minimum of seven years.
- e. The operator of a vessel involved in a boating accident where there is a personal injury beyond immediate first aid including death, disappearance of any person under circumstances which indicate death or injury, or is there is damage to the vessel(s) and/or personal property of at least \$2000, must give notice to the following by the quickest means possible:
 1. The Florida Fish and Wildlife Conservation Commission
 2. The sheriff of the county in which the accident occurred
 3. The police chief of the municipality in which the accident occurred, if applicable
- f. The U.S. Coast Guard must be notified as prescribed by the Code of Federal Regulations, [33 CFR, 173, sub part C](#).
- g. The DBSO will investigate any serious accident and a written report will be submitted to the chair of the DBB. It must include:
 1. Name, address, and phone number of the principal parties.
 2. Summary of experience of operators involved.
 3. Location, description of area of operation and conditions that led up to the incident.
 4. Disposition of the case.

5. Recommendations to avoid repetition of the incident.
- h. If needed, the Chair, with the support of the DBSO, will present the details of the accident to University officials.

It is the vessel operator's responsibility to make sure the shore contact understands clearly what procedures are in place and what will invoke those procedures.

4.60 Maintenance of Records

- a. The Boating Safety Officer shall maintain permanent records of all float plans, operator records, and waivers. Operator records to be kept shall include training, time underway, location, vessel and any other pertinent information. Copies of these activities are to be kept in the operator's permanent file.
- b. Other records kept shall include an up-to-date record of vessel activity, engine time, and maintenance/repairs for the vessel and for its trailer if applicable by the department of designated person in charge of each vessel.
- c. Records and documents required by this standard shall be retained by Florida Atlantic University for the following periods:
 1. Boating Safety Manual; the current and previous versions.
 2. Float plans; digitally stored database records will be kept indefinitely.
 3. Operator Records; five years.
 4. Vessel activity, engine time maintenance/repairs for the vessel and for its trailer is applicable; five years
 5. Injuries and accident reports; digitally stored records will be kept indefinitely.
 6. All other documents, indefinitely or at the discretion of the Boating Safety Officer.

5.00 OPERATIONAL PROCEDURES

All boats and equipment operated by Florida Atlantic University in US waters, regardless of ownership, must at a minimum conform to U.S. Coast Guard, state, and local requirements and the standards set forth in the Florida Atlantic University Boating Safety Manual.

All boats operated outside of U.S. Coast Guard jurisdiction must at a minimum comply with U.S. Coast Guard regulations in addition to any applicable local requirements and to the standards set forth in the FAU Boating Safety Manual.

5.10 Float Plans

A float plan must be filed for every trip on a vessel under the auspices of Florida Atlantic University according to the recording keeping requirements in section 4.10.

- a. Float plans must not be deviated from, except in the event of an emergency. In an emergency situation, the vessel operator should use their own discretion and best judgement but be prepared to justify their actions if required by the Diving and Boating Board.
- b. Notifications – the shore contact must be notified:
 1. When the vessel leaves dock
 2. When the vessel arrives back at dock
 3. According to the schedule set on the float plan
 4. If the vessel operator plans to deviate from the times listed on the float plan (i.e. arrive back at dock later than originally expected)
- c. If a vessel operator fails to call in upon return or at the scheduled time, the shore contact will:
 1. Call the vessel operator
 2. If the vessel operator does not pick up, the vessel operator should call anyone else on board for which they have the contact information for.
 3. If the shore contact cannot contact anyone, they should notify either federal or local search and rescue agencies
 4. Once search-and-rescue has been contacted, notify the FAU DBSO.

5.20 Equipment

- a. The operator must be familiar with the operation of all vessel equipment and must inspect all emergency equipment prior to departure.
- b. The operator and/or crewmember must notify the responsible person of any malfunctioning equipment.
- c. The nature of specific operations may require vessels and boating equipment to meet higher standards than these guidelines as determined by the DBSO and/or DBB.

5.30 Communications

- a. All FAU vessels must be equipped with at least two (2) forms of communication including:
 1. One fixed or portable VHF radio.
 2. One fully charged cell phone.
 3. VHF radios may be excluded only for non-motorized vessels operating exclusively inside the ICW, or other small bodies of water such as lakes, rivers, and streams where land is easily accessible.

4. If the area of operation is remote with questionable or no cell phone service, the vessel must be equipped with an EPIRB, a PLB, a SPOT GPS, or a similar device.
- b. If an excursion is scheduled to last more than four hours, a radio or phone check-in procedure must be in place and used.

5.40 Weather

- a. Boat operators must exercise good judgement when gauging weather conditions. Consult appropriate national and local weather forecasting services prior to departure in determining whether it is safe to proceed. Minimally, NOAA weather should be monitored for small craft advisories in effect.
- b. Float plans submitted for operation when a small craft advisory is in effect or winds are greater than 25 mph (22 kts) will be subject to extra review. If at sea and these conditions arise, the vessel should make for the nearest inlet, harbor, or safe refuge immediately.
- c. Vessels not equipped with radar, suitable for navigation, must not be operated in fog or other conditions that reduce visibility to under one mile.

5.50 Day of Procedures

5.51 Pre-Launch and Pre-Departure

The following steps must be performed prior to launch. As a courtesy to others, do everything you can to ready your boat for launching before moving to the ramp.

- a) Make sure that the drain plug is in place.
- b) Unfasten gunwale tie downs and trailer straps.
- c) Attach lines from your boat to shore before launching and ensure that they are properly manned. The boat may come off the trailer rapidly and may be difficult to control.
- d) Check that all non-essential passengers and crewmembers are out of the boat before launch.
- e) Ensure battery is switched on.
- f) Ensure throttle is in neutral position, kill switch is in place, and key is in ignition.

Safety Checks

All vessels in use under FAU auspices must comply with Federal and State of Florida safety regulations.

All vessels or flotillas of vessels (i.e., kayaks) must have at least one First-Aid kit available. First aid kits should contain at a minimum basic first aid supplies, sunscreen, and insect repellent.

Prior to Departure the vessel operator, captain or supervisor must:

- a. Assess all environmental conditions such as weather, water conditions, etc.
- b. Perform a functional inspection of the boat and equipment, including communications. Prior to each outing a vessel safety checklist (Appendix D) must be completed.
- c. Conduct a safety briefing for participants, passengers and/or crew which at a minimum shall include:
 1. Location of any fire-fighting equipment or fire extinguishers.
 2. Location of life jackets.
 3. Location of any throw-able rings or man overboard buoys.

4. Location of first-aid kit.
5. Emergency communication procedures.

5.52 Underway Operational Procedures

The following procedures must be observed while operating boats under the auspices of FAU:

- a. A person qualified to operate and maneuver the boat as required must remain on the boat at all times. If training is occurring the qualified vessel operator must be able to take control of the vessel at any time.
- b. If power driven, adequate fuel to complete the intended trip or trip leg must be on board prior to departure.
- c. Absolutely no swimming is allowed at any time without the prior approval of the DBSO.
- d. Prior to departure, Vessel Operators must conduct a passenger briefing and inform passengers of any dangers associated with boat operations, safety equipment on board, and have a signed *Diving and Boating Safety Program Waiver* for each passenger.
- e. Vessel operators must make every effort, within the limits of safety, to allow access to physically disabled persons.
- f. All passengers must be securely seated or braced while the vessel is underway.
- g. Vessels shall be operated at a safe speed at all times. A safe speed shall be maintained to avoid collision and/or property damage and to ensure passenger safety. In determining safe speed, all factors: weather, vessel maneuverability, visibility, traffic, sea state, current, navigation hazards, draft, depth of water, possibility of floating objects and all other factors relative to safety, including common sense, must be considered.
- h. On vessels equipped with kill switches, the Boat Operator is required to keep the kill switch on their person at all times while underway.
- i. All persons on FAU vessels shall wear appropriate protective clothing and safety equipment for the conditions. Including but not limited to: PFDs, gloves, hard hats, hearing protection, safety glasses, deck shoes, and or steel toed shoes.
 1. PFDs must be worn at all times aboard the vessel.
 2. Hard hats must be worn whenever working with overhead equipment (e.g., A-Frame operations).
 3. Closed toed shoes must be worn during all deck operations and on open vessels.

Programs requiring operations outside the parameters of this manual require notification to the office of the Boating Safety Officer. Sufficient lead-time prior to operations must be allowed for processing notifications of adherence to safety.

5.53 Return Operational Procedures

- a. Close the float plan by notifying the shore contact of return.
- b. Notify the responsible person (vessel owner, marina manager, P.I., etc.) of any problems with the boat or equipment within 24 hours of return. If vessel is to be used the following day, responsible person should notify the next day's vessel operator if possible.
- c. Rinse the vessel and any scientific equipment used.
- d. Complete any needed incident/accident reports.

5.60 Anchoring and Mooring Procedures

It is the sole responsibility of the vessel operator to assure that vessels are properly anchored or

moored and are in compliance with all Federal, State and local anchoring and mooring laws and regulations. Anchors must be present on all FAU vessels and should be appropriate for the specific bottom characteristics.

- a. Anchors shall not be dropped on living coral at any time.
- b. Vessel Swinging Arc – Vessels must not be anchored unless there is sufficient space available to adequately allow a 360 degree swing without colliding with objects or other vessels. When mooring on balls or in mooring fields, the mooring line must not exceed a length which will allow the vessel to contact other vessels.
- c. When using mooring fields containing ball color codes, FAU vessels must not utilize balls designated for commercial vessels, or exceed hourly or daily limits. In no case should a dinghy ball be used unless the vessel is in fact a dingy or small inflatable.
- d. Anchors and anchor rode's should be of proper composition and include at a minimum an anchor, a chain, and/or the anchor line with appropriate shackles and swivels.
- e. When tying to a mooring ball it is preferable to use a bridle system with both bitter ends affixed port and starboard cleats and the line passed through the mooring ball line eye.
- f. Anchor scope must be at least 7:1 for average conditions and at least 10:1 if storm conditions are expected.
- g. A GPS device to aid in navigation and location of work sites.

5.70 Additional Procedures for Non-powered Boats

Non-powered boats including sailboats, kayaks, canoes, rowboats and dinghies belonging to FAU as well as those owned personally by an employee or student, or rented or chartered must adhere to the following additional requirements:

- a. Boating alone under FAU auspices is strictly prohibited. The “buddy system” is to be employed in all boating activities conducted under the auspices of FAU.
- b. At least one boat in the group must be equipped with a means of communication such as a cell phone or handheld radio. These items should be stored in waterproof, floating containers when not in use.
- c. Everyone must wear a PFD while aboard and have a sound making device like a whistle
- d. Boats should be equipped with a bow and/or stern line to aid in docking or towing.
- e. Lines should be properly stowed when not in use.
- f. In the event that your boat capsizes, account for your safety and the safety of others before attempting to recover equipment.
- g. Offer your assistance to any other capsized boats if capable.
- h. Always remain within sight and voice contact of your group.
- i. Do not overload small boats. If not stated on the boat, contact the manufacturer for weight capacity.
- j. Get off the water as soon as possible when a storm threatens.
- k. Inspect boats frequently to identify cracks or leaks. Damage to a kayak's bulkheads can severely hinder the vessel's buoyancy.
- l. If operating at night, every vessel must carry a light that is bright enough to show in enough time to avoid a collision.

5.80 Additional Procedures for Airboat Operations

- a. Departmental Daily Check-Off Sheets for Airboats must be completed prior to departures.
- b. Pre-Start Checks must be performed prior to starting engines.

- c. Hearing and eye protection for each person on board must be present and worn at any time the engine is running.
- d. Florida state law requires
 - a. “The exhaust of every engine used on any airboat operated in Florida must use an automotive-style factory muffler, underwater exhaust, or other manufactured device capable of adequately muffling the sound of the engine exhaust. The use of cutouts or flex pipe as the sole source of muffling is prohibited.”
 - b. “Airboats must be equipped with a mast or flagpole displaying a flag that is at least 10 feet above the lowest part of the boat. The flag must be square or rectangular, at least 10 inches by 12 inches in size, international orange in color, and displayed so it is visible from any direction.”

5.90 Fueling Procedures

During any fueling operations the following procedures shall be used:

- a. Close all doors, hatches, and ports and turn off all electrical equipment.
- b. Turn off stoves, heaters and extinguish all open flames. Advise personnel not to smoke.
- c. For smaller vessels, all unnecessary personnel must exit the vessel during fueling.
- d. After fueling, open all doors, hatches and ports. *If the vessel has them, operate blowers for at least 4-5 minutes prior to energizing electrical circuits or starting engines.
- e. Have a fire extinguisher at hand for engine start.

6.00 EMERGENCY PROCEDURES

6.10 Accident/Incident Procedures

It is unlawful for any person operating a vessel involved in a boating accident to leave the scene without giving all possible aid to the involved persons and without reporting the accident to the proper authorities.

Immediately following an accident:

- a. Determine if the vessel is in danger of sinking or other immediate peril and if everyone is on board.
- b. If there is more than one vessel involved, ascertain as quickly as possible if the other vessel(s) are in danger or if anyone is missing. Render assistance if this can be done without further danger to your vessel or personnel.
- c. If necessary, issue a distress call or notify local EMS. If the vessel is inoperable and not sinking, drop anchor if possible to avoid drifting.
- d. If it is necessary to abandon ship, make sure each person has a lifejacket, that flares or other signaling devices are present, and if possible a handheld marine radio. All personnel must remain together at all times and wait for assistance.
- e. As soon as possible after emergency help arrives, notify the DBC, Float Plan Contacts, and family members of the situation.

6.20 Distress Calls

It is the responsibility and discretion of the vessel operator or captain to make the decision to request assistance at sea in the event of an emergency. However, for any of the following reasons it is mandatory to request emergency assistance:

- a. When the vessel has become seriously disabled or there is reason to believe it is in the process of becoming seriously disabled.
- b. When there is serious injury.
- c. When the vessel is likely to sink.
- d. When it becomes necessary to abandon ship.

In the event of a serious accident or vessel in distress event, one or all of the following procedures must be used to call for help:

- a. Digital Selective Signaling (DSC) – If vessel radio is equipped with DSC/GPS follow the directions for activation, then immediately follow-up with a voice MAYDAY call.
- b. MAYDAY-On frequency 2182 (offshore) or Channel 16 (near-shore <25-50 nautical miles) state:
 1. “MAYDAY, MAYDAY, MAYDAY.”
 2. Latitude and longitude or proximity to known landmark or aid to navigation.
 3. Nature of emergency.
- c. PAN – On Channel 16 state:
 1. “PAN, PAN, PAN ”
 2. “All stations, or the name of a particular vessel or station.”
 3. “This is (boat name).”

4. "We (nature of emergency)."
 5. "We require (type of assistance needed)."
 6. "This is (boat name) over."
- d. Activate Emergency Position Indicating Rescue Beacon (EPIRB).
 - e. Call 911 if close enough to a cell tower. If not in range, use satellite phone or Personal Locator Beacon (PLB)
 - f. If no radio or electronic communication is possible, use flares or other distress signaling devices.

6.30 Fuel and Oil Spills

Almost all boat fuel and oil spills of significant quantities must be reported at the time they occur or as soon as is practical by the responsible party (RP) or the person who discovers the spill. Two response components are required:

- a. Notification – who needs to be directly contacted at the university, local, state, and federal levels, depending on the severity of the spill.
- b. Containment/cleanup - will vary with size of spill, proximity to navigable waters, presence of storm drains, and the permeability of the substrate where the spill occurs.

Immediate Action to Be Taken When a Spill Occurs

When a spill occurs, it is the responsibility of the person who discovers the spill to initiate action immediately.

- a. Determine if there are any injured or exposed personnel who may require assistance.
- b. Extinguish all sources of ignition and determine if an explosion hazard exists.
- c. Report the release.
- d. If possible, evacuate personnel from the area. This may not be possible at sea.
- e. If safe to do so, begin containment procedures:
 1. Stop the release at its source;
 2. Prevent further dispersal by closing fuel valves and shutting off bilge pumps;
 3. Deploy booms or adsorbent bilge pads or socks.
 4. After containment:
 - i. Remove or clean up oil
 - ii. Decontaminate tools or equipment used
 - iii. Arrange for proper disposal of recovered materials through EHS or contractor

The "Sheen" Rule

The Clean Water Act, Discharge of Oil regulation, more commonly known as the "sheen rule", requires the person in charge of a facility or vessel responsible for discharging oil that may be "harmful to the public health or welfare" to report the spill to the federal government if any of the following criteria are met:

- a. Discharges that cause a sheen or discoloration on the surface of a body of water.
- b. Discharges that violate applicable water quality standards.
- c. Discharges that cause a sludge or emulsion to be deposited beneath the surface of the water or on adjoining shorelines.

Because the Oil Pollution Act of 1990, which amended the Clean Water Act, broadly defines the term "oil," the sheen rule applies to both petroleum and non-petroleum oils (e.g., vegetable oil).

Information Needed at the Time of Notification

At the time of notification, as much of the following information as possible should be available:

- a. The exact location of the discharge
- b. The date and time of the discharge
- c. The type of material discharged
- d. Estimates of the total quantity discharged
- e. The source of the discharge
- f. A description of all affected media
- g. The cause of the discharge
- h. Any damages, injuries, potential danger, or threat caused by the discharge
- i. Actions being used to stop, remove, and mitigate the effects of the discharge
- j. Whether an evacuation may be needed
- k. The names of individuals and/or organizations who have also been contacted
- l. Number and types of injuries (if any)
- m. Weather conditions at the incident location
- n. Other information of use to emergency responders; such as, names of responsible parties, vehicle/tanker information (if applicable), and property damage estimates.

Notification Action to be Taken Following a Spill

Contact 911 immediately for fuel or oil spills or exposures which result in:

- a. Fires and/or injuries that require urgent medical attention
- b. Require, a rescue squad or Medi-vac helicopter dispatch

Contact the National Response Center (NRC) for any spill that results in:

- a. A violation of state water quality standards
- b. Visible film or sheen on the water's surface
- c. Sludge or emulsion deposited below the water's surface
- d. Release of greater than 25 gallons (or potential > 25 gallons) to any pervious surface
- e. Response efforts that require additional state or federal assistance.
- f. Contact the Regional EPA or USCG Marine Safety Officer if you are unable to reach the NRC.

Contact FAU EH&S in all cases.

Post Event Written Notification Requirements

All reportable spill events require submission of a written follow up report to either NRC or FDEP, or both. Reports for events under FAU auspices are submitted by EH&S.

As soon as possible, after the release has been cleaned up, appropriate personnel from the University

and any outside agencies or contractors involved shall meet to review spill response efforts. Where deficiencies are found, the SPCC Plans and vessel spill procedures shall be revised and amended. A final report shall be submitted to the Diving and Boating Safety Committee within 90 days by the Diving and Boating Coordinator.

6.40 Minimum Requirements for First-Aid Kit

- a. Oronasal resuscitation mask
- b. Sam splint or similar
- c. Antibiotic cream
- d. Burn cream
- e. Pressure bandage
- f. 2x triangle bandages
- g. Notebook and pencil
- h. 3x glove sets
- i. Plastic baggy for hazardous waste
- j. 4” elastic ace bandage
- k. Sterile gauze pads
- l. Band-Aids
- m. Tweezers
- n. Hand sanitizer
- o. Alcohol pads
- p. Glucose
- q. Materials specific to the environment
 - 1. Ocean or Everglades, may add vinegar for jellyfish stings.
 - 2. Back country, may add tourniquet for pressure immobilization technique for venomous bites.

7.00 ENVIRONMENTAL AWARENESS AND REGULATIONS

Florida Atlantic University supports all efforts by the State of Florida to conserve and protect its natural resources. One should never anchor on fragile ecosystems such as mangroves and oyster reefs. The following guidelines and regulations are promulgated for specific ecosystems by the Florida Wildlife Commission and must be observed at all times.

Coral Reefs

- a. Do not drop anchor directly on coral reef structures.
- b. It is illegal to damage coral reefs. Any damage caused to coral reefs must be reported to the FWC and FAU Diving and Boating Safety Officer immediately.
- c. Utilize mooring balls whenever possible.
- d. Do not discharge or pump sewage holding over reefs.

Manatees

- a. Manatees are protected by state and federal law.
- b. It is illegal to harass, hunt, capture, or kill any marine mammal, including manatees.
- c. Anything that disrupts a manatee's normal behavior is a violation of law, punishable under federal law up to \$50,000 fine, one-year of imprisonment, or both.
- d. Boaters must observe all manatee protection zone requirements.
- e. Boaters who accidentally strike a manatee are urged to report the strike to the FWC and may not be subject to prosecution, provided they were operating in accordance with any applicable vessel speed restrictions at the time of the strike.

Seagrass Beds

- a. Seagrasses are the principal food for endangered marine herbivores such as manatees and green sea turtles, act as natural filters to help purify the water, and provide a suitable environment for a wide variety of marine life.
- b. Boaters should make all available attempts to avoid running through seagrass beds.
- c. Navigation charts identify seagrass beds as light green or marked as "grs" on the chart.
- d. Boaters should make all possible attempts to stay within channels when unfamiliar with a waterway.
- e. Avoid taking shortcuts through seagrass beds to avoid causing propeller scars.
- f. It is a violation of Florida law to damage seagrass beds in some areas within state waters
- g. Boaters who do run aground accidentally in seagrass should immediately turn off their vessel in order to cause less damage.
- h. Boaters who run aground in seagrass beds are subject to fines equivalent to the damage caused.

8.00 BOATING IN SOUTH FLORIDA

8.10 General Operations

Due to the warm climate of South Florida and the need to plan for the unexpected, all boaters should consider bringing:

- a. An emergency supply of drinking water
- b. Emergency food and water rations
- c. Cell or satellite phone beyond what is required
- d. Extra batteries
- e. Insect repellent
- f. Foul weather gear
- g. A GPS device

Researchers aboard vessels should be aware of the quick nature in which Florida weather changes.

- a. When operating offshore, keep an eye out for changing sky color and approaching squalls. If one cannot avoid it, find a safe place to moor, or anchor when there is no other choice. Sit in the bottom of the vessel until the squall passes.
- b. When operating in grassy swamps, be aware of the possibility of thunderstorms and associated fires. Do not operate on high fire probability days. Do not use pyrotechnics in areas that are frequented by fires. If a fire is approaching, avoid at all costs and reach out to authorities for support.

8.20 Hurricane and Tropical Storms

Both Florida Atlantic University and State of Florida Statutes require each department or unit with responsibility for vessels registered to FAU to have written guidelines in place as part of the FAU Unity Emergency Response Plan (UERP) with respect to dispensation of those boats in the event hurricane or tropical storm force storms are likely to strike portions of FAU where boats are kept. A current copy of these guidelines must be on file with both the responsible department or unit, and the Emergency Management Coordinator.

It is the responsibility of the department or unit head to maintain current plans and contact information on file with Environmental Health and Safety. Parties with responsibility for department or unit boats and watercraft must develop, in conjunction with personnel listed above, a set of written hurricane preparedness guidelines.

The Boating Safety Officer, as a part of the Department of Environmental Health and Safety, may shut down research using boating in areas that are predicted to be affected by a storm.

For imminent storm landfalls rated as a tropical storm or less as defined by the National Oceanic and Atmospheric Administration (NOAA), it will be left to the prudent judgement of the department, or responsible agent of the department, to decide what course of action should be taken with respect to vessels and watercraft.

In the event of hurricane declaration by NOAA or FAU, that a storm of hurricane force will likely strike portions of FAU where vessels are kept, the affected department(s) must activate their Unit

Emergency Response Plan.

8.21 Pre-Storm

- a. 72+ hours before landfall
 1. Review hurricane preparation procedures and assign tasks to personnel.
 2. Monitor weather conditions at least every 6 hours.
- b. 48+ hours before landfall (Hurricane Watch):
 1. All trailerable vessels should be removed from the water and secured on their trailers.
 2. If possible, any vessel on a trailer should be moved inside.
 3. Any vessel/trailer that will not fit inside needs to be secured. Remove as much as possible from the vessel's topsides. Remove all canvases and curtains. Make sure the deck and bilge are free of debris so water can drain. Place blocks in front and back of tires to prevent rolling. Lash trailer down to inground eyelets with ratchet straps or other proper tie downs.
 4. If a boat cannot be removed it needs to be secured in the water.
 - i. Use double bow, stern, and spring lines.
 - ii. Cover all lines at contact points to prevent chafing.
 - iii. Tie lines high on piling to allow for rising water.
 - iv. Disconnect shore power.
 - v. Verify battery power is sufficient to run bilge pumps throughout and after the storm.
 - vi. Make sure the bilge is free from sludge, debris, and any obstructions. Insert plugs in engine ports.
 - vii. Close fuel valves and seacocks.
 - viii. Make sure all hatches are secured and sealed.
 - ix. Remove as much as you can from the vessel's topsides.
 - x. Remove all canvases and curtains. If one cannot, lash down sufficiently
 5. If a boat must be removed from FAU property for purposes of storage or safe anchorage, FAU Financial Affairs must provide pre-approval.

In the event of a near or direct hit, storm surge will be most likely to occur at HBOI or SeaTech, but may affect other locations where FAU boats are located. Storm surge can cause increased water elevation of sometimes tens of feet particularly if high tide coincides with landfall.

For boats kept in the water, storm surge will likely be the chief agent responsible for damage if action is not taken to maintain the vessel away from docks, piers and pilings. Care must be taken to provide adequate mooring line to allow for surge while at the same time keeping lines tight enough to secure the vessel. Boats on trailers should be stored far enough away from the water to be above the highest possible surge.

8.22 Post Storm

Assess damage to vessel(s):

- a. If possible, photograph all damage to vessels, docks, or affected university property. Whenever possible, it is helpful to have photographic records of vessel condition prior to damage occurring to assist in insurance or FEMA claims.
- b. Vessel owners must complete the *Post Storm Damage Assessment* and submit it to the DBSO prior to using the vessel under FAU auspices.

- c. Notify EH&S/DBSO of any fuel spillage if noted.
- d. Notify the U.S. Coast Guard or appropriate local authorities for:
 - 1. Fuel spills in navigable waters
 - 2. Blockage to navigation channels from FAU boats
 - 3. Loss of life, injury beyond simple first aid, damage exceeding \$2000

8.23 ERP Hurricane Response Plan Components for Boats

At a minimum, the Unit ERP Addendum for FAU small boats must include:

- a. Contact for person responsible for the boat(s):
 - 1. Name
 - 2. Telephone number
 - 3. Email
- b. Alternate:
 - 1. Name
 - 2. Telephone number
 - 3. Email
- c. Vessel(s) included in the plan:
 - 1. Hull Identification Number
 - 2. Florida Registration Number
 - 3. Name or brief description
- d. Location of vessel(s):
 - a. Normal location where kept
 - b. Hurricane shelter location
- e. Secure plan
 - a. Secure at dock
 - b. Secure on trailer
 - c. Secure at anchor
- f. Contact number for Boating Safety Officer and EHS

8.24 Emergency Planning Resources

For help in developing boat hurricane procedures contact the FAU Diving and Boating Coordinator.

For detailed Unit ERP development help, contact your department or unit ERP supervisor, or the FAU Emergency Management Coordinator at FAU EHS.

8.30 Boating in Everglades National Park

Everglades has developed a free boater education course to orient and educate boaters to the unique features of the park's marine waters. The overall goal is to protect marine resources while providing world-class recreational opportunities. This course and accompanying certificate is now mandatory for nearly everyone operating a powerboat within the marine waters of the park. Upon successful completion of the course and test, boaters can print out the certificate to carry with them while operating a vessel in the park.

Nearly everyone operating a motorboat must take the course and obtain a certificate. This includes recreational boaters, including those that rent boats; licensed boat captains, including fishing guides

and other tour operators in the park; National Park Service staff; concessioner employees; park cooperators, **researcher scientists**; and individuals operating a motorboat under a special use permit. The program does not apply to those operating an airboat in the freshwater areas of the park.

This course can be found at:

<https://www.nps.gov/ever/planyourvisit/boater-education-program.htm>

All FAU personnel operating motor vessels in Everglades National Park must complete the Boater Education Program. They carry a physical or digital copy of the certificate of completion on their person at all times when operating motor vessels in the bounds of Everglades National Park.

A digital copy of the certification should be uploaded to Bloop under “Other Certifications”.

9.00 SPECIAL CIRCUMSTANCES

9.10 Solo Piloting

Solo boat excursions are normally prohibited. Boating activities should employ the “buddy system” to maximize the safety of all personnel involved. Under certain circumstances, solo excursions may be allowed at the discretion of the Diving and Boating Coordinator. Special circumstances may include but are not limited to:

- a. Moving the boat for the purposes of fueling.
- b. Moving the boat for the purposes of maintenance or shake-down.
- c. Moving a boat off a trailer while crewmember is operating the vehicle.
- d. Operating a vessel as part of a flotilla.

Solo pilots are required to have a PFD on at all times.

Solo pilots are required to monitor VHF Marine Radio at all times and to carry a charged cell phone. Under no circumstances will FAU vessels or boats be solo piloted more than 1.0 nautical mile offshore.

9.20 Offshore Operations

All FAU vessel operators using small boats at or beyond 12 nautical miles from shore must receive offshore training and be approved for such operation by the DBSO.

In addition to other required equipment, boats operating offshore must be equipped with:

- a. Fully functioning and registered offshore EPRIB.
- b. It is recommended that each crewmember be outfitted with a PLB (Personal Locator Beacon) attached to a PFD.
- c. Compass
- d. GPS
- e. A Type I PFD (offshore) for every person on board must be available.
- f. Type II or Type V PFDs must be worn at all times. Type V belt packs are not allowed for offshore use.
- g. Cell phone
- h. Backup VHF radio
- i. Emergency supply of water; minimum of one gallon per person per day.

9.30 Night Operations

FAU vessels may not be operated at night without advance notification and permission from the DBSO.

Boats operated at night must have fully functional running and anchor lights as prescribed by federal, state, and local laws.

PFDs with light markers must be work at all times by all personnel on board.

A functioning GPS with night mode is suggested.

9.40 Multi-Day Operations

If a vessel is planned to go out in the field for multiple days during a 2-week period, the vessel operator can submit a single float plan if all of the following remain the same throughout:

- a. Vessel operator
- b. Crew
- c. Passengers
- d. Shore contact
- e. Vessel
- f. Tow Vehicle
- g. Departure ramp
- h. Departure and return time
- i. Operational area

9.50 Cold Water Operations

Offshore operations conducted where water temperatures are below 60 degrees Fahrenheit or where cold water and hypothermic conditions may occur require that an approved exposure suit be available for each passenger on board.

Vessel Operators are responsible for ensuring that all passengers are familiar with the proper donning procedures for the suit prior to departure.

For nearshore operations, a wet suit thermally rated for temperature conditions may be sufficient.

Boaters should keep in mind that hypothermia can occur anytime the surrounding temperature is lower than body temperature, even in “warm weather”. Rain and wind can exacerbate these conditions. Boaters are advised to keep foul weather gear with them at all times and monitor their health.

9.60 Operation of FAU Vessels Outside the State of Florida

Prior permission must be obtained from the Boating Safety Officer before trailering or using any vessels under the auspices of FAU, outside the territorial boundaries of Florida.

9.70 Operating a Vessel for Hire

All FAU vessels that working “for hire” must meet the standards set by the FAU Boating Safety Manual and the USCG regulations including but not limited to:

- Inspections when necessary.
- Operator must hold merchant mariner credentials to the standard required to operate the size of the vessel being used.
- Operators and crew part of a drug testing consortium.

with the following exceptions:

- Paying customers on the educational tour vessels are not required to wear PFDs at all times while aboard the vessel.

APPENDICES

APPENDIX A - Definition of Terms

Accident – an issue that occurs during a trip in the field that causes significant damage to person or property. This includes anything that required higher medical care, insurance, or workman's compensation.

Airboat – any boat (but not including airplanes or hydroplanes) propelled by machinery applying force against the air rather than the water as a means of propulsion.

Boat – any small vessel propelled by oars, sail, or power under 65' (20 meters) in length.

Boat Operator / Vessel Operator - This person is the operator of the boat and is ultimately responsible for all aspects of the boat's operation and the safety of the people on board.

Kayak – a light, narrow boat that has both ends tapered to a point with seating space for one or two paddlers using double bladed paddles, made of canvas, plastic, fiberglass, etc. These can be enclosed where the paddlers with within the kayak, or open where the paddlers sit on top of the kayak.

Canoe – A light, long and narrow boat, usually double ended and propelled by one single bladed paddle per person.

Charter Vessel – Any vessel and operator engaged or hired in which compensation is provided beyond reimbursement for operating expenses.

Crew - These people assist the Boat Operator and carry out any duties assigned to them in order to aid in boat operation.

Float Plan - A written or electronic document that includes boat identification, name of the operator of the boat, persons on board (Crew and Passengers), boat call sign, trip expectations and vehicle description. Float Plans must be filed with the unit that owns the boat and the Boating Safety Officer.

Incident – any issue that occurs during a trip which causes damage to person or property that is minimal. This includes anything that does not require medical care or insurance, but may be useful to document for the betterment of program training.

Motorboat - any vessel propelled by machinery, whether or not such machinery is the principal source of propulsion, but does not include a vessel which has a valid marine document issued by the Bureau of Customs of the United States Government or any Federal agency successor thereto.

Non-Powered Watercraft - any canoe, kayak, kiteboard, paddleboard, float tube, or watercraft not propelled by sail, canvas, or machinery of any sort.

Principal Investigator (PI) - A detailed description of the PI's role is provided below. This PI is ultimately responsible for all boating personnel under her or his supervision, but they may delegate day-to-day supervision to a Research Coordinator such as their lab manager.

Sailboat – any watercraft propelled by sail or canvas, including sailboards. Any watercraft propelled by both sail, or canvas and machinery of any sort shall be deemed a motorboat when being so

propelled.

SBSA – Scientific Boating Safety Association

Science Crew - Science crew are personnel involved in the research activities, but not in the active operation of the boat itself.

Ship – any large seagoing vessel over 65' (20 meters) capable of extended offshore travel.

Student - Students are persons aboard a boat participating in educational activities.

Observers - Observers are persons aboard that are not involved in boat operations or research activities.

Operate - to navigate or otherwise use a motorboat or vessel.

Personal flotation device or PFD - a device that is approved by the Commandant, U.S. Coast Guard, under Part 160 of Title 46 of the Code of Federal Regulations.

Personal watercraft (PWC) - a vessel that uses an inboard motor powering a water jet pump as its primary source of motor power and that is designed to be operated by a person sitting, standing, or kneeling on the vessel, rather than the conventional manner of sitting or standing inside the vessel, and includes vessels that are similar in appearance and operation but are powered by an outboard or propeller drive motor.

Rental Boat – Any vessel engaged or hired in which compensation is provided beyond operating expenses and without an operator provided, i.e., “bareboat.”

Research Coordinator (RC) – This person is designated by the PI to manage day-to-day research being conducted by a lab. He or she coordinates field operations and will be the immediate contact person for a Crew Chief when the mission is completed or when assistance is needed. This person may be the PI or lab manager who is supervised by the PI, or a temporary designate of the PI. In labs without a lab manager, the PI is typically the RC, but the PI may designate a temporary RC when they are unable to carry out the responsibilities of the RC, such as when the PI is travelling.

Underway - applies to a vessel or watercraft at all times except when it is moored at a dock or anchorage area, or being trailered. "Vessel" or "Watercraft" means every description of watercraft used or capable of being used as a means of transportation on water.

APPENDIX B - Vessel Safety Checklists

VESSEL SAFETY CHECKLIST: STANDARD BOATS

Vessel Name: _____ Vessel Number: _____

Operator or Captain: _____ Date: _____

Equipment Checklist - Required

- Float plan submitted**
- Boater education card and government issued ID
- Boat registration
- Compass and GPS
- Up-to-date charts of area
- PFDs- worn at all times suitable for each person on board, in good condition, and Coast Guard approved
- Throwable floatation aid immediately available
- Fire extinguisher properly mounted, fully charged, and in good condition
- Visual distress signals- current dates on flares, proper amount required
- Working horn or whistle
- First-Aid kit, DAN oxygen kit (required when diving)
- Anchors and line- adequate anchor for bottom and water depth
- Dewatering device- bilge pump operational, alternative bailing device available
- Alternate propulsion – paddles or oars
- Mooring lines and fenders in good condition
- VHF radio and cell phone
- Depth sounder, lead line, or sounding pole

Equipment Checklist - Recommended

- Tool kit and spare parts
- Flashlight
- Personal items- drinking water, sunscreen, prescription drugs, etc.
- Boarding ladder (or other means of boarding)

Vessel System Checklist

- Drain plug installed
- Fuel tank full
- Bilge free of water
- Engine oil level correct (4 stroke engine), oil tank full (2 stroke engine)
- Turn on battery switch if one is installed
- Battery fully charged
- Navigational gear operational
- Navigation lights working
- Steering and shift mechanisms in good condition
- Gauges- functional and reading properly
- Ventilation- power ventilation operable (blower) and natural ventilation cowls open and clear
- Bilge pump switch on auto
- VHF radio and antenna is operational (put radio on channel 16 or 26 and call for a radio check)

VESSEL SAFETY CHECKLIST: AIRBOATS

Vessel Name: _____ Vessel Number: _____

Operator or Captain: _____ Date: _____

Daily Check-off

- Radio/Cellular phone
- Boat and trailer lights
- First aid kit
- Air horn
- Fire extinguisher
- Personal floatation devices
- Hearing and eye protection
- At least one gallon of water per passenger
- Strobe light, navigation lights and red flags
- Propeller and propeller area
- Rudders
- Paddles and/or push poles
- Jumper cables
- Anchor and rope
- Oil level
- Hydraulic level
- Wheel bearings
- Battery
- Drain plugs
- Gas level
- Extra gas
- Extra oil
- Trailer hitch and safety chains
- Jack and lug wrench

VESSEL SAFETY DEPARTURE CHECKLIST: ALL BOATS

- Make sure each person has a properly fitted PFD and require them to wear it.
- Show everyone location of PFDs, fire extinguisher(s), visual distress signals, first aid kit, DAN O2 kit, and how to use them
- Safety procedures for rough weather, man overboard, fire, and how to use VHF radio to signal for help
- Take in all dock lines and fenders and keep them clear of propeller
- Instruct everyone to stay seated and keep hands and arms inside the boat
- Keep a lookout at all times for other boats, persons, and objects in water
- Proceed slowly whenever leaving or returning to a dock
- Know and abide by Manatee zones, and all no wake zones
- Stay in channel when running

Post-use Checklist

- Re-fuel boat
- Wash / rinse boat and all gear
- Pump bilge dry
- Flush outboard motor(s)
- Turn off battery switch
- Rinse off trailer
- Report all safety, mechanical, electrical, cosmetic, or trailer problems with vessel supervisor.

Comments or irregularities

APPENDIX C - FAU Diving and Boating Waiver



FAU Diving and Boating Safety Program Release and Waiver of Liability

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING.

In consideration of the permission granted to Releasor (named below) by the Florida Atlantic University Board of Trustees (FAU) to participate in certain activities which shall consist, in whole or in part, of diving, both SCUBA and snorkeling, or boating commencing on the date this document is executed, the receipt of which permission is hereby acknowledged, Releasor, for himself/herself and his/her personal representatives, heirs, next of kin, executors, administrators and assigns, hereby forever releases, holds harmless, waives, discharges and covenants not to sue the Florida Atlantic University Board of Trustees the State of Florida, and their respective trustees, officers, agents, employees, and volunteers (hereinafter referred to as "Releasee"), from any and all actions, causes of action, damages, claims, demands or liabilities, either in law or in equity, arising from or by reason of any bodily injury or personal injuries known or unknown, including death, and any property damage, either known or unknown, which may occur as a result of or in connection with Releasor's participation in these activities, whether caused by the negligence of Releasees or otherwise.

Releasor hereby acknowledges that he/she has been fully advised of and has actual knowledge and conscious appreciation of the particular risks and dangers involved in these activities including, but not limited to, those risks and dangers involved in traveling to locations, being around and learning to use scientific equipment, spending periods exposed to the sun and weather, possibly voyaging upon vessels with its concomitant risks of motion sickness and grounding, diving with SCUBA equipment, and all other risks and dangers naturally inherent in boating, diving, snorkeling and swimming activities, and Releasor hereby acknowledges that he/she elects voluntarily to fully assume all such risks and confront all such dangers and to release and hold harmless Releasees as stated above.

Releasor represents that he/she has no health-related problems or conditions which preclude his/her participation in these activities. Releasor further represents that he/she has adequate health insurance, or other financial capability, necessary to provide for and pay any non-employment related medical costs that may directly or indirectly result from his/her participation in these activities. Notwithstanding anything herein to the contrary, with respect to FAU employees, nothing here shall waive or release the Releasor's rights to any workers compensation benefits, as applicable.

Releasor further understands that Releasees may record and/or photograph Releasor with a camera or other photographic, recording or electronic medium and consents to the use, publication or display of any such recordings for any promotional or educational purpose. Releasor waives all claims for compensation, liability or damage relating to any such use.

This document is governed by the laws of the State of Florida. Releasor expressly agrees that this document is intended to be as broad and inclusive as permitted by the law. Releasor hereby represents and warrants that he/she has carefully read this agreement and the FAU Diving and Boating Safety Manual, and agrees to abide by all standards therein. Releasor hereby represents and warrants that he/she is at least 18 years of age.

I HAVE READ THIS AGREEMENT, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND VOLUNTARILY AGREE TO BE BOUND BY IT.

IF I AM AN FAU EMPLOYEE OR VOLUNTEER ACTING WITHIN THE COURSE AND SCOPE OF MY EMPLOYMENT OR VOLUNTEER RESPONSIBILITIES, MY RIGHTS WILL REMAIN PRESERVED.

Dated this _____ day of _____, 202 .

Name of "Releasor"
(I certify that I am 18 years of age or older)

Releasor's Signature

APPENDIX D - FAU Boater Application

FAU Boat Safety Program Boat Application		
Name:	Date of Birth:	Can you Swim? Y N
Campus:	Department:	
Home Phone: Office:	Email:	
Are you currently boat certified? Y N Certification organization? _____	Are you: Student____Staff____Faculty____Other _____ Compensated by FAU: Yes No	
Boating Plans: _____		
Project and department with which you will be operating boats at FAU: _____		
Home Address:		
Street: _____	City: _____	State: _____
Apt. No: _____	Zip: _____	Country: _____
Emergency Contact Information:		
Name: _____	Relationship: _____	
Street: _____	City: _____	State: _____ Zip: _____
Home Phone: _____	Work Phone: _____	
Directions:		
All candidates to operate boats under the auspices of FAU must have a PI or Supervisor who will attest they have a research or academic need to operate boats. Please have an appropriate PI or Supervisor confirm this by signing below.		
I confirm the above applicant has a research or academic need to operate FAU boats and I am the responsible PI or supervisor.		
_____ Print Name of PI or Sponsor	_____ Date	
_____ Signature of PI or Sponsor		

Personal Boating Experience

BOAT TRAINING:

Level	Certifying Agency	Location	Total Hours			Date of Completion	Instructor Name and # if known
			Online/Lecture/maneuvering				

OTHER RELATED TRAINING:

Date of Completion and Organization	
CPR	Oxygen First Aid
First Aid	Life Guard

Brief description of other boater training (military, commercial, scientific, public safety): _____

EXPERIENCE:

Total Number of Boat Trips _____ Total Boat Time (operator or crew) _____
 Total operator hours _____ Date of boat trip _____
 Number of Trips last year _____ Maximum Length of Single Trip _____

Indicate number of boat experiences for each category and whether you were operator or crew (passenger):

Equipment	0-10	11-25	25-50	>50	>100	Operator	Crew
Kayak or Canoe							
Skiff or dinghy							
Sailboat							
Pontoon boat							
Center Console							
Walk-Through							
Twin Hull (power)							
Flats boat							
Trawler							
Cabin cruiser							
Airboat							
Large oceangoing ship							

Indicate with appropriate letter your degree of experience boating in the following conditions:

E = Extensive (>20 times)

L = Limited (1-4 times)

M = Moderate (5-20 times)

_ = Leave blank if no experience

Fresh water

Ocean

Special Operations

_____ Lake

_____ Near Shore

_____ Night

_____ River

_____ Inlets

_____ Off Shore (3+ nm.)

_____ Pond

_____ Harbors

_____ Diving

_____ High Current

_____ Channels

_____ Multiple Boats

_____ Rapids or Whitewater

_____ Estuary

_____ Shallow (<12 in.)

_____ Swamp or Marsh

_____ Lagoons

_____ Reef Areas

List geographical areas that you have operated boats: _____

STATEMENT:

I wish to apply for entry into the Florida Atlantic University Boating Safety Program.

I agree to follow the safety regulations of the FAU "Diving and Boating Safety Manual" and abide by the policies of the FAU Diving and Boating Safety Committee and to adhere to their policies and procedures concerning all boating activities.

I certify that the above information is correct.

Email completed form to FAU Boating Safety Officer, or mail to EH&S, or fax to: (561) 297-2210.

Print Name

Date

Signature

APPENDIX E - Non-Powered Vessel Designee Application

Designee for non-powered vessels

Name:	Date:			
PI:	Department:			
Campus:				
Questions: <u>Note: applicant must be an FAU approved operator for non-powered vessels</u>				
1.Type(s) of non-powered vessels applicant has experience with.				
2. Size of non-powered vessels.				
3. Breadth of experience with non-powered vessels.				
4. Conditions Operated in (weather, ocean, lakes, river, etc.)				
5. Any other relevant experience.				
Applicant Signature:				
EH&S use only	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Approved</td> <td style="border: none; text-align: center;">Yes</td> <td style="border: none; text-align: center;">No</td> </tr> </table>	Approved	Yes	No
Approved	Yes	No		
If no, reasons:				
Restrictions (if any):				
Print Name:	Signature:			

APPENDIX F - Non-Powered Vessel Skills Checklist



Skills Checklist Non-Powered Vessels

Boater: _____ Affiliation: _____
Type of vessel: _____ Examiner: _____
Date: _____

Prerequisites

- Completed FAU Canvas course for kayaks and canoes
- Read and understood FAU Boater Safety Manual

Skills Checklist

- | | |
|--|---|
| <input type="checkbox"/> Swimming proficiency
Ability to swim with a PFD for at least
100 feet/30 meters | <input type="checkbox"/> Forward paddle |
| <input type="checkbox"/> Get in/on the vessel at dock | <input type="checkbox"/> Back paddle |
| <input type="checkbox"/> Get out/off of the vessel at dock | <input type="checkbox"/> Stop |
| <input type="checkbox"/> Get out/off of vessel while on water | <input type="checkbox"/> Turn |
| <input type="checkbox"/> Get in/on the vessel from water | <input type="checkbox"/> Inspect craft |
| <input type="checkbox"/> Righting vessel | <input type="checkbox"/> Proper fitting PFD |
| <input type="checkbox"/> Self-rescue from capsize | <input type="checkbox"/> Knots |
| <input type="checkbox"/> Gear storage and weight distribution | <input type="checkbox"/> Cleat hitch |
| | <input type="checkbox"/> Bowline |
| | <input type="checkbox"/> Square knot |

By signing this, we affirm that the examiner has witnessed the boater perform all the above tasks and understands the concepts listed.

Boater Signature: _____ Examiner Signature: _____

Accepted by DBSO on: _____ DBSO Signature: _____

APPENDIX G - Non-Compliance Event

Non-Compliance Event

Select One:

Boating

Diving

Both

Date of non-compliance event:

Principle Investigator:

Others involved:

Detailed description of event:

Root cause and contributing factors for non-compliance:

Steps to avoid non-compliance in the future:

Diving Board Recommendation:

Date:

APPENDIX H - Boating Incident and Accident Report

Directions: All boating related incidents/accidents *whether or not an injury is involved*, must be reported as soon as possible after the event. Completed boating incident/accident report forms must be filed with the FAU Diving and Boating Safety Officer.

Y / N Was anyone injured requiring treatment beyond simple first-aid?

Y / N Is anyone deceased, or missing or unaccounted for in a manner which may indicate death?

Y / N Is there any major boat or personal property damage exceeding \$2000?

If yes to any of the above, the Florida FWC, the sheriff of the county in which the accident occurred, or the police chief of the municipality in which the accident occurred must be notified by the quickest means possible. In addition, the U.S. Coast Guard must be notified in writing within 48 hours http://www.uscgboating.org/safety/accident_reporting.aspx.

Y / N Has there been a discharge or spill of any oil or hazardous materials?

If yes, report oil or hazardous substances spilled into the water immediately by calling the U.S. Coast Guard at 1-800-424-8802.

Y / N Has any damage to coral reefs occurred?

If yes, report vessel grounding or other coral reef injury in southeast Florida by calling FDEP at 1-786-385-3054.

Date of Incident/Accident _____ Time of Accident _____ : _____ am / pm
Name of Person Filing Report _____ Phone # (____) _____
Location of Accident _____

Name or Description of Boat _____

Point of Departure _____

Vessel Operator _____ Department _____

Name(s) of Crew 1) _____ Phone# _____

2) _____ Phone# _____

Name(s) of Witnesses 1) _____ Phone# _____

2) _____ Phone# _____

Non-FAU personnel 1) _____ Phone# _____

Involved? N/A 2) _____ Phone# _____

Briefly describe the incident/accident:

Signature of Person Filing Report _____ Date _____

Please use the back of this form to provide any additional information. Return this form when completed to FAU Environmental Health and Safety email ehs@fau.edu fax 561.297.2210

APPENDIX I - FAU Float Plan



This float plan is only to be used if Bloop is unavailable

Please submit float plan to Diving and Boating Coordinator (DBC) or Designee via email or fax.

Operations Plan:

Principal Investigator/Supervisor: _____ Index/Grant No: _____

Primary Vessel Operator: _____ Alternate Vessel Operator: _____

Crew/Passengers: _____

Continue on back if necessary

Purpose: _____

Date of Operation: _____ Expected Departure _____ Expected Return _____ / _____ Initiate Search _____
Time: Date/Time: Time:

Route: _____

Operational Area/Station: _____

Special Equipment Required: _____

Vessel and Towing Vehicle Details:

Vessel Name: _____ Length: _____ ft FL Numbers: _____ Hull Color: _____

No. Engines: _____ Inboard/Outboard: _____ Est. Range: _____ miles Point of Departure: _____

Towing Vehicle Make/Model: _____ Tag: _____ Color: _____ Trailer Tag: _____

Communication Plan:

Primary Vessel Contact Cell: _____ Alt. Vessel Contact Phone No.: _____ Radio Ch. _____

Communication Schedule: 2 hours 4 hours Other _____

Primary Shore Contact: _____ Phone No: _____

In the event of missed check-in, Shore Contact should contact the Boating Safety Officer at 561-239-4293 or 772-766-1159. For local incident/accidents contact USCG Rescue Coordination Center Miami at 305-415-6800 or, Everglades NPS 24-hour Search and Rescue at 305-247-7272 or, FWC at 888-404-3922, or CG Channel 16.

Approvals:

Principal Investigator/Supervisor Date DBC or Designee Date

Will this outing involve any diving? _____ snorkeling? _____

If so a dive plan must be filed with the Diving and Boating Coordinator or Designee.

APPENDIX J - Post Storm Event Damage Assessment



Post Storm Event Damage Assessment Motorboats and Airboats

Vessel:

FL Numbers:

Vessel Owner:

Trailer Inspection

- Tires have ample air
- Tail lights are present and functional
- Plates are present and secured

Vessel Inspection

- No exterior damage which may allow water intrusion
- Vessel is clean of debris
- Batteries are fully charged
- Bilges are free and clear of debris, water, fuel, and/or oil
- Bilge pumps are operational
- No fuel leaks
- Steering controls and cables are secure and functional
- Navigation lights are present and functional
- Drain plugs are present

Print Name: _____

Signature: _____ Date: _____

EH&S:

Received by: _____ Date: _____

APPENDIX K - Boat Operator Log Sheet

Name:					
Date	Vessel Name	Vessel Length	Inboard/Outboard	Operating Time (hr)	Notes
example: 6/24/2020	Elasmo Dusky	23'	Outboard	3.5	Trailerred / weather was windy / deployed acoustics
Total:					
Operator Signature					
Mentor Signature					