

Academic Boat Safety Committee
Policies and Procedures Manual
May 2013

Academic Boat Safety Committee

Richard Alvarez: HSU DSO
Jeff Borgeld: Oceanography
Dawn Goley: Biological Sciences
Richard Golightly: Wildlife
Scott Martin: Captain, R/V Coral Sea
Tim Mulligan: Fisheries
Steve Monk: Boat Safety Officer
Director of Marine Facilities

1. Committee Charge

- A. The Academic Boat Safety Committee (ABSC) develops and oversees policies and procedures for safe academic use of boats and will periodically review and revise these policies as appropriate. Policies and procedures developed by the ABSC will conform to the HSU Small Boat Policy from the University Boat Safety Committee.
- B. The ABSC, through the Boat Safety Officer (BSO), shall recommend the authorization and renewal of boat operators at variable levels of skill and training, and shall establish and approve boat safety training programs. It shall suspend any boating operations deemed unsafe or unwise by the BSO and may serve as an appeals body if the BSO and a boat operator disagree concerning the safety or wisdom of academic boating activities. It will periodically review the Boat Safety Officer's performance and program. It may sit as a board of investigation of boating accidents as required. Under special circumstances, the ABSC may grant exceptions to the Policies and Procedures Manual.

2. Committee Composition

The Academic Boat Safety Committee (**ABSC**) will be chaired by the Director of Marine Facilities and consist of the Boat Safety Officer (**BSO**), the captain of the R.V. Coral Sea, and faculty to be designated by the CNRS Dean and representing departments with boating activities: Biology, Wildlife, Oceanography and Fisheries. Additional members may be designated by the Dean. Faculty will serve for a two year term.

3. Applicability of the ABSC

- A. The ABSC oversees operations of small boats (less than 26 feet length overall) used for academic purposes including research, education and service.
- B. **This specifically includes:**
 1. Boats owned, supported, or administered by HSU regardless of ownership.

2. Privately owned boats used by HSU operators for academic purposes.
- C. **This specifically excludes:** Common Carriers where a fare is paid for the use of the boat for transportation.

4. **Committee Reports**

The Academic Boat Safety Committee, the University Center Boat Safety Committee and the Intercollegiate Athletics Boat Safety Committee will make an annual written report to the University Boat Safety Committee at their annual meeting.

5. **Questions or Exceptions**

No procedures or guidelines could cover all possible situations. Questions, request for further explanations, or a request for exceptions, should be directed first to the BSO. For situations that are not particularly well addressed in these procedures, and for which the BSO is unable to provide a clear response, the ABSC may be convened to address such situations as needed. In some cases, boat operators will need to rely on their good judgment and their experience to manage situations not addressed in these procedures. Operators should always work within the limits of their own skills and experiences.

6. **Boat Operator Authorization**

Any HSU faculty, staff, student, volunteer, guest or employee of any HSU auxiliaries is eligible to become an HSU boat operator when they meet the following qualifications:

- A. Must be at least 18 years of age, and capable of safe boating operations.
- B. Sign and file a HSU Boating Activities Waiver and Release form with the BSO.
- C. Submit proof of successful completion of a standard boating safety course such as: Coast Guard Auxiliary, Power Squadron, Boat US or other course approved by the BSO.
- D. Complete 10 hours of logged safe boating as a Trainee, or received a waiver of Trainee status based on evaluation of a boating history summary submitted to the BSO.
- E. Successfully complete an approved CPR and First Aid course.
- F. Complete the boat check out procedure with the BSO for safe boating operations prior to submission of a float plan or operations plan. For certain off campus operations the BSO may appoint a designee to complete the boat checkout procedure.
- G. Sign a statement of understanding and knowledge of the ABSC Boat Safety Policies and Procedures Manual. (see Appendix E)

7. **Types of Boats That Require Authorized HSU Boat Operators**

- A. **Boat types:** Boats types that require an authorized HSU boat operator include: canoes, kayaks, rowing boats, sailboats, powered boats to 26 feet overall.
- B. **Chartered boats without a US Coast Guard licensed operator:** Chartered boats hired for academic purposes, but without a US Coast Guard licensed operator, will be considered, for the sake of these procedures, to be an HSU boat and therefore they will require that an authorized HSU operator be onboard.

- C. **Chartered boats with a US Coast Guard licensed operator:** Chartered boats hired for academic use with a US Coast Guard licensed operator must comply with all US Coast Guard regulations. The relevant HSU representatives shall, to the best of their abilities, ensure that the vessel and captain are in compliance with US Coast Guard regulations.
- D. **Foreign charters:** Any academic use of a vessel chartered in foreign waters requires the HSU representative to ensure that the vessel has safety and navigational equipment on board that is consistent with all US Coast Guard regulations. To the best of their ability, the HSU representative must ensure that the foreign vessel is in compliance with its' home country's regulations.
- E. **Requirements for all charters:** All charters for academic use are required to file HSU float plans and, for repeated charters of the same type, an operations plan. If special arrangements may be required to make this practical, please contact the BSO.
- F. HSU users may be required to bring their own safety equipment to some charters.
- G. **Private vessels:** Private vessels used for academic purposes may require liability insurance. Please check with Risk Management to determine if liability insurance is required for private vessel use for academic purposes. (Added by amendment by UBSC 2.15.07).

8. Boat Operator Levels

Authorized boat operator levels are determined by the BSO based on a review of a boating history summary (6D) and a boating checkout assessment (6F). Designated levels of boating operation are:

- A. **Trainee:** Any person having completed items 6A, 6B and 6C and is in the process of completing items 6D through 6G. Trainees may operate a boat only in the presence of another authorized operator, listed on the float plan, with a more advanced level of boat operation.
- B. **Inshore:** May operate boats in protected waters, lakes, rivers (ACA river class 1 and 2 only) and sounds as designated by BSO.
- C. **Offshore:** May operate boats in all inshore areas, plus offshore to distances designated in BSO-approved float and/or operational plans.

9. Boat Operations

All authorized academic boat operators will operate under the follow general guidelines.

- A. **Responsibility:** Safe operation of the boat *is the responsibility* of the Boat operator.
- B. **Boating Laws:** Boat operators must be aware of and *comply with federal, state, regional, local and HSU regulations* concerning safe boating. This includes federal and state rules regarding marine mammals, requirements for Collection Permits, and any rules regarding boating in federal or state refuge areas. Boat operators are expected to know relevant rules, regulations and guidelines. *Boat operators are personally responsible for paying any fines resulting from infractions of existing rules and regulations.*

- C. **Boating Buddies:** Where either operational need or boat design precludes two persons (e.g., single person kayaks), Float Plans should ensure that a second boat with at least two persons (or a second single person kayak) is within visual contact and rescue distance, or that an onshore observer is within visual contact and is in a position to provide rescue assistance.
- D. **Accident Reports:**
1. In State of California waters, accidents involving more than routine first aid, more than **\$500** worth of damage to property, significant oil spills, loss of the vessel, or loss of life must be reported on a specific form to the California Department of Boating and Waterways.
 2. In United States waters, accidents involving more than routine first aid, more than \$2,000 worth of damage to property, loss of vessel, or loss of life, must be immediately reported to the reporting authority in the state where the accident occurred. State authorities may require reports of property damage less than \$2,000.
 3. Copies of accident reports must be sent to the HSU BSO. The ABSC will investigate all accident reports, document the accident, and prepare a written report for their files. The BSO and ABSC may recommend changes to the HSU Boat Safety Policies and Procedures Manual as a result of such investigations.
- E. **Safety Equipment:** Boat operators must ensure that the boat they operate meets and or exceeds all federal, state, regional, local and HSU safety requirements for equipment which may include: radios, flares, navigation aids, compass, first aid kit, anchor, fire extinguisher and approved life jackets or Personal Floatation Devices (PFD's). The boat, engine, and all mechanical equipment must be in good repair, and suitable for the planned operation.
- F. **Weather forecasting:** Boat operators must check the current weather forecast in their area of operation prior to departure. When weather conditions change from the forecast, adjustments to the planned operations must account for all weather limitations to normal operations consistent with safety of the boat and its passengers.
- G. **Float plan:** Boat operators must complete a Float Plan (see Appendix A) prior to departure and file this Float Plan with the BSO or other Responsible Party (see Appendix B), and must close the float plan upon their return to the BSO or responsible party. If unusual boating activities are proposed, the BSO, at his/her discretion may require special evidence of boating history and expertise for specialized situations such as night boating, operating a boat with deployment of scuba divers or other circumstances.
- H. **Operations Plan:** Projects which require repetitive operations should file an "Operations Plan" (Appendix C) with the BSO on at least an annual basis or whenever repetitive boat operations change. The purpose of the plan is to facilitate communications between the Principal Investigator, boat operators, and the BSO to ensure safe operation and review of detail not typically part of a normal Float Plan. The intent of the Operation Plan is to minimize overall repetitive paperwork. The plan should include project mission as it relates to the use of boats, expected vessels, expected operators, expected condition of operation and anticipate general mechanisms of compliance with this document. If unusual boating activities are proposed, the BSO, at his/her discretion, may require special evidence of boating

history and expertise for specialized situations such as night boating, operating a boat with deployment of scuba divers or other circumstances. The operations plan is not in lieu of a Float Plan, but rather facilitates input from the BSO prior to filing of Float Plans.

- I. **Offshore operations:** All offshore ocean operations require a functional VHF radio, a compass, up to date charts, a GPS unit, a cell phone, a first aid kit, and approved PFD's for all persons on board. **For offshore trips an EPIRB is required, and will be provided (UBSC amendment, 2.15.07).**
- J. **PFD policy:** While on deck or working in exposed areas on deck, all persons onboard **must wear an approved PFD** while on any boat owned and operated by HSU, or operated by anyone else while engaged in an HSU academic activity. Scuba divers with thermal flotation protection are an exception; they are not required to wear an approved PFD when appropriately suited. However, PFDs are required for all persons onboard boats deploying scuba divers.
- K. **Pre-departure safety briefing:** Boat operators must conduct a pre-departure safety briefing (Appendix D) for all persons on board. All persons onboard must complete liability waivers and submit them to the BSO or in the case of field trip waivers to the appropriate departmental office.
- L. **Vessel stability:** Boat operators are ultimately responsible for the stability of the vessel. Boat operators must familiarize themselves with the maximum occupancy of the vessel as per vessel manufacturer recommendations. While considering stability issues, Boat operators must also consider additional equipment and weight added to the vessel, weather and sea conditions and probable effects to the stability of the vessel.
- M. **Reporting damage or maintenance issues:** At the termination of operations, any mechanical, electrical or safety problems must be documented by the boat operator and reported to the PI and/or BSO as appropriate. Negligent damage to the boat or equipment (normal wear and tear excepted) is the personal responsibility of the boat operator unless otherwise determined in writing by the BSO. Boats not under the direct control of the BSO must maintain all scheduled and unscheduled maintenance records available to the BSO when required or requested.
- N. **Cleaning after use:** The boat and all related safety equipment must be returned clean and ready to use and all equipment must be stowed where appropriate.
- O. **Failure to comply:** Failure to comply with rules, regulations, policies and procedures may result in revocation of boat use privileges, including boat operator authorization, at the recommendation of the BSO. The ABSC will review each recommendation for revocation on a case by case basis. If an operator's use of boats is revoked by the BSO, the boat operator will have an opportunity to appeal their proposed revocation to the ABSC prior to any final sanctions. The decision of the ABSC will be final. In exceptional cases, the BSO may immediately revoke privileges until such time as a complete formal review can be made by the ABSC.
- P. **Alcohol or drugs:** Alcohol or drug consumption is prohibited on university boats or on contracted boats used in HSU projects. Boat operators shall deny participation in boating activities for any individuals who show signs of alcohol/drug consumption at commencement of a boating activity.

Appendix A

Humboldt State University Marine Lab

Small Boat Cruise Plan and Equipment Request

The cruise plan must be completed to reserve the truck, boat and motor. File this form with the Boat Safety Officer: Steve Monk at the Marine Lab at least **seven days in advance of the planned trip**. Please also cancel the equipment request and reservation if the cruise is cancelled. Uncancelled cruises will be charged to funded projects. If you have questions or trouble with the form call: Steve Monk at 707-826-3686.

Depart Date and Time Return Date and Time, **No later than**

Course Name & Number

Boat Operator Name, Address, Home & Cell #, E-mail address

Vessel Name & Registration # Vessel Length Vessel Type

Vessel Make Vessel Color Vessel Engine

Number Adults on Board
Number Children on Board
Total Persons on Board
Total PFD's on Board
Persons on Board: Listed by Name

Boat Launch Site

Truck Color and Type Truck License Plate

Truck Parked at: Trailer License Plate

General Operations Area:
List Stations or Lat. / Long. from Launch to Dock

ML Equipment Requested

Safety Equipment on Board, Please check box to verify

PFD's for all POB

- Flares Signal Mirror Horn Smoke Signals Flashlight First Aid Kit
- Raft or Dinghy EPIRP if required Paddles Food Water Anchor
- VHF Radio VHF Channel Monitored Charts GPS Fire Extinguisher
- Liability Waivers filed for all POB Current Date

Activities
Planned
be specific as
practical

Boat Operator Name

Boat Safety Course Completed CPR Course Completed Emergency Contact Information on File

Truck Operator Name

Driver Safety Course Completed

Designated Shore Contact:
Name, Address,
Work, Home and Cell Phone

Additional Information
or
Special Requests
HSU Account # to charge

Emergency Contact Information

Boat Safety Officer: Steve Monk: office 707-826-3686; 499-0743 cell; 840-9498 home
Marine Lab Director: office 707-826-5827
Marine Lab Technician: Dave Hoskins: office 707-826-3691; 599-6650 cell; 442-3370 home
US Coast Guard Search and Rescue Emergency ONLY: 707-839-6100
US Coast Guard Station McKinleyville Admin and Information: 707-839-6123
US Coast Guard Station Humboldt Bay Bar Report: 707-443-2213
Humboldt County Sheriff's Office: 707-445-7251 or 911

Signature of Boat Operator

Faculty in Charge: I have fully reviewed this form, the students listed above are qualified to do the work described in a safe manner. I recognize I am responsible for the safety of the students while conducting this work. I will reimburse the Marine Lab for all lost, broken or destroyed equipment.

Signature of Faculty in Charge

Approved by BSO Steve Monk

Special Notes

Current Date

Appendix B
Humboldt State University

Responsible Party

In order to ensure the safety of boat operations it is imperative that a “Responsible Party” be identified in the Float Plan and Operations Plan.

The Responsible party is the person(s) who will open and close the float plan on the day of the activity and the one in charge of notifying the proper authorities in a timely fashion should the vessel party be overdue.

For trips originating at HSU, the BSO may act as the Responsible Party. For trips originating away from HSU or after hours, the boat operator is responsible for identifying a local shore contact as a responsible party and for providing a Float Plan and local emergency contact information to that person.

Responsible Party Duties:

- Agree on a marine radio channel and periodic check in times
- Know the location of the worksite and intended travel routes.
- Know the expected time of return.
- Remain available to receive notification until the boat and crew have returned safely.
- Know where to locate the float plan for detailed information of the equipment and crew at departure.
- Know emergency procedures and be prepared to take appropriate action if the boat does not return at the specified time.

If the boat operator expects delays in returning he/she must make every effort to notify the responsible party by cell phone or VHF radio.

Appropriate Action by Responsible Party:

Estimated time of return – 30 minutes overdue:

- Try to make contact with overdue boat and crew (VHF, cell phone etc.) and if possible go to launch site to confirm the boat is still out.
- Notify proper local authorities (US Coast Guard, 911 etc) that a vessel is overdue.

Coast Guard Station Humboldt Bay (Emergency Hotline): 707-839-6100

If weather conditions are worsening, do not wait the full 30 minutes. Use the completed float plan to provide trip and vessel details to the Coast Guard. Follow the Coast Guard instructions once you have contacted them.

Also contact the HSU BSO at work or at home to advise them of the situation. If the HSU representative cannot be reached at once, keep trying. Speak to a person; do not simply leave a voice message.

HSU representative:

Steve Monk BSO office: 707- 826-3686

Cell: 707-499-0743

Home: 707-840-9498

Today's date

Appendix C
Humboldt State University Marine Laboratory
Boat Operations Plan

570 Ewing Street, P.O. Box 690, Trinidad, California 95570
Steve Monk, Boating Safety Officer 707-826-3686, sjm40@humboldt.edu, FAX 707-826-3682

The purpose of this plan is to establish general guidelines and describe details for the safe and efficient operation of small boats used in conjunction with Humboldt State University activities.

Project Name

Principal Investigators:

**Name(s) &
Affiliation(s)**

Project dates:

Probable vessels and possible tow vehicles (list all)

CF# or License plate #

Description (size, make, color)

Vessel: Engine/horsepower

Vessel mission or Project purpose

Probable vessel travel routes and probable launch locations

--

Boat Operator/Driver (names & qualifications)

Name	Experience, type of boat	Type & power

Possible special actions that may influence safety or unusual operation

--

Float Plan Filing and Open/Close Responsible Party with Contact Information:

Name

Contact Number (home, office, cell)

Special safety equipment onboard (floatation device types, EPIRPs, etc.)

PFDs for all persons on board

Handheld horn/whistle

Type IV PFD throwable devices

Visual distress signals

First Aid Kit

VHF Radio

ABC or BC Fire extinguisher

Anchor with line suitable for holding the boat when anchoring is reasonable

Other

Usual hours of operation

Date submitted to BSO

Signature of P.I.

Date signed

Reviewed by BSO on

Signature of BSO or Designee

Appendix D
Humboldt State University
Pre-Departure Safety Briefing

Inform passengers and crew of:

- Location and use of all PFD's
- Location and use of distress signals
- Man overboard procedures
- Location of Fire Extinguisher
- Proper use of VHF radio (channel 16 for Coast Guard)
- Mayday call
- Emergency vessel operation (if something should happen to you)
- Proper weight distribution in vessel
- Waste discharge procedures
- Common local recreational VHF channels (ex. Eureka channel 72, Trinidad channel 78)

Local Emergency and contact numbers:

- | | |
|--|---------------------|
| • <u>911</u> – call and say distress on the water | 911 |
| • Coast Guard search and Rescue (<u>Emergency Only</u>) | 707-839-6100 |
| • Coast Guard Humboldt Bay | 707-443-2213 |
| • Coast Guard Auxiliary Crescent City | 707-465-4400 |
| • Trinidad Harbor Master | 707-499-0765 |
| • Woodley Island Marina | 707-443-0801 |

Making a MAYDAY distress call

- Tune your VHF radio to **channel 16**.
- Make sure the **volume** control is **up** and the **squelch** control is turned **down**, just above the point where the static quits.
- Make sure the radio's power setting is on **high power**.
- Press and hold the microphone button (also called a PTT or push to talk switch)
Speak clearly and say, "**MAYDAY, MAYDAY, MAYDAY**,
- This is (**name of vessel** repeated **3 times**)
- **MY POSITION IS** (give your GPS latitude and longitude or compass bearing from a well-known object)
- **State problem** such as on fire, sinking, etc.) **WITH (number of) PERSONS ON BOARD**,
- Release the PTT switch. Wait for US Coast Guard to respond. If you don't hear a response after listening for a few seconds repeat the procedure.

Appendix E

***Statement of Understanding of the
HSU Safe Boating Standards & Academic Boat Safety
Committee Boat Safety Procedures***

I (Operator's Name) _____, have in my possession a current copy of the **Humboldt State University Academic Boat Safety Committee Boat Safety Procedures**.

I have read and fully understand the contents of the **Academic Boat Safety Committee Boat Safety Procedures** and agree to comply with all guidelines, regulations, procedures, and standards in the manual. I understand that failure to comply with the regulations of the manual may be cause for revocation, suspension, or restriction of my HSU Boat Operator certification by action of the campus Boating Safety Officer or the HSU Academic Boat Safety Committee.

Name of Witness

Signature of Witness

Signature of HSU Boat Operator

Date Signed

Appendix F
HUMBOLDT STATE UNIVERSITY

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND
AGREEMENT TO PAY CLAIMS

Activity:

Activity Date(s) and Time(s):

Activity Location(s):

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, **I release from all liability and promise not to sue** the state of California, the Trustees of The California State University, California State University, Humboldt State University and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, **including claims of the University’s negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the state of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Participant Name (print): _____

Date: _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Signature of Minor Participant's Parent/Guardian

Name of Minor Participant's Parent/Guardian (print)

Date

Minor Participant's Name