



Florida State University Coastal & Marine Laboratory

# Boating Safety Manual

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## SECTION 1.00 - Overview

### 1.10 PURPOSE

The purpose of this manual is to establish good small boating practices under the auspices of the Florida State University Coastal and Marine Laboratory (FSUCML): to ensure that all boating under FSUCML auspices is conducted in a manner that will maximize safety and to set forth standards for training and boating authorization that will allow a working reciprocity between other institutions. Any person designated as an FSUCML affiliated Small Boat Operator is required to observe the provisions of this manual.

### 1.20 CONTENTS

The FSUCML Boating Safety Manual contains policy and procedures for all small boating operations. This manual includes:

1. Policy that pertains to all FSUCML affiliated boating operations.
2. Requirements and training for obtaining Small Boat Operator (SBO) authorization.
3. Administrative procedures for conducting the FSUCML Boating Safety Program (SAFETY PROGRAM).
4. Equipment and maintenance standards.

### 1.30 APPLICABILITY

The provisions of this manual apply whenever FSUCML affiliated personnel are operating a small boat under FSUCML auspices, whether or not the boat is owned by the university. For the purposes of this manual, the auspices of the FSUCML Boating Safety Program include any boating operation in which FSUCML is connected because of ownership of any equipment used, locations selected, or relationship with the individual(s) concerned.

Small Boats used under FSUCML auspices fall into two categories:

1. Boats owned, supported, or administered by FSUCML that are used for scientific research.
2. Non-FSUCML owned, supported or administered boats used for FSUCML affiliated research. It is the duty of the Principle Investigator or Program Director using such a vessel to ensure the vessel is being run by a trained operator and that all applicable safety standards are being met. No other vessels are covered by this document.

For the purposes of this policy, a small boat is any boat less than or equal to 35 feet in length. In order to be approved for use by FSUCML personnel, a small boat must be numbered in accordance with the regulations of the State of Florida or in accordance with applicable Federal Law or with a federally approved numbering system of another State.

## SECTION 2.00 - Responsibility

### 2.10 BOATING SAFETY COMMITTEE MEMBERSHIP

The Director of FSUCML is responsible for the administration of the program. The Boating Safety Committee (Safety Committee) shall consist of the following including a chair selected by its membership:

1. Director of FSUCML - who may delegate his/her committee participation.
2. Boat Safety Officer
3. Other Members - of which one shall be a faculty member and of which a majority should be knowledgeable about boating operations.

### 2.20 BOATING SAFETY COMMITTEE RESPONSIBILITY

1. Has autonomous authority over the boating program.
2. Shall periodically review the Boating Safety Officer's performance and the SAFETY PROGRAM.
3. Shall sit as a board of investigation to inquire into the nature and cause of boating accidents or violations of the boating safety manual.
4. Acting through the Boating Safety Officer, the SAFETY COMMITTEE shall:
  - a. Review and revise the boating safety manual.
  - b. Assure compliance with the boating safety manual.
  - c. Take disciplinary action for unsafe practices.
  - d. Recommend the issue, reissue, or the revocation of boating authorizations.
  - e. Establish and/or approve training programs through which the applicant can satisfy the requirements of FSUCML Boating Safety Manual.
  - f. Suspend boating operations that are considered to be unsafe or unwise.

### 2.30 BOATING SAFETY OFFICER

The Boating Safety Officer serves as a member of the Boating Safety Committee. This person should have broad experience in boating.

#### Duties and Responsibilities

1. The Boating Safety Officer is responsible to the Boating Safety Committee for the conduct of the Small Boat Program. Operational authority for the FSUCML Small Boat Program, including authorization of Operators, approval of a boat request form/float plan, maintenance of boats, and ensuring compliance with this manual for all FSUCML Small Boat Operators rests with the Boating Safety Officer.
2. With the approval of the Boating Safety Committee, the Boating Safety Officer may permit portions of this program to be carried out by a qualified delegate, although the Boating Safety

Officer may not abrogate responsibility for the safe conduct of the SAFETY PROGRAM.

3. The Boating Safety Officer (Safety Officer) shall suspend boating operations that are considered unsafe (this would also include trailering of vessels). He/she shall ensure that all boats are in full compliance with U.S. Coast Guard, Department of Motor Vehicle and Department of Transportation requirements, with respect to equipment and safety procedures.

#### 2.40 PRINCIPAL INVESTIGATORS AND PROGRAM DIRECTORS

1. Principal Investigators and Program Directors are personally responsible for assuring that all boat operations, under their direction, are conducted in accordance with this manual.
2. Principal Investigators and Program Directors are required to meet the safety standards of this manual and have on-board the safety equipment as outlined in Appendix I, regardless of ownership of the vessel.
3. Principal Investigators and Project Directors must determine that all individuals assigned to small boat operations related to their projects are properly authorized as described in section 3.20 of this manual.

#### 2.50 SMALL BOAT OPERATOR (SBO)

1. Only persons who have been authorized as Small Boat Operators may operate small boats under FSUCML auspices, whether or not the boat is owned by FSUCML.
2. The designated Small Boat Operator is responsible for all aspects of boating operations, regardless of any senior personnel present in the boat. These responsibilities include, but are not limited to:
  - a) Safe transport of the vessel to and from the launch site.
  - b) The safe navigation of the vessel to and from the site(s) of operation.
  - c) The safe operation of the vessel and equipment at all times.
  - d) Ensuring that all required operational and safety equipment is on board before getting underway.
  - e) Ensuring that all passengers and divers have clearance to be working on the project requiring the vessel.
  - f) Verifying and adhering to the load ratings of the tow vehicle, vessel trailer, vehicle towing assembly (tongue weight) and vessel (vessel and transom loading).
  - g) Reporting all accidents, incidents, citations, and safety concerns/issues to the Safety Officer.
4. Failure to comply with provisions of the Boating Safety Manual may be cause for the revocation or restriction of the Small Boat Operator's authorization by the Boating Safety Committee. However, any Operator may deviate from the requirements of this manual to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, or major environmental damage. A report of such actions must be submitted within 24-hours to the Boating Safety Officer explaining the circumstances and justifications.

## SECTION 3.00 – Administrative Procedures & Training Requirements

The regulations in this manual must be observed wherever Small Boat Operations are carried out under the auspices of the FSUCML Boating Safety Program. All SBOs must follow the provisions of the manual and all equipment used must conform to U.S. Coast Guard requirements.

### 3.10 AUTHORIZATION OF SMALL BOAT OPERATORS

To become an authorized boat operator, submit FSUCML's application form and:

1. Complete a boating safety course from a SAFETY COMMITTEE approved provider.
2. Provide documentation of and/or acquire practical experience in operating a boat (see Small Boat Training Manual)
3. Demonstrate proficiency in the safe operation of the proposed type of boat in local conditions (see Small Boat Training Manual).
4. Demonstrate proficiency in the operation of any specialty equipment and procedures specific to the boat or task to be undertaken.

The Boating Safety Officer has the authority to give limited authorizations to FSUCML personnel that restrict SBOs to the use of certain boats and/or in certain waters. The Safety Officer also has the authority to defer to another institution's training program for the authorization of SBOs.

### 3.20 MAINTAINING AUTHORIZATION

The SAFETY PROGRAM shall set standards for maintaining authorization.

### 3.30 REVOCATION OF AUTHORIZATION

A SBO's authorization may be revoked for any action deemed unsafe or unlawful or for not meeting the procedural requirements of the SAFETY PROGRAM.

### 3.40 RE-AUTHORIZATION

If a SBO's authorization is revoked, the SBO may be re-authorized after compliance with such conditions as the Boating Safety Officer may impose. The SBO shall be given the opportunity to present their case to the Boating Safety Committee before conditions for re-authorization are stipulated.

### 3.50 TRAILERING, LAUNCHING AND RETRIEVING

To become qualified to tow, launch or retrieve a vessel, the SBO or designated driver must complete the training module or demonstrate to the Boating Safety Officer or their designee, the proper procedures for towing the boat and trailer over the road, as well as launching and retrieving the boat from the trailer to the water.



## SECTION 4.00 – Administrative Procedures & Record-keeping

### 4.10 BOATING PROPOSALS AND FLOAT PLANS

All small boat use requires a boat reservation, [available on-line](#). The reservation of any FSUCML boat is on a first come, first served basis. You can view current reservations on the [boating calendar](#) to ensure that the boat you want is available.

All small boats leaving from the FSUCML boat basin must file a Float Plan. If the boat is launched at the FSUCML for day trips within state waters, use the float plan in Appendix III. If the trip requires that the boat is used offshore (beyond state waters) or towed off site for the day or multiple days, use the float Plan in Appendix IV.

### 4.20 MAINTENANCE OF RECORDS

1. The Boating Safety Officer or designee shall keep a file of usage for all boats, including a log of scheduled and unscheduled maintenance for each boat, boat trailer and outboard engine.
2. Records shall be maintained for a period of 10 years.

### 4.30 INCIDENT REPORTING

1. All incidents, domestic and foreign, must be reported to the Boating Safety Officer and to the FSUCML Human Resources Officer within 24 hours of the incident. The Boating Safety Officer will circulate this report to the Director of FSUCML and the Boating Safety Committee. A reporting form can be found in Appendix V. A reportable incident is defined as follows:
  - a) Someone is injured and requires more than just first aid for the injury.
  - b) A vessel breaks-down while in use in any manner that is not easily remedied, suffers more than minor hull damage, or is involved in a near-accident or other unsafe event whether on land or in the water.
  - c) The US Coast Guard or Florida Marine Patrol contacts or cites the FSUCML about any suspected incident involving an FSUCML boat
2. The Boating Safety Officer shall investigate and document the incident and related personal injury and/or property damage or loss and prepare a report.
3. Incident reports shall be held indefinitely.

## SECTION 5.00 – Operational Procedures

All boats and equipment used by FSUCML authorized operators in US waters, regardless of ownership, will, at a minimum, conform to U.S. Coast Guard requirements and to the standards set forth in this manual.

All boats operated outside of U.S. Coast Guard jurisdiction shall at a minimum comply with U.S. Coast Guard regulations in addition to any applicable local requirements and to the standards set forth in this manual.

### 5.10 STABILITY

All boats used by FSUCML personnel are required to have an installed data plate that designates the number of people and weight capacity according to the manufacturer's specifications. If this information is unavailable, the Boating Safety Officer will make a recommendation based on USCG stability standards. It is the responsibility of the SBO to stay within these limits and to have all weight evenly distributed so that the boat will trim properly. If the manufacturer's specifications have been altered or if modifications are constructed for specific research, which alters the trim and stability, it is the responsibility of the Principal Investigator to verify the stability and safety of any modification to the Boating Safety Officer.

### 5.20 EQUIPMENT

1. The operator shall be familiar with the operation of the equipment and shall inspect all emergency equipment prior to departure.
2. Malfunctioning or missing equipment must be repaired or replaced prior to use. It is the responsibility of the SBO and/or Principal Investigator(s) to replace or renew any equipment lost or damaged as a result of negligence or misuse by the SBO. In the event of a disagreement as to responsibility for lost or damaged equipment, the Boating Safety Committee will review the case and assign responsibility for replacing it. Required equipment for FSUCML boats is listed in Appendix I.
3. The nature of specific operations may require boats and boating equipment to meet higher standards as determined by the Boating Safety Officer or the Boating Safety Committee. For instance, small boats that are operating offshore shall be equipped with an Emergency Position Indicating Radio Beacon (EPIRB).
4. In the event that an EPIRB is triggered on an FSUCML vessel, the USCG will contact the FSUCML who will refer them to the Boating Safety Officer. The Boating Safety Officer or designee shall handle all communications, including
  - a) Providing the US Coast Guard with relevant Float plan information, including:
    - Name and contact information for everyone on board
    - Departure ramp, destination site, and proposed arrival time
    - Vessel description including registration numbers (from K drive)
  - b) Alerting the FSUCML director or designee
  - c) Communicating to the USCG any updates received about the vessel either from the vessel captain, crew, or other entity
  - d) Standing by for new information from the USCG

5. In the event that the SBO or crew notice that the EPIRB is missing or suspect it has accidentally gone overboard or become submerged, the SBO is required to immediately contact the FSUCML Boating Safety Officer or Designee. If lab contact cannot be made, contact USCG on ch. 16 and provide them with the FSUCML boat registration numbers to verify status.

### 5.30 COMMUNICATIONS

During boat operations, regularly scheduled communications between the SBO and the responsible FSUCML Marine Operations personnel (MO personnel) on the waterfront shall be maintained. If the boat launched from the FSUCML, that communication shall occur on radio channel 88A. To initiate any change in an approved float plan, the SBO shall communicate all changes to the MO personnel. If the SBO or their designee, is unable to notify the MO personnel, the filed plan shall be adhered to unless conditions are unsafe, in which case the boat shall return to port or find safe harbor. Failure to follow procedures may be cause for suspension or revocation of SBO authorization.

The SBO or designee shall notify MO personnel by phone or in person upon return to port. Special arrangements shall be made in advance for multi-day trips or for vessels returning outside of regular-office hours. Notice of return is required within two hours after the scheduled time of return. If shore-based or radio contact is not made, the MO Personnel may initiate procedures for U.S. Coast Guard action. The SBOs shall take into account the limited VHF radio and cell phone coverage in coastal waters.

### 5.40 WEATHER

#### General Guidelines

- 1) NOAA Weather 5-Day Marine Forecasts are to be considered the basic weather planning guideline for FSUCML small boat operations. These forecasts are available online at (<http://forecast.weather.gov/MapClick.php?site=tae&zmx=1&zmy=1&map.x=181&map.y=243>) or on VHF or dedicated weather radios.
- 2) Unless specifically exempted from doing so by the Boating Safety Officer, all FSUCML Small Boat Operators are required to consult NOAA Weather 5-Day Marine Forecasts for the planned area of operation immediately prior to departure as well as the NOAA radar image found on the same page.
- 3) In general, FSUCML Small Boat Operators shall not plan small boat operations when NOAA forecasts for the time and area of operation include predictions of a Small Craft Advisory.
- 4) It is the Boating Safety Officer's responsibility to determine when sea conditions are unsafe for small vessel operation. While this can depend in some respects on the particular boat and the experience of the small boat operator, the Boating Safety Officer has the authority to cancel any trip.

### 5.50 SPECIAL OPERATIONS

#### SCUBA DIVING

Any persons SCUBA diving from an FSUCML boat are required to observe the provisions of Florida State University, Florida State University Diving Safety Manual.

Diving by students, staff, marine scientists and faculty of the university or with FSU equipment as a necessary part of their occupation, and by other authorized divers under the supervision of the FSUCML Scientific Diving Program as a necessary part of research, constitutes diving under FSUCML auspices.

All dive plans must be approved by the FSUCML Diving Safety Officer (DSO). The designated lead diver will be in charge of all diving operations. An FSUCML authorized SBO will remain on board.

## 5.60 SAFETY CHECKS

### Prior to Departure

1. Perform a functional inspection of the boat and all equipment, including location and condition of PFDs.
2. Assess all environmental risks weather conditions, sea conditions.
3. Review all emergency procedures with everyone aboard man-overboard, fire and abandonment and methods for seeking assistance.
4. Establish communication schedule and responsible shore contact person.

### After Returning

1. Upon return the SBO will log in the return time with the responsible person as agreed upon before departure.
2. Note any problems with the boat or equipment that occurred during their cruise on the status board and inform the Boating Safety Officer within 24-hours. E-mail is an acceptable means.
3. The SBO or designee will ensure that the boat, boat trailer, engine and all other equipment are thoroughly rinsed with fresh water and stowed after each use. For outboards, the SBO or their designee will ensure adequate fuel remains for subsequent operations.

## 5.70 OPERATIONAL AREAS

The regulations herein shall be observed at all locations where boating operations are conducted under the auspices of the FSUCML Small Boating Program. Areas of operation belong to one of two classifications:

1. Inland Waters: Shoreward of the demarcation line that separates International Navigation Rules from U.S. Inland Navigation Rules, for example within the waters of Dog Island Sound. The demarcation line is known as the COLREGS (Convention on the International Regulations for Preventing Collisions at Sea, 1972) Demarcation Line. It is shown on nautical charts.
2. Coastal Waters: Seaward of the COLREGS Demarcation Line, but normally considered within sight of land.

The type of service for each boat within the Small Boat Program will be clearly identified. Boats will be used only in their designated areas or in areas that provide greater protection.

## APPENDIX I - Safety Equipment

Motorboats operating in inland/coastal waters shall carry at least the following equipment:

1. One VHF Channel. Cell phone &/or CB radio also recommended
2. Class I, II, or III PFD for each person on board, plus one 'throwable' with at least 50' of line.
3. Anchor and anchor line
4. Oars or paddles
5. USCG approved visual distress signaling device
6. Emergency repair kit and tools
7. Fire extinguisher on all motorboats
8. Fog horn, or other signaling device
9. First aid kit and, if diving, an oxygen unit

### **Suggested equipment:**

1. A cellular telephone or CB radio
2. Drinking water/food
3. Spare fuel
4. Sea anchor
5. Dock lines
6. Bailer
7. GPS
8. Dive Flag

## APPENDIX II - BOATING EMERGENCY MANAGEMENT PROCEDURES

### Introduction

Most boating incidents take place through the culmination of several factors leading up to a single point when unsafe situations combine and pass a critical point resulting in an emergency situation. Identifying these factors and correcting them immediately is the best course of action.

### General Procedures (Personnel Injury)

The nature and severity of personnel injury shall be the determining factor for the mode and method of patient transport.

Make contact with victim, if safe, rescue as required.

1. Establish ABC's. (Airway, Breathing, Circulation) Then apply first aid as required.
2. Determine severity and select the mode of transport. (Self-transport, USCG, or EMS)
3. As applicable, contact the pre-designated land base, USCG channel 16 VHF, or EMS 911 or local equivalent
4. Coordinate with EMS for patient transfer site and ETA.
5. Notify the Boating Safety Officer or the designated Assistant.
6. Complete the Accident Forms as required.

### General Procedures (Non-urgent Disabled or Damaged Vessel)

For non-emergency related damage or disabling situations it is the responsibility of the operator to suspend the mission and assess all conditions then take appropriate action. The operator must communicate the situation to the designated mother-ship or land-based point of contact. A communication schedule shall be established to monitor the situation until safe moorage is obtained.

1. Apply measures to minimize or correct the situation and contact land base or mother ship.
  - Location
  - Nature of problem
  - Type of assistance needed
  - Number of persons on board
  - Establish a communication schedule based on severity.

2. Arrange USCG assistance if another assistance provider (such as Tow Boat U. S., Vessel Assist) is not available. Hail USCG on VHF Channel 16 and follow their directions.

- Same as #1 above.
- Request notification of the land base that is holding your float plan.

2. Notify the Boating Safety Officer or the designated Assistant.

3. Complete the Accident Form if required.

### **Emergency Procedures (Collision, Fire, Flooding, Grounding, Crew overboard)**

Severe situations that can lead to the loss of life and property are collision, fire, flooding, grounding and crew over board. Each of these situations requires the operator to immediately initiate measures to correct the situation. Additionally, the USCG and/or another designated agency shall be notified to facilitate rescue and/or assistance.

1. Initiate control measures to prevent/minimize loss of life and the vessel.

2. Contact USCG Channel 16 VHF

- MAYDAY, MAYDAY, MAYDAY!
- Location (Speak slowly and repeat position)
- Nature of distress
- Vessel name, ID number & description
- Number of people on board

3. Request notification of the Boating Safety Officer or the designated Assistant as soon as possible.

APPENDIX III - Float Plan for Small Boat Launched at the FSUCML, Operated onsite



Float Plan for Small Boats Launched from FSUCML

Directions: This float plan is for boats launched from the FSUCML and operated within state waters. To be completed by user, one plan per day. It can be filled out online. Complete all questions in the user section below that are applicable to your trip. Deliver the completed form to the FSUCML Marine Ops staff member assisting you on the day of the trip. Do Not E-Mail form.

Username	Affiliation	Grant No.	Reservation No.

Trip Date (mmddyy)	Est. Time Depart	Est. Time Return
Vessel Inspection	InReach Number	PFD Numbers
Areas of operation		
Specific Activity		

Print all passenger names below. All volunteers must check "VOL" box by their name. Max. capacity pontoons = 15 people					
No	Name	VOL	No.	Name	VOL
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8					

By signature below, I confirm that I have completed the checklist for the designated boat, I will comply with all FSUCML boat operation policies and I have been checked out on the operation and communication procedures for proper use of the designated boat, trailer and vehicle. If diving, I confirm that I am an active AAUS Science Diver.

Boat Operator \_\_\_\_\_  
 (Print Name) (Signature) (Date)

Number of Individuals: \_\_\_\_\_ Weather \_\_\_\_\_ Wind Speed (mph) \_\_\_\_\_

Boat used-License Number (check appropriate boat)

CAR-SKIFF FL7949KR	PONTOON 1 FL2870LP	PONTOON 2 FL1803LE	CALCUTTA FL9310TM	DUSKY FL6797FG
SEA OATS FL1062TJ	BARGE FL3000PP	TWIN VEE FL4770PS	ZODIAC FL5080PN	SKEETER FL5437SP
KAYAKS # Singles	KAYAKS # Tandems	MARCUS FL 8526TD	HERNNKIND FL8524TP	

To be completed by FSUCML Marine operations or facility staff.

Liability Waivers Provided by User (Yes or No)		If appropriate, Number of Hours used FSUCML Staff Boat Operator	
Time & Date of Departure (mmddyy)		Fuel Used (gallons)	
Time & Date of Return (mmddyy)		Fueled signed by FSUCML personnel	
Trip cancellation	By Staff	By User	Reason

I certify that the above named Boat Operator (if not FSUCML Staff Boat Operator) has been checked out on the operation, safety, and communication procedures for proper use of the designated boat and/or vehicle

Signature of FSUCML staff checking vessel out \_\_\_\_\_

I certify that the data inserted above is accurate and complete.

Signature of FSUCML staff checking vessel in \_\_\_\_\_

# APPENDIX IV - Float Plan for Small Boats on Off-Site Trips

## Florida State University Coastal & Marine Laboratory Float Plan for Offshore and Off-Site Trips

**Directions:** To be completed by user. Email or hand deliver to the FSUCML Marine Ops staff member one day before the trip.

Username	Affiliation	Grant No.	Reservation No.
Route: Depart: From – To - Date		Return: From - To - Date and projected time of arrival to FSUCML	
Departure Port/Landing for Boat trips		Truck Used to Tow Boat	
Name & Location of Lodging:		PFD and InReach Numbers	

Passenger List. (Please check the "VOL" box if passenger is acting as a volunteer. Volunteers must complete proper paperwork before departure)					
No.	Name	Cell #	Emergency Contact & Relationship	EC Number	VOL
1					
2					
3					
4					
5					
6					

By signature below, I confirm that I have completed the checklist for the designated boat, I know the location of the boat's SeaTow number and the boat's E-PIRB, I will comply with all FSUCML boat operation policies, and I have been checked out on the operation and communication procedures for proper use of the designated boat, trailer and vehicle. If diving, I confirm that I am an active AAUS Science Diver. I have submitted Completed Waivers for all passengers.

Boat Operator \_\_\_\_\_  
(Print Name)
(Signature)
(Date)

Boat used (License No) – (check appropriate boat)								
Calcutta FL 9310TM		Twin V FL4770PS		SKEETER FL5437SP		Dusky FL6797FG		SEAOATS FL1062TJ
Car. Skiff FL7949KR		Zodiac FL5080PN		BARGE FL3000PP				
Kayaks # Singles		Kayaks # Tandems						

Liability Waivers Provided by User	Y / N (circle one)	If appropriate, Number of Hours used FSUCML Staff Boat Operator	
Time & Date of Departure		Fuel Used (gallons)	
Time & Date of Return		Specific Activity	

I certify that the above named Boat Operator has been checked out on the operation, safety, and communication procedures for proper use of the designated boat and/or vehicle. I also certify that all of the information above is complete and correct.

Signature of FSUCML staff checking vessel out: \_\_\_\_\_  
 Signature of FSUCML staff checking vessel in \_\_\_\_\_ Fuel documented by: \_\_\_\_\_

# APPENDIX V – Incident Reporting Form

## FIRST REPORT OF INJURY OR ILLNESS FLORIDA DEPARTMENT OF FINANCIAL SERVICES

**DIVISION OF WORKERS' COMPENSATION.** For assistance call 1-800-342-1741 or contact your local EAO Office Report all deaths within 24 hours 1-800-219-8953 or (850) 922-8953

RECEIVED BY CLAIMS-HANDLING ENTITY	SENT TO DIVISION DATE	DIVISION RECEIVED DATE

PLEASE PRINT OR TYPE

### EMPLOYEE INFORMATION

NAME (First, Middle, Last)		Social Security Number	Date of Accident (Month-Day-Year)	Time of Accident <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
HOME ADDRESS Street/Apt #: _____ City: _____ State: _____ Zip: _____		EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)		
TELEPHONE	Area Code	Number		
OCCUPATION	INJURY/ILLNESS THAT OCCURRED		PART OF BODY AFFECTED	
DATE OF BIRTH	SEX <input type="checkbox"/> M <input type="checkbox"/> F			

### EMPLOYER INFORMATION

COMPANY NAME: <u>Florida State University</u>		FEDERAL I.D. NUMBER (FEIN) <u>59-6001874</u>	DATE FIRST REPORTED (Month/Day/Year)
D. B. A.: <u>Department of Environmental Health &amp; Safety</u>		NATURE OF BUSINESS <u>Education and Educational Support Services</u>	POLICY/MEMBER NUMBER <u>WC-94-0125</u>
Street: <u>1200 Carothers Hall</u>		DATE EMPLOYED	PAID FOR DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO
City: <u>Tallahassee</u> State: <u>FL</u>		LAST DATE EMPLOYEE WORKED <u> / /</u>	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP? <input checked="" type="checkbox"/> YES
TELEPHONE <u>(850) 644-6895</u>	Area Code	Number	LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP
EMPLOYER'S LOCATION ADDRESS (If different) <u>Same</u>		RETURNED TO WORK IF YES, GIVE DATE <u> / /</u>	RATE OF PAY \$ _____ PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> DAY <input type="checkbox"/> MO
City: _____ State: _____ Zip: _____		DATE OF DEATH (If applicable)	Number of hours per day _____
LOCATION # (If applicable) _____		AGREE WITH DESCRIPTION OF ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of hours per week _____
PLACE OF ACCIDENT (Street, City, State, Zip) Street: _____		Number of days per week _____	
City: _____ State: _____ Zip: _____		NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL	
COUNTY OF ACCIDENT _____		AUTHORIZED BY EMPLOYER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234, Section 440.105(7), F.S. <b>I have reviewed, understand and acknowledge the above statement.</b>			
EMPLOYEE SIGNATURE (If available to sign) _____		DATE _____	
EMPLOYER SIGNATURE _____		DATE _____	

### CLAIMS-HANDLING ENTITY INFORMATION

<input type="checkbox"/> a) Denied Case - DWC-12, Notice of Denial Attached	<input type="checkbox"/> 2. Medical Only which became Lost Time Case (Complete all required information in #3)
<input type="checkbox"/> 1(b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached	Employee's 8 <sup>TH</sup> Day of Disability _____ / _____ / _____
	Entity's Knowledge of 8 <sup>TH</sup> Day of Disability _____ / _____ / _____
<input type="checkbox"/> 3. Lost Time Case - 1st day of disability _____ / _____ / _____	Full Salary in lieu of comp? <input type="checkbox"/> YES Full Salary End Date _____ / _____ / _____
Date First Payment Mailed _____ / _____ / _____	AWW _____ Comp Rate _____
<input type="checkbox"/> T.T. <input type="checkbox"/> T.T. - 80% <input type="checkbox"/> T.P. <input type="checkbox"/> I.B. <input type="checkbox"/> P.T. <input type="checkbox"/> DEATH <input type="checkbox"/> SETTLEMENT ONLY	
Penalty Amount Paid in 1 <sup>st</sup> Payment \$ _____	Interest Amount Paid in 1 <sup>st</sup> Payment \$ _____

REMARKS:		INSURER NAME Division of Risk Management, State of Florida CLAIMS-HANDLING ENTITY NAME, ADDRESS & TELEPHONE Division of Risk Management, State of Florida P.O. Box 8020 Tallahassee, FL 32314 (850) 413-3123	
INSURER CODE # 9235	EMPLOYEE'S CLASS CODE	EMPLOYER'S NAICS CODE	
SERVICE CO/TPA CODE # 6026	CLAIMS-HANDLING ENTITY FILE #		

## Boating Safety Rule Enforcement

11/2/23

The **goal of these rules** is to establish consistent and equitable accountability for enforcement of rules applying to vessel operators, crew and passengers on FSUCML vessels. Ultimately, these policies are in place to assure the safety of vessel users; care and integrity of our vessels and equipment; and compliance with US Coast Guard (USCG), State of Florida, and FSU rules and regulations.

For the purpose of this document, ‘**incident**’ refers to any deviation from normal operations that a boat operator, crew member, or passenger considers to be of concern either for safety reasons or for consistency with rules set out in the FSUCML Boating Safety Manual or consistency with USCG rules.

**The Boating Safety Officer’s (BSO) role** is to investigate and report incidents and **the Boating Safety Committee’s (BSC) role** is determine the level of the incident and penalties, if appropriate, on the boaters involved.

### A. Reporting an incident

All participants in a boating incident are encouraged to report their experience to the BSO and can expect confidentiality to the extent the nature of the incident allows. Anyone in the vessel can report an incident. Use of the anonymous reporting box at the Boat Shop is welcome. There is no time limit on reporting an incident if physical injury or physical damage to the vessel has not occurred. ***If anyone is injured, the call tree is activated, and the injury is handled before warning proceedings occur.***

- Once the BSO is alerted to an issue, they immediately contact the boat operator listed on the float plan and investigate the situation to determine if an incident report should be prepared.
- The BSO may determine the issue is minor and falls below the level of requiring an incident report. Examples include, but are not limited to, a single mistake on a float plan or minor damage that was out of anyone’s direct control. In such cases, the BSO speaks to the operator and/or crew, if needed, to clarify the issue.
- In the case of severe infractions or when the BSO determines that immediate safety is at risk, the BSO can temporarily block boating privileges for those involved until the BSC can meet to discuss and respond.

### B. Incident Reports

Incident reports are prepared by the BSO for delivery to the BSC. Incident reports include the date and time of the incident; names of all boating operators, crew members, and passengers present; a description of the event as reported by the operator, with additional descriptions provided by other crew members or notes from interviews with other members of the crew. Any discrepancies in the descriptions of the event are noted. A space for the name and signature of the BSO and operator is present at the end of the report.

- All incident reports are forwarded to the Boating Safety Committee (BSC) at the earliest possible time and for any incident any member of the BSC can call a meeting to review the event and determine follow-up actions.
- If the BSO or BSC requests a meeting to review the report, the meeting is held on an expedited time frame and includes the BSO and all members of the BSC available to meet; BSC members unable to attend will meet separately with the BSO and be appraised of the situation.
- The BSC determines the level of infraction (low, medium, high) and appropriate penalties for all persons involved in the incident.

### C. All violations of the rules stated in the Boating Safety Manual will be treated as an infraction. The BSC is involved in determining the level of infraction and penalties, if any, related to it.

Level of infraction and examples:

- Low
  - Failing to complete float plans correctly more than three times in a calendar year.
  - Failing to make a reservation or cancelling a reservation the day of the trip without good cause more than three times in a calendar year.
  - Failing to thoroughly clean vessel and/or trailer more than three times in a calendar year.
  - Failing to return PFDs, EPIRBS, boat keys and/or other borrowed equipment
- Medium
  - Repeated low-level violations
  - Vessel or trailer is damaged with fault.
  - Boat/personnel are put in an unsafe situation. This could be due to unsafe operation or lack of attention to inclement weather. Note that an unsafe condition is determined by anyone on the trip that reports feeling unsafe. Under these circumstances, the Boat Operator will abort the trip even if they do not agree with the concern expressed.
- Severe
  - Use of any intoxicating substances during any aspect of boating or trailering.
  - Intentional reckless driving behaviors that put any person at risk.
  - Bodily injury occurred or was at risk of occurring because of the operator's actions. Bodily injury could include, but is not limited to, broken bones, deep cuts, or injury from impacts with an object or other person.

#### D. Warning process

***BSC will review and decide if the individual or group receives a written warning or a verbal warning.***

- Warnings
  - Verbal instruction (Low level infractions): BSO explains the infraction to the perpetrator, provides correction and sends them an email acknowledgement for the record.
  - Verbal Warning (Medium level infractions): The perpetrator receives a verbal warning and an explanation of what they did incorrectly and how to avoid it in the future. This is followed by a written acknowledgement of the discussion prepared by the BSO. It is signed by the BSO and the perpetrator and then submitted via email to the BSC for their information.
  - Written Warning (High level infractions): The person who caused the infraction receives a written warning created by the BSC that lists the infraction and any restrictions imposed, as well as a time frame. This document must be signed by the BSC Chair and the perpetrator.
  - After two verbal warnings, a third infraction will require issuance of a written warning.
- Penalties
 

Penalties for violation of FSUCML Boating Safety Rules include restrictions on further boating as determined by the BSC. Examples of restrictions available for use by the BSC include:

  - The individual loses permission to be a boat operator of FSUCML vessels for a defined period.
  - The individual is not able to work on FSUCML vessels for a defined period.
  - Evidence of repeated or egregious violation of the rules may result in loss of all future use of vessels and even exclusion from all future trips on FSUCML vessels.

**Boating Program Incident Call Tree 2024**

**Emergency contact at FSUCML**

First contact BSO:  
 Captain Matt Edwards  
 VHF Channel 09  
 (850) 590-3350  
[medwards5@fsu.edu](mailto:medwards5@fsu.edu)  
 Kent Malik as backup if unavailable.

Second contact P.I.

Contact victim's emergency contact

Contact Emergency Services

FSUCML Asst. Director  
 Kent Malik  
 (850) 519-3361  
[kmalik@fsu.edu](mailto:kmalik@fsu.edu)

EH&S  
 Laymon Gray  
 (850) 645-2279  
[lgray@fsu.edu](mailto:lgray@fsu.edu)

Joel Trexler  
 Director, FUSCML  
 305-645-3480  
[jtrexler@fsu.edu](mailto:jtrexler@fsu.edu)

1<sup>st</sup> -USCG  
 (850) 942-8400 VHF CH

2<sup>nd</sup> -Franklin County EMS  
 (850) 697-2113

3<sup>rd</sup> -FWC  
 (850) 697-2113  
 VHF CH 16

4<sup>th</sup> -Spill companies

1-All aboard C&T  
 (850) 697-8909  
 <2,000 gallons spilled

2-Southern waste  
 (877) 742-4215  
 < 8,000 gallons spilled

FSUCML Faculty and staff members

FSUCML H.R.  
 Marsh Jones  
 (352) 406-7771  
[mej180@fsu.edu](mailto:mej180@fsu.edu)

FSU H.R. and Workers Comp.

Boating Safety Committee

OVRP  
 Stacey patterson  
 (850) 644-0806  
[sspatterson@fsu.edu](mailto:sspatterson@fsu.edu)  
 Eric Holmes  
 (850) 644-5929  
[ehholmes@fsu.edu](mailto:ehholmes@fsu.edu)

Kathleen Haughney  
 Asst. Director for research communication  
 (850) 644-1489  
[khaughney@fsu.edu](mailto:khaughney@fsu.edu)

President Richard McCullough  
 (850) 644-1085  
[president@fsu.edu](mailto:president@fsu.edu)  
 FSU Provost  
 (850) 644-1816  
[provost@fsu.edu](mailto:provost@fsu.edu)

FSU General Council:  
 Audrey Wilson  
 (850) 644-4440

FSUPD  
 (850) 644-1234

## PERSONNEL CHECKOUT CHECKLIST

Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Email \_\_\_\_\_  
 Vessel \_\_\_\_\_  
 PI Training Completed \_\_\_\_\_



Pre-Launch	
Put plugs in	
Test electronics	
GPS positions	
Boat checklist	
Float plan	
InReach	
Text Leaving	

Individual	
Water	
Sunscreen	
Food	
Medications	
EPIRB	
Sunglasses	
Proper clothing	

Safety Equipment	
PFD's	
Whistle	
Type 4 throwable	
Fire Extinguisher	
Flares	
First aid kits	
InReach/EPIRB	

Knots	
Cleat	
Half hitch	
Bowline	
Sliding knot	
Quick knots	

M.O.B.	
Vessel handling	
Crew expectations	
Clear deck	
Throw type 4	
Make radio contact	

Fire	
Vessel handling	
Crew expectations	
Fire extinguisher	
Buckets	
Make radio contact	

VHF Radio	
Power on/off	
Squelch	
Channel 16 USCG	
Channel 9 FSU	
Pawn Pawn	
Securitay	
MAYDAY	
Radio etiquette	

Rules of Road	
No wake zone	
Red right return	
Channel markers	
Caution areas	
Boating etiquette	
Light list	
Proper passing	
Vessel assistance	

Electronics	
Jack Plates	
GPS	
Spot lights	
Sonar	
Radar	
VHF radio	
Power poles	
InReach	

<b>Emergency Protocol</b>	
EPIRB/InReach	
Cell phone	
VHF radio	
Flares	
FSUCML	
USCG	

<b>Docking</b>	
Use of bumpers	
Cleat tying	
Overnight checks	
Floating docks	
Fixed docks	
leaving/Aproaching	

<b>Abandon ship</b>	
Vessel handling	
PFD's/Type 4	
Radio calls	
Abandon procedure	
In water procedure	
InReach	

<b>Diving</b>	
Vessel handling	
Equipment storage	
Deploy/Retrieve	
Emergency response	

<b>Paperwork</b>	
Reservation	
Float plan	
Liability waiver	
vessel checklist	

<b>Fishing</b>	
Vessel handling	
Line awarness	
Gill net/ Trawl net	
Longline	

<b>Post trip</b>	
Pull plugs out	
Unload vessel	
Rinse trailer	
Wash boat	
Rinse engine	
Text back at dock	
clean all equipment	

<b>Trailing</b>	
Jack operation	
Winch operation	
Tire pressure	
Jack and 4 way	
Latch/chains	
Lights	
City traffic	
Highway speed	
full inspection	
Big turns	
Backing in boat ramp	

Pass \_\_\_\_\_  
Needs Aditonal Practice \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_

Signature of Studermt: \_\_\_\_\_

NOTES:





## FSUCML Vessel Incident Report

Written by: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Time reported: \_\_\_\_\_

Time of return to dock: \_\_\_\_\_

Boat: \_\_\_\_\_

Vessel launch Location: \_\_\_\_\_

Incident location (LAT.LONG.): \_\_\_\_\_

Boat operator: \_\_\_\_\_

Crew: \_\_\_\_\_

Incident Report:

Boat Operator: \_\_\_\_\_

Research Lead: \_\_\_\_\_

Marine Ops Lead: \_\_\_\_\_