

## **SAFETY and STANDARD OPERATION PROCEDURE**

### **College of Earth, Ocean, and Environment SMALL BOAT FLEET**

#### **A. TRAINING**

1. Any personnel wishing to utilize a UD small boat must be approved by the Director, of Marine Operations or the Small Boat Coordinator.
2. Personnel born on or after January 1, 1978 must complete the Delaware Safe Boating Course. Each year, CEOE offers the 1-day course conducted by the United States Coast Guard Auxiliary. Information on other ways to complete the course can be found on the Delaware Boating Safety WebSite:  
[http://www.dnrec.delaware.gov/fw/boating/pages/delaware\\_boating\\_safety.aspx](http://www.dnrec.delaware.gov/fw/boating/pages/delaware_boating_safety.aspx)
3. Proof of a recent recognized course or equivalent is accepted.
4. UD Marine Operations also provides a 1-day “Boating Practical” where personnel are trained on the basics of operating UD’s small boats.
5. Contact the Director, Marine Operations with any questions regarding training:  
Jon Swallow ( [jswallow@udel.edu](mailto:jswallow@udel.edu) )

#### **B. CHECKOUT**

1. An operational review is required of all new users to familiarize individuals with sign-out and operation of College of Earth, Ocean, and Environment' boats.
2. Contact the Small Boat Coordinator: Kevin Beam ( [beam@udel.edu](mailto:beam@udel.edu) )
3. Trailering and Towing boats are specialized evolutions that require pre-approval by the Director or Small Boat Coordinator.

#### **C. OPERATION**

1. Sign Out Sheets / Float Plan
  - a. The vessels are reserved by signing up on the paper calendars outside of the Director’s office, or sending an email to the Director or Small Boat Coordinator. The Small Boat Coordinator will launch and prepare the boat for use.
  - b. A combined Float Plan / Check List must be completed prior to vessel use. The form is available on-line or paper copies are available outside of the Director’s office. A contact such as an Advisor/Faculty Member or another student is required, that has been informed of trip details and estimated time of return. Include the Purpose Code for invoicing the usage charges on the form. Provide a copy of the Float Plan to the Faculty/Student contact person and to Marine Operations.
  - c. Take a copy of the Float Plan with you. It has important Safety contact information on it.
  - d. The Marine Operations copy of the Float Plan must be posted on clipboard outside the Director’s office or emailed to Jon Swallow ( [jswallow@udel.edu](mailto:jswallow@udel.edu) ) and Kevin Beam ( [beam@udel.edu](mailto:beam@udel.edu) ).

- e. Work vests are to be worn by all occupants at all times while the vessel is underway. Work vests are stored in the Small Boat Locker.
- f. At least two persons are required to be onboard at all times.
- g. When returning, notify the Director or Small Boat Coordinator by email or text (#'s are on the float plan).

#### **D. SAFETY**

1. All onboard equipment required by the U.S. Coast Guard is to be checked prior to each departure using the check list.
  - a. Non-swimmers and swimmers must wear a PFD (work vest) at all times.
  - b. VHF radios are kept onboard each small boat.
  - c. Ensure your Cell Phone is fully charged. Call Kevin Beam first if you have any issues with the boat.
  - d. UD Marine Ops is a member of **TowBoatUS**. If you can't get ahold of Kevin or are in immediate need, you can hail them on the radio or at the phone# on the float plan.
  - e. Weather forecast must be checked prior to departure and conditions monitored for sudden changes. One can tune to AM radio (1600 and above) or go to several web sites including NOAA (<http://www.noaa.gov/>); the Weather Channel (<http://www.weather.com/>); Accuweather (<http://www.accuweather.com/>); Weather Sentry (<http://www.weathersentry.com/>).
  - f. Be particularly aware of approaching thunderstorms or squalls. They can be very dangerous.
  - g. The UD Web Site has a link to weather and tide information:  
<http://www.ceoe.udel.edu/schools-departments/school-of-marine-science-and-policy/marine-operations/weather-and-local-tides>