

BOWDOIN COLLEGE

Boat Operation Safety Policy

1.0 STATEMENT OF PURPOSE

The purpose of the Boat Operation Safety Policy is to provide guidelines for students, faculty, staff, and visitors of Bowdoin College to engage in safe use of all Bowdoin College watercraft. It is the policy of Bowdoin College to make all boating activity safe. Bowdoin College (the College) follows the Federal and State Laws and regulations pertinent to Boating Safety. The United States Coast Guard (USCG) and Maine Marine Patrol (MMP) are the primary enforcement entities along the coastal Maine.

The College, through the Boat Operation Safety Policy, supports the use of watercraft by the following Departments and Groups:

- Biology Department
- Bowdoin Outing Club
- Bowdoin Scientific Station at Kent Island
- Coastal Studies Center
- Crew and Sailing Teams
- Earth and Oceanographic Science Department
- Facilities Management

2.0 DEFINITIONS

2.1 College Watercraft and Their Use

- A college watercraft includes all watercraft owned, leased or rented by the College for College use.
- A watercraft is any type of vessel, boat, canoe or craft used or capable of being used for transportation on the water. The Boat Operation Safety Policy differentiates between motorized and non-motorized watercraft below.
- A motorized vessel is any watercraft equipped with propulsion machinery of any kind. All motorized vessels will be registered with the State of Maine which will identify the type of vessel and its ownership.
- A non-motorized vessel is any watercraft that is physically propelled by the operator(s) without any propulsion machinery involved in the operation, such as, sailing, rowing or paddling.
- A water safety zone is the area within 200 feet of any shore in which operation of a vessel is headway speed only. Headway speed is the speed needed only to maintain steerage.

2.2 Vessel Coordinators

- The Director of Environmental Health and Safety is Bowdoin's Boating Safety Coordinator, and oversees the administration of the policy.
- The Marine Operations Manager is responsible for daily oversight and management of operations of Bowdoin College marine vessels and marine operators. The Marine Operations Manager is responsible for:
 1. Implementing the Boat Operation Safety Policy to ensure that all vessels are operated in a practical and safe manner.
 2. Providing access to an online boating safety course and offering boating safety field training as evidenced by completion of a field session checklist.
 3. Maintaining safety training records.

4. Routinely meet with Department coordinators (or person designated in a College department to oversee boats), coaches, and other invested individuals to review vessel safety, equipment needs and any other marine vessel related issues.
5. Maintaining a current inventory of all motorized vessels and trailers
6. Conducting semi-annual safety inspections of all motorized vessels in coordination with the Facilities Fleet Manager.
7. Reviewing and assisting with implementing waterfront safety to include wharves, floats and moorings in coordination with the Facilities Manager and Caretaker of the Coastal Studies Center.
8. Ensure all motorized vessels are properly equipped.

2.3 Responsible Persons

Department heads, coordinators and coaches are responsible for communicating any needs or concerns for safety or maintenance issues to the Marine Operations Manager. Students, staff or faculty may also communicate any safety or maintenance issues to the Marine Operations Manager.

A faculty member, coach, or other employee who organizes an event on the water is responsible for providing Float Plans, schedules and capable operators. The Event Organizer (i.e. 'Responsible Person') will also notify the Marine Operations Manager who will assist as needed.

The Caretaker of the Bowdoin Scientific Station at Kent Island will be the responsible person for any Float Plan and operational need at the Kent Island facility.

The Boating Safety Contact List is found in Attachment 1.

2.4 Operators

To 'operate' is to use and be in control of any watercraft in any manner on Maine waters.

'Operators' are those individuals capable of operating the vessel, who have completed a boating safety course and a field training session with the Marine Operations Manager.

Exceptions to these College requirements will be made on a case-by-case basis for operators previously trained who demonstrate that training to the Marine Operations Manager. There may still be a burden on the individual to complete additional training or portions thereof in order to become a vessel operator for Bowdoin College. Inquiries about exceptions should be directed to the Marine Operations Manager.

3.0 REQUIRED BOATING SAFETY EQUIPMENT

All College vessels are required to have the proper safety equipment on board readily accessible and in working order.

3.1 Mandatory Use of Personal Floatation Device (PFD):

Every person on the College vessels shall wear an appropriate, US Coast Guard (USCG)-approved PFD while on the water.

The only exception to this is divers in wet or dry suits at the time of dive operations. However, there shall still be a PFD readily available to the diver. When diving, there shall also be an individual designated as the tender for the diver(s). The tender's primary responsibility will be to the diver; he or she may, NOT be the vessel operator.

3.2 Basic Equipment for a motorized vessels

- A. PFD's for all passengers
- B. One Type IV PFD for the vessel (float cushion or ring buoy)
- C. Visual Distress Signaling (VDS) kit
- D. Fire extinguisher(s) is/are required on all vessels in State waters on vessels with closed compartments or permanently installed fuel tanks
- E. Sound producing device: bell, whistle or hand held horn
- F. Navigation lights for operations in inclement weather or at night
- G. Lanyard used in conjunction with the engine cut off switch (vessels up to 26')
- H. Chart of the area along with working compass and navigational tools
- I. Chart Plotter, GPS, or smartphone with navigation application (vessels $\geq 26'$ will carry an Emergency Position Indicating Radio Beacon (EPIRB))
- J. VHF (very high frequency) radio
- K. Bilge pump: automatic and manual
- L. Anchor with the appropriate amount of line
- M. First Aid Kit
- N. Repair kit/tools

3.3 Basic Equipment for a Non-Motorized Vessel

It is understood that Sailing Team and the Crew Team boats are exempt from the usual gear due to the competitive nature of the activity. The motorized support vessels supporting the team boats shall carry the appropriate safety equipment.

Canoes and Kayaks:

- A. PFDs
- B. Navigation equipment: handheld GPS, map or chart and a working compass
- C. Whistle and signally device (mirror)
- D. Throw bag
- E. Spare paddle and paddle float
- F. Appropriate clothing and dry bag with survival kit and dry cloths
- G. Helmet for conditions (e.g., whitewater kayaking/canoeing)
- H. Knife (e.g., sheaf knife or pocket knife)
- I. Bilge pump or bailer
- J. Flashlight
- K. First Aid Kit
- L. Hand held VHF (optional)

Canoeing or kayaking can easily have variations to the listed needs such as, when training for white water. The above list would be basic needs for either wilderness and/or coastal travelling.

Bowdoin College Outdoor Club may change the equipment list for activities at the discretion of the BOC Director. The Director or coordinator could require any additional equipment deemed necessary.

4.0 COMMUNICATION

Communication is paramount for safe operation of College watercraft. Operators of motorized vessels shall submit a Float Plan and verify that the VHF is in working order prior to getting underway. See also section 7.0 Boat Preparation/ Reservations for more information.

NOTE: All motorized vessels 16' or greater shall have a VHF marine radio.

4.1 Float Plan

All motorized vessels shall submit a Float Plan by e-mail to the Marine Operations Manager (c.thompson@bowdoin.edu) 24-hours in advance of their planned departure. The Bowdoin College Marine Operations Manager will review the float plan and approve or disapprove it. The Marine Operations Manager will submit approved float plans to Security (secure@bowdoin.edu).

- A. A Float Plan template can be found on the Bowdoin College website at: <http://www.bowdoin.edu/facilities/safety/policies-and-procedures> and in Attachment 2.
- B. Float Plans must be filled out completely for the appropriate vessel for each daily vessel operation. The operator will get underway only when the plan is approved. ANY CHANGES, particularly with passengers, will be brought to the attention of the Marine Operations Manager and Security by phone or in writing. All Float Plans must designate an emergency contact person who will be aware of the vessel's operations and its expected return. That individual should be available for contact by Security for any issues with the plan or the operations. The contact person shall be reachable by cell phone but not on an extension or message monitored landline.
- C. Prior to departure Operators must call security to notify of departure time.
- D. Upon completion of underway operations, the vessel operator shall notify the Safety and Security Department to properly end the marine operations event for the particular Float Plan.

Motor vessels that are used for rowing or sailing practices or competitions are not required to submit float plans provided that they submit a schedule of practices/competitions to the Marine Operations Manager at the start of each season or when schedules change.

NOTE: Any Marine Operations may be cancelled due to a weather event or pending weather event by the Marine Operations Manager or any responsible person.

5.0 SAFETY AND OPERATIONAL TRAINING

Operators of all motorized watercraft owned, leased, borrowed or utilized in the interest of Bowdoin College must successfully complete an online Boating Safety Course (See Attachment 3) and a Field Training Session (See Attachment 4).

Operators should always operate with at least one other operator on the boat.

Familiarization with waterfront activity makes for safe and successful voyages and exploration of northern New England waters. Bowdoin College makes every effort to be sure all Marine Operations start and end safely. Familiarization along with boating safety and practical experience allows for a solid foundation.

5.1 Motorized Vessel Operators:

A. Online Boating Safety Training

Such training must cover: Boats and the Marine Environment, Boating Equipment, Trip Planning and Preparation, Safe Boat Operation, Emergency Preparation, Boating Activities and Final Exam. Upon course completion a certificate is issued and must be sent to the Marine Operations Manager.

B. Field Training Session

Upon completion of the Boating Safety Course, all motorized vessel operators, regardless of whether previously trained or certified, must complete a Field Training Session with the Marine Operations Manager or an assigned Captain. It is important to be familiar with the specific

watercraft to be used, local navigation issues, and procedures to ensure the safety of passengers on the vessel.

Field Session training may be conducted with a small group. The length of the training will depend on the level of experience of the participants. There will be some participants with previous experience completing the training sessions quickly, whereas others may need a little more time. Boating knowledge and handling takes time and even the most capable individuals are always learning; therefore, everybody participating should look at boat operations as a continually evolving experience. The trainer will determine the length and content of the session.

Field training sessions will take place on the water. Prior to the session, each visitor participant must complete a Bowdoin College 'Assumption of Risk Statement and Indemnification/ Release' form (Attachment 5).

The Marine Operations Manager will keep records for all participants who complete a Boating Safety Training course and Field Session training.

6.0 SAFE BOATING

All the applicable standards set by the USCG and the State of Maine for boating safety and marine laws and regulations will be followed.

6.1 General Guidelines

- A. Operators of motorized and non-motorized watercraft will abide by all pertinent laws for each watercraft operated. Only a licensed Captain shall operate vessels with Research Vessel (R/V) designation, or when passengers are on board and on vessels carrying only passengers.
- B. The operators will run the vessels under the terms of the Boat Operation Safety Policy. The responsibility as an operator is to provide a safe journey for all on board and practice safe seamanship at all times.
- C. Only the certified operator will maintain the helm station of any vessel underway. Passengers may not operate the vessel. The only exceptions are during Coastal Studies Field Session Training with an authorized Captain, or in an emergency if the helms person is incapacitated.
- D. NO hazardous materials, alcoholic beverages or illegal drugs (including marijuana) may be transported or consumed on College watercraft. Smoking, or use of prescription medication causing impairment is not permitted by operators or passengers on any College watercraft.
- E. Children under 12 years old and animals are not allowed without expressed permission of the Marine Operations Manager.
- F. Prior to getting underway, the operator will explain to passengers the location of all safety equipment on the vessel and how to make an emergency radio call if necessary. See also Section 7.0 Boat Preparation/Reservations for departure and return procedures.

6.2 Boating Accident:

- A. The operator involved in an accident must stop his or her vessel immediately at the scene of an accident.
- B. The operator shall assist anyone injured or in danger (unless it would seriously endanger the operator or the passengers).
- C. Notification should be made to the USCG using channel 16 on the VHF radio.
- D. The operator involved must report the accident to the nearest law enforcement officer by the quickest means if there is injury or death to a person, or the disappearance of any person(s).

- E. Safety and Security shall be notified after the notification to the nearest law enforcement officer of an accident. Safety and Security (207-725-3500) can assist with directing and notifying the proper Department Chairs, Boating Safety Coordinator and the Marine Operations Manager.
- F. The Marine Operations Manager must assist the operator to complete the Maine Inland Fish and Wildlife department boating accident forms in accordance with State requirements.
 - 1. The reports must be filed within 24 hours if there is a death, injury, loss of consciousness, or a person receives medical treatment or is disabled for more than 24 hours.
 - 2. The operator must report the accident within 72 hours if damage is greater than \$2,000.
- G. All operators need to be aware that the Maine coastal waters are considered cold waters from October through June. Therefore, hypothermia should be a concern for any individual involved in a cold-water immersion.

6.3 Emergency Calling

- A. Securite-announcing your location and intended actions with potential hazards are present (i.e.; about to cross an area with known dangerous currents).
- B. PanPan-calling for aid in a non-life threatening situation (not sure of your position, mechanical breakdown-adrift).
- C. Mayday- used when in distress with a potential life-threatening situation; each announcement is repeated 3 times and you give the vessels position, vessel name, and number of people on board, nature of distress.

NOTE: The USCG will remain in communication with the operator (or caller) for as long as possible; therefore, be prepared to monitor the radio.

7.0 BOAT PREPARATION/RESERVATIONS

College watercraft shall be reserved at least 24 hours prior to departure. A copy of the Float Plan shall be e-mailed to the Marine Operations Manager. Any changes to the initial Float Plan should be immediately communicated to the Marine Operations Manager.

A. Preparations

- 1. The operator will make a visual and hands-on inspection of the watercraft to be sure there are no outstanding issues with equipment or damage prior to leaving the dock. If there are any issues, the operator should contact the Marine Operations Manager or the responsible person.
- 2. The operator shall notify Security at the non-emergency phone number: 207-725-3314 just prior to departure to activate the Float Plan and on return to Port. Security will then log the Float Plan as an **Open Call** to be **closed** with notice of return.
- 3. Marine Weather forecast shall be obtained before departure and checked periodically via the vessel's VHF weather channel operated by National Oceanic Atmospheric Administration (NOAA)/ National Weather Service (NWS)

B. Returning a boat

- 1. The boat should be properly secured to the dock or its mooring. Upon return to the dock, the operator must notify Security.
- 2. Returned boats should be cleaned for the next operational use. The vessel should be inventoried and all gear checked and properly stowed. Gear in need

of repair should be brought to the attention of the vessel's contact person or the Marine Operations Manager.

3. The Marine Operations Manager or the responsible person will be responsible for fueling the vessels.

Upon conclusion of the trip and stowing of gear, the Operator will return the vessel key to its appropriate location.

Note: Individuals who need to trailer a boat are required to complete trailering training conducted in accordance with the College's Trailering Safety Program by the Marine Operations Manager. Trailer training is part of the Field Session and documented on the checklist found in Attachment 4.

8.0 REFERENCES

USCG, Title 33, Recreational Boating, www.uscgboating.org

USCG, Title 46, Maritime vessels/Fishing, http://www.ecfr.gov/cgi-bin/text-id.x?tpl=/ecfrbrowse/Title46/46tab_02.tpl

Maine Inland Fisheries and Wildlife, Title 12, Watercraft Chapter 935, ss13051 through ss13073; Watercraft, prohibitions ss13068; Injury/death accidents, ss13069-A; Property damage, ss13069-B, www.maine.gov/ifw

Maine Department of Marine Resources, Marine Patrol, boating law and regulation handbook, www.maine.gov/dmr

9.0 ATTACHMENTS

1. Boating Safety Contact List
2. Float Plan
3. Boating Safety Online Course List
4. Field Session Checklist
5. Assumption of Risk Statement and Indemnification/Release Form

Boat Operation Safety Policy Contact List

Bowdoin Safety & Security
Emergency (207) 725-3500
Non-emergency (207)725-3314

Director of Schiller Coastal Studies Center
Holly Parker, Schiller Coastal Studies Center
h.parker@bowdoin.edu (207) 208-2912 office

Associate Director for Science
Jaret Reblin, Schiller Coastal Studies Center
jreblin@bowdoin.edu (207) 725-3166 office

Marine Operations Manager
Clinton Thompson, Coastal Studies Center
c.thompson@bowdoin.edu (207) 721-5903 office
(207) 841-7633 cell

Boating Safety Coordinator
Charly Wojtysiak, Director of Environmental Health and Safety
cwojtysi@bowdoin.edu (207) 798-4132 office
(207) 385-7993 cell

Coastal Studies Facilities Manager
Emil Cuevas, Director of Facilities Operations and Maintenance
ecuevas2@bowdoin.edu (207)725-3413

Kent Island Scientific Station
Ian Kyle, Assistant Director of the Kent Island Scientific Station
ikyle@bowdoin.edu (207) 721-5085

Coastal Studies Caretaker
Joseph Tourtelotte
jtourtel@bowdoin.edu (207) 837-5422 cell

Casual Boat Captain
Paul Joyce, Coastal Studies Center
pjoyce@bowdoin.edu (207) 721-5904 office
(207) 837-2426 cell

Head Sailing Coach
Frank Pizzo, Leighton Sailing Center
Fpizzo2@bowdoin.edu (207) 7984332 office

Head Rowing Coach
Doug Welling, Bowdoin Rowing Center, Smith Boat House
dwelling@bowdoin.edu (207) 725-3862 office

Outing Club Director
Mike Woodruff, Schwartz Outdoor Leadership Center
mwoodruf@bowdoin.edu (207)725-3346 office

Boat Operation Safety Policy Contact List

Outside Agency Contact List:

State of Maine:

Marine Patrol (24 hour dispatch State Police Dispatch) 1-800-228-0857

Emergency phone # 911*

United States Coast Guard, Sector Northern New England:

****Emergency Hailing VHF channel 16****

Primary Phone (207) 767-0320

Emergency small boat station 'Watch Stander' (207) 767-0303

Harpswell Town Office (207) 833-5405, Harbor Master

Cumberland County Sheriff's Office (Primary Public Safety for Harpswell)
Sheriff's Deputy 1-800-501-1111 (non-emergency)

Note: If underway in an emergency it is best to utilize the vessel VHF radio channel #16 to hail the Coast Guard – any boats operating in your vicinity will also hear your radio traffic. Whereas, a cell phone in an emergency call is useful, but only the person you call hears you.

FLOAT PLAN FOR BOWDOIN COLLEGE VESSELS

Department/Group:

Date of Trip:

Trip Coordinator:

Phone:

Shore Contact:

Phone:

Vessel:

Operator:

Cell:

Passengers/Cell:

1

2

3

4

5

6

7

8

9

Planned Activity:

Weather Report:

Conditions on the Plan:

Estimated Time of Departure:

Destination:

Estimated Time of Return:

*****FOR SECURITY USE ONLY*****

Plan Received and Approved:

Day/Time:

Notice of Departure Received

Day/Time:

Notice of Return Received:

Day/Time:

Submit Completed Float plan 24hrs prior to departure to Clinton Thompson

(c.thompson@bowdoin.edu)

Boat Operator must call Bowdoin Security prior to departure and immediately upon return

207-725-3314

Attachment 3 Boat Operation Safety Policy Online Course List

Recommended Training Courses

The fundamentals of boating safety are critical for responsible boating. Bowdoin College wants all involved to have the best experience possible on Maine waters and therefore, requires all operators of motorized vessels to take a boating safety course followed by a field session practical.

Boating Safety Web-Sites and on-line courses that meet Bowdoin's Boating Safety course requirement:

Boat Owners Association of the United States (BoatUS), is an organization of recreational boat owners looking out for the boating community's interest. Their nonprofit component 'BoatUS Foundation' provides an online boating safety course; www.boatus.com, then in the search area check online free course.

United States Power Squadrons is a large recreational boating organization working at making the water safe through boating education. They provide 'America's Boating Course'; the course can be taken by studying with a manual, a CD or on the Internet. The course does require an in person proctored exam. www.americasboatingcourse.com

Boat Safe is a provider of safe boater education and has taught folks throughout the US and Canada. www.boatsafe.com

Other useful links:

United States Coast Guard
www.uscgboating.org

Maine Department of Marine Resources,
www.maine.gov/dmr

Inland Fisheries and Wildlife
www.maine.gov/ifw

National Weather Service
www.nws.noaa.gov

Attachment 4
Boat Operation Safety Policy
Field Session Checklist

Name: _____ Department: _____ Extension: _____

The Operator / Supervisor must show familiarity with the following items, to the satisfaction of the Instructor

- | | | |
|--|----|--|
| | 1 | Float plan components and filing |
| | 2 | Boating terminology |
| | 3 | Reading boat and motor specifications and registrations |
| | 4 | Pre-departure equipment, operational and safety checks, including fueling |
| | 5 | Instructions to passengers |
| | 6 | Casting off / getting underway |
| | 7 | Safe operation at low and high motoring speeds |
| | 8 | Observance of the inland and international "rules of the road" |
| | 9 | Chart, marker, and electronic navigation |
| | 10 | Radio use and signaling procedures and VHF Emergency Communications |
| | 11 | Anchoring, linehandling, and knots |
| | 12 | Engine and equipment troubleshooting |
| | 13 | Location and use of emergency equipment, PFDs, flares, life ring, first aid kit |
| | 14 | Knowledge of emergency procedures and accident reporting requirements |
| | 15 | Reading weather notifications, tides, and water; interpreting marine weather reports |
| | 16 | Safe navigation of local waterways |
| | 17 | Approaching dock / mooring, and tying up |
| | 18 | Post-docking equipment, operational and safety checks, including re-fueling |
| | 19 | Proper maintenance of storage and equipment |
| | 20 | Trailer operations |

Signature of Instructor: _____ Date: _____

Comments:

BOWDOIN COLLEGE
ASSUMPTION OF RISK STATEMENT AND INDEMNIFICATION/RELEASE AGREEMENT

In consideration of Bowdoin College (the "College") allowing _____ ("Participant") to (participate in/use) the _____ (the "Activity"), the undersigned agree(s) as follows:

1. For purposes of this Agreement, the term "Claims" means any and all claims, liabilities, demands, causes of action, losses, debts, costs and expenses of every kind and nature whatsoever arising directly or indirectly from or attributable in any way whatsoever to Participant's participation in/use of the Activity, including but not limited to any and all such claims, liabilities, demands, causes of action, losses, debts, costs and expenses arising directly or indirectly from or attributable in any way whatsoever to Participant's travel to or from the Activity, medical treatment of Participant during or related to the Activity, and the sponsorship, planning, organization or supervision of the Activity by any person or entity.

2. I understand that the Activity poses risks of personal injury, loss or damage to property, or loss of life. I knowingly assume any and all risks connected with the Activity.

3. I hereby release and forever discharge the College, its officers, employees, Trustees and agents (the "Released Parties") from, and waive and promise not to sue on account of, any and all Claims. I further agree to indemnify and hold harmless the Released Parties from and against any and all Claims, including but not limited to reasonable attorneys' fees arising from any Claim or threatened Claim.

4. I agree and acknowledge that the foregoing waiver, release, indemnity and promise not to sue applies to and includes any Claim arising directly or indirectly from or attributable in any way whatsoever to any act or omission, including any negligent act or omission, on the part of a Released Party.

5. This Agreement shall be governed by Maine law and shall be binding on my heirs, personal representatives, successors and assigns. If any part of this Agreement is found to be unenforceable by a court or other body having jurisdiction, the provisions shall be altered and not eliminated as may be considered reasonable, and as amended shall be enforced.

THIS IS AN INDEMNITY AND RELEASE AGREEMENT
READ AND UNDERSTAND IT BEFORE SIGNING

Parent/Guardian's Signature/Printed Name*

Participant's Signature/Printed Name

Date

Address

* Parent or guardian must sign if Participant is under eighteen.