

PIE LTER Float Plan Guide

Updated March 8, 2024

Designate an adult at least 18 years old who will remain on shore as the **contact person** and give them your plan for the day. Make sure you have their cell phone number!

Inform them of:

- Vessel name
- Date and time of departure
- Intended travel route
- Persons on board
- Contact phone numbers (multiple if possible)
- Expected return time

This information should also be recorded on the [online float plan form](#).

The contact person should be notified if you will be late and upon return.

Your research group is responsible for providing additional emergency contact numbers based on their boating policy or your institution's boating or field safety policies.

If the vessel doesn't return by the expected time:

1. Call the vessel operator (try several times because ringtones are often difficult to hear over engine noise)
2. Call each person on board (in case a phone was lost or died)
3. Call the Rowley house (978-948-5016) and Marshview house (978-465-4127) to determine if anyone else has had contact with the vessel
4. Send out a search with the other PIE boats (if the vessel is reasonably close and conditions permit)
5. If the vessel is still missing, call Sam Kelsey (508-737-8222) and Anne Giblin (508-566-6178) for additional help.

In case of a medical emergency or dangerous conditions, you can call:

Rowley Harbormaster: 978-750-5132 (office) or 508-397-2450 (emergency)

US Coast Guard Gloucester: 978-283-0705 or VHF channel 16 or 9

Rowley Police: 978-948-7644

Newbury Police: 978-462-4440

General Emergency: 911

See the [MBL Small Boat Policy](#) for more details.



Marine Biological Laboratory



EMERGENCY CHECK LIST FOR COGNIZANT PERSON

In the case of an emergency, this checklist is meant to act as a guide to assist users who are the selected "cognizant person(s)" for the voyage. Please answer to the best of your ability.

1. Locate the Contact information at the top of the Float Plan. Call the boat operators phone number listed.



NOTE: Let the person know you are responding to a late return or check-in by the individuals designated in the Float Plan and ask if they have experienced anything to cause a delay/are in distress.

2. If they do not answer, call the numbers of the participants listed on the float plan.



NOTE: Let the person know you are responding to a late return or check-in and ask them if they are in distress.

3. If none of the contacts answer, **first try calling:**



For MRC:

David Remsen: 508-289-7477

David Bank, Boat Captain: 508-289-7655

For Plum Island:

Samuel Kelsey: 508-289-773

Anne Giblin: 508-289-7488

NOTE: Let the person know you are responding to a late return or check-in by the individuals designated in the Float Plan and ask if they have received any contact on their whereabouts.

4. If they do not answer or have not heard from the vessel/know why there may be a late return:



Call Rescue Authority - US Coast Guard Woods Hole Sector: 508-457-3211

Information For USCG Call (*fill before calling*):

Period the vessel has been overdue: _____

Purpose of the trip or voyage: _____

Description of vessel: _____

Vessel's departure points and destination: _____

Places the vessel planned to stop during transit: _____

Navigation equipment aboard: _____

Number of people aboard/relevant characteristics: _____

Was the vessel initially docked or moored or did the tow vehicle tow it to a launch point?: _____

License plate number a description of tow vehicle and or/ passengers transport vehicle: _____

Communication equipment aboard: _____

Additional points of contact along the vessels planned route: _____

Operator and/or passage/crew member absolutely had to be back at the scheduled time: _____