



## Float Plan Directions

Revised March 12, 2020

The purpose of a float plan is to serve as an official record of intended vessel use and for purposes of emergency notification in the event of a missed check in or incident on the water. Before conducting any University of Maryland entailing outreach education or research on the water, it is required that a float plan be provided to a designated Vessel Monitor and filed with the Department of Environmental Safety, Sustainability, and Risk. Please follow the instructions below to correctly file a plan:

1. Select the appropriate float plan based on the type of vessel that will be utilized (non-motorized vs. motorized).
2. Follow the instructions on the float plan and fill out the information that is requested.
  - a. **VESSEL:** Fill out a description(s) for the vessel(s) following the float plan prompt. It is possible that vessel information may not be available until the day of the activity. In this case, attempt to communicate any information to the Vessel Monitor before departure if it is possible to do so. Be sure to check the vessel's capacity plate for the maximum horsepower of the engine, maximum number of persons on board, and total weight the boat can carry including all passengers, equipment, fuel, engine, etc.
  - b. **OPERATOR/CREW/PASSENGERS/PARTICIPANTS:** All UMD affiliated personnel that will be on the vessel(s) must be listed on the plan and indicated as such. Attempt to list all other participants that will be present that are not affiliated with UMD. Emergency contact information is not required for those not affiliated with the university, but is helpful if easily accessible.
  - c. **ITINERARY & ENVIRONMENTAL CONSIDERATIONS:** The itinerary will reflect departure and arrival times for the extent of the trip. The final arrival time will indicate the time that the Vessel Monitor can expect the vessel to return to the dock. The time given is a "no later than" and is the time at which, should the vessel not check in, the Vessel Monitor will consider the vessel overdue and initiate emergency procedures. Locations/Waypoints should include the marina or ramp name with an address. If no address is available, provide information such as landmarks, coordinates, or directions. Any changes made to the itinerary after the float plan has been submitted should be communicated to the Vessel Monitor.
  - d. **TOWING VEHICLE:** Provide requested information if a trailer is utilized for transportation of vessel(s) in use. Location of where the trailer and towing vehicle should include the marina or ramp name with an address. If no address is available, provide information such as landmarks, coordinates, or directions.
  - e. **COMMUNICATION:** Two different trip/passenger contacts are available on the float plan for the Vessel Monitor to communicate with at check in times. Additionally, the vessel operator or trip leader's contact information is in the section where all trip participants are listed. Rescue Authority and their contact information should reflect the body of water or region where boating activity is taking place. Appropriate authorities include local Park Police, Department of Natural Resources, United States Coast Guard, and etc. This will be whom the Vessel Monitor contacts in the event of a missed check in or emergency. These numbers easily accessible by the Vessel Monitor and all crew on the vessel (preferably saved in cell phone contacts).

- f. **SAFETY EQUIPMENT CHECK LISTS:** There are three sections of safety equipment. University required safety gear is expected on all vessels being utilized by university personnel. Based on the body of water being used (federal vs. state/local), select and use the appropriate list. If operating on federal waters, select the appropriate list based on the length of the vessel in use. All boxes listed as "required" must be checked. Attempt to list specific safety equipment and all additional safety gear that is aboard.
- 3. Submit all float plans a minimum of one-business day (24 hours) before intended departure to the Department of Environmental Safety, Sustainability, and Risk via email ([boatsafety@umd.edu](mailto:boatsafety@umd.edu)) and copy the listed Vessel Monitor. If a float plan is being applied for an extended period of time, submission should occur one-business day before the initial trip.
- 4. If any changes should occur after submitting a float plan, every effort should be made to communicate them with the indicated Vessel Monitor.
- 5. An electronic copy of each submitted float plan should be saved together in a single PDF document internally.

If there are any questions, comments, or concerns please contact the Department of Environmental Safety, Sustainability, and Risk at [boatsafety@umd.edu](mailto:boatsafety@umd.edu).