



Vessel Monitor Directions

Revised March 12, 2020

The Vessel Monitor is a designated person that is responsible for triggering escalation procedures in the case that a boater does not return or check-in at the designated interval. In the event of a missed check-in by a vessel and/or crew, the designated Vessel Monitor needs to be prepared to act immediately. The following steps will guide the Vessel Monitor through the appropriate measures to make sure the proper authorities are alerted, the correct information is communicated, and the University of Maryland is notified of the incident. The Vessel Monitor does NOT have to be affiliated with the University of Maryland. Note that the Department of Environmental Safety, Sustainability and Risk (boatsafety@umd.edu) cannot serve as the Vessel Monitor.

1. In the event of a missed check-in, the Vessel Monitor will first attempt to contact the trip/passenger contacts listed on the float plan under the “Communication” section.
2. If there is no answer from the first, the Vessel Monitor will attempt to reach the secondary trip/passenger contact on the vessel.
3. If there is no answer, the Vessel Monitor will attempt to contact the vessel operator or trip supervisor.
4. Next, the Vessel Monitor will prepare a report using the following list and the float plan to effectively communicate to the authorities the pertinent information they will need to begin search and rescue efforts:
 - a. Time that the vessel was due back at the dock
 - b. Purpose of trip
 - c. Vessel description
 - d. Vessel’s departure location and destination
 - e. Planned stopping point(s) during transit
 - f. Number of persons aboard
 - g. License plate number and description of the tow vehicle and trailer (if applicable)
5. The Vessel Monitor will call the “Local Rescue Authority” located in the “COMMUNICATION” section and tell the dispatcher that they are responding to a late return or check-in by the persons aboard the vessel.
6. After communicating with the authorities, the Vessel Monitor will call the University of Maryland Department Contact listed on the float plan to inform them of the missed check in.

In the event of a missing vessel and/or crew, please remember to remain calm. By following these steps, the Vessel Monitor will have done everything they can possibly do at the moment. It is important for the Vessel Monitor to keep the telephone available so emergency personnel can contact them with additional information or questions concerning the search and rescue effort.

If there are any questions, comments, or concerns please address them with the Department of Environmental Safety, Sustainability and Risk (boatsafety@umd.edu) before accepting the responsibilities of a Vessel Monitor and the vessel departs the dock.