Instruction for Preparation of Float Plan

Purpose
The purpose of this float plan is to provide information and notification in case the crew is overdue, perhaps because of an emergency. This float plan form should be given to a responsible person who will expect contact from you when you reach shore. If you do not contact them by the pre-arranged time indicated on this form, they will attempt to contact you directly and failing that, they will contact the appropriate search and rescue authorities.

Instructions for item 5. Trip Expectations

Time expected to return:
This is the time that you expect to be on shore. When you reach shore, you will contact the individual with whom you left your float plan, informing them that you are back.

IN ANY CASE NOT LATER THAN:
This is the latest time at which you expect to reach shore. If you do not contact your shore-side contact that you have arrived safely, that individual will try to contact you by radio or phone (as appropriate). If they fail, they will notify the authorities that you are overdue.

Where to Submit Completed Forms
Float Plans can be filed with a University employee with University responsibilities unless prior arrangements have been made with the office of DWS.

Float Plans filed with the DWS office can be closed during regular business hours by calling 252-328-4041.

It is extremely important to properly close all float plans so that a false emergency is not assumed.
FLOAT PLAN

Date of Operations ______________________________

1. BOAT OPERATOR: Name ____________________________________________
   Home Phone: ______________________
   Boat Cell Phone: ________________________
   Other Phone: _______________________

2. Name of person whom you will be filing this float plan with:
   ______________________________________________________
   Their phone number __________________________________________________________________________

   Boat Name: ___________________ Color Hull: ______________
   Registration No: NC __________ P  Engine Make: __________________
   Engine Size: ____________hp  Onboard Fuel: ____________gal.

4. PERSONS ABOARD: (In addition to operator, continue on reverse if necessary)
   Name and Tel. No                                    Name and Tel No.
   1) __________________________________________ 4) __________________________
   2) __________________________________________ 5) __________________________
   3) __________________________________________ 6) __________________________

5. TRIP EXPECTATIONS:
   Departing at: _________ am/pm
   from which Marina/Ramp/Location ______________________________
   Destination: ____________________________
   Time expected to return: ____________________________ am/pm and
   IN ANY CASE NOT LATER THAN: ____________________________ am/pm

6. VEHICLE DESCRIPTION:
   Make: ______________ Model: ______________ Color: ______________
   License No: _____________ Parked at: ______________________________

   **To holder of float plan:** If operator does not return or call you by the
   "IN ANY CASE NOT LATER THAN" time listed above, contact someone at one of these emergency phone
   numbers:

   **Director of Diving and Water Safety- Mark Keusenkothen:** Office (252) 328-4041, Home (252) 327-4439
   **Marine Dock Master- Mike Baker:** Office (252) 328-744-1302, Home (252) 916-9340
   **Research Vessel Captain – Eric Diaddorio:** Office (252) 744-1303, Home (252) 531-2936
   **Campus Police** (252) 328-6787

   U.S. Coast Guard 24-Hour Operations Center – Search and Rescue: (910) 362-4015