

# HULL LIFESAVING MUSEUM

## SAFETY PROTOCOLS

### MARITIME ON THE WATER PROGRAMS

Accepted by HLM Board of Directors, June 20, 2011

The purpose of the maritime on the water programs of the Hull Lifesaving Museum (“HLM”) is to provide educational and experiential opportunities for youth and adults by venturing in traditional rowing boats onto the waters of Greater Boston Harbor and Hull and their islands as well as onto other waters and islands. These programs are intended to promote friendship, self confidence, skills achievement, team building and group commitment, personal growth and responsibility, exercise and fitness and enable participants to

1. row and sail, explore and sometimes camp on islands and compete in races;
2. learn the importance of the chain of command, teamwork, discipline, safe boat handling, including moving boats along the beach on rollers, launching and landing, and the proper care, maintenance and storage of equipment; and
3. experience changes in weather and water conditions in all seasons and adapt skills accordingly.

These programs require

1. properly equipped and maintained boats of appropriate design for harbor and coastal rowing;
2. trained and skilled coxswains and coaches who provide rowing skills instruction for the crews;
3. cooperative and disciplined crews who follow the directions of the coxswains and coaches; and
4. oversight by HLM’s Safety Committee.

The Safety Committee shall consist of at least one Board member and two other HLM members or staff and (a) shall designate and maintain a list of Administrative Coxswains (“AC’s”), and (b) may also designate approved coxswains and coaches.

All coxswains and coaches must be approved by an AC. Approved coxswains and coaches often come from within the ranks of crew members, who are participants in the maritime on the water programs. Technical knowledge alone is not sufficient to warrant command of a boat. Good judgment, strong interpersonal skills, appropriate knowledge of the area and waters, experience with the boat and a sense of the dynamics of a specific crew are all necessary components for one to earn an opportunity to cox a boat. This opportunity is not a right but a privilege and may be revoked by the Safety Committee or an AC. All AC’s, approved coxswains and coaches must be at least 18 years old.

The primary goal of HLM's Safety Committee, AC's, approved coxswains and coaches is to assure that participants in HLM's on the water programs are physically and emotionally safe, whether rowing for pleasure, exploring islands or competing in races.

In order to achieve this goal, HLM's Safety Committee shall assure that its designees will

1. model safe behavior and equipment use;
2. maintain a Float Plan and Designated Worrier system as hereinafter mentioned;
3. educate participants in HLM's maritime on the water programs about HLM's safety protocols;
4. foster individual responsibility regarding the safety of our participants and equipment;
5. review incident reports and respond with recommendations for corrective measures consistent with these safety protocols;
6. discuss significant safety issues with the Board, whether arising from a single incident causing or potentially causing personal injury and/or property damage, or from a pattern of practices that jeopardizes the safety of the participants and/or equipment;
7. periodically review these safety protocols and forward suggestions for changes to the Board of Directors (the "Board"); and
8. seek consensus of the Safety Committee on its decisions.

### **Administrative Coxswain Role and Responsibility**

The Administrative Coxswain (AC) has oversight of all activities of all museum boats during all phases of a voyage. This encompasses the uncovering or untying of boats at the beginning of a voyage through the re-covering or retying at the end of a trip, and everything in between. In that capacity, the AC must be familiar with:

- the vagaries of the locale, wind, weather, tide, and traffic;
- the condition of the vessel in question;
- the skills and capacities of the specific coxswain; and
- the nature of the crew being overseen: young, old, novice, experienced, cooperative, rambunctious, or any combination thereof.

An AC must be able to abort or adapt the plans of the approved coxswain or coach in command in real time. This action must be based on an assessment of the factors outlined above, as well as the instinctive/intuitive response to the facts of the moment as they present themselves. The authority of the institution must flow through the AC to the approved coxswain, coach in command and crew without equivocation.

The AC team is responsible for creating a coxswain corps that can help cover HLM's program needs. This involves identifying, observing, inviting, carefully training, and critiquing potential coxswains for the roles that arise in the normal operation of boats and crews. Both adult and youth coxswains are chosen from the ranks of experienced rowers based on their knowledge, judgment, maturity, and inherent leadership skills. Youth coxswains, however, are not to be sent on the water unsupervised. All must be able to respond to situations that occur in the water, and between crewmates, over the course of the year, including sudden weather events, weather conditions, discontinuity among peers, and equipment failures.

The AC's determine that HLM's rowing boats are properly maintained and equipped and appropriate for the conditions where used. If a particular boat requires special skills or protocols (e.g. Alden Ocean shells or Irish currachs), then, unless trained or approved by an AC, only AC's shall be allowed to be in command while afloat.

### **Practices and procedures**

1. All approved coxswains, coaches and participants, whether or not they are crew members, shall report any safety incident to an AC and such AC shall report such safety incident to the Safety Committee. In response to any safety issue, personal injury or property damage, whether ashore or afloat, the Safety Committee and appropriate staff determined by the Safety Committee shall review such incident and may revise its practices and procedures and these safety protocols accordingly.
2. Prior to boarding a boat and departing from shore, the approved coxswain or coach in command of a crew must consider crew composition, weather, water conditions, voyage plans, expected time of arrival at another location or return and obtain prior approval from an AC. An AC in command of a crew shall not require prior approval before boarding a boat and departing from shore, but shall still employ the required Designated Worrier system.
3. No boat shall depart from shore unless an AC, approved coxswain or coach is on board and in command of the boat and crew. Such command shall commence when the crew has assembled on shore and terminate when the boat has been secured on shore, all equipment has been stowed away and the crew has disbanded. With prior approval of an AC, the approved coxswain or coach in command shall select the destination, course, duration of the voyage, deal with unusual circumstances and direct the crew to prepare the boat for departure.
4. AC's, approved coxswains and coaches may direct or authorize crew members and participants in the maritime on the water programs to assist or take charge of bringing boats to shore for launch and moving boats away from shore for storage.
5. While in a boat that is on the water, all crew members and/or passengers under the age of 12 shall wear a personal flotation device ("PFD"). Prior to a boat being rigged for sailing, every crew member, including AC's, approved coxswains and coaches must wear a PFD.
6. All approved coxswains and coaches command with the full support of an AC and the crew. If the approved coxswain or coach does not have the consensus of both the AC and the crew, then the approved coxswain or coach shall not depart from shore. If, during a voyage, the

approved coxswain or coach no longer has the consensus of both the AC and the crew, then the voyage must be terminated or reconfigured. In this regard, if the AC disagrees with the approved coxswain's or coach's choices or decision making, then the AC's instructions to the approved coxswain or coach shall govern and the approved coxswain or coach shall implement the AC's instructions.

7. Before departing from shore an AC, approved coxswain or coach in command must complete a written float plan ("Float Plan") and provide the information on the Float Plan to a person called a Designated Worrier ("DW"). Upon return to shore, the Float Plan must report any safety incident, injury, damage or needed repair to a boat.
8. Unless the DW has been notified by an AC or by the approved coxswain or coach in command of a boat and crew that a return to shore as stated in the Float Plan has been completed or delayed other than due to a safety issue, then the DW shall follow the Designated Worrier Procedures (form attached) which have been established by the Safety Committee and which may be modified from time to time.
9. No boat shall depart from shore unless it is equipped with the following operational and safety gear: PFD's for each crew member and passenger, whistle or other appropriate signaling device, cell phone, bailer, line, lights and first aid kit. If lights fail, then the boat must return to shore as soon as possible.
10. In the event that a crew member or passenger ends up in the water, they are advised of the general rule to stay with the boat.
11. Whether on land or on the water, protocols exist to assure the safety of the vessel and all those on board. At the core is an unequivocal chain of command emanating from the coxswain. It is the responsibility of crew members and passengers to listen to and respond to the directives of the coxswain. At no time are personal issues or agendas of the crew or a single crew member to take precedence over the safe operation of the boat. The coxswain and coach are answerable to the AC while (a) preparing the boat for the water, (b) on the water, and (c) returning to shore and securing the boat and the crew is likewise answerable to their coxswain and coach. By the same token, since rowing boats is egalitarian in nature, complaints, concerns, and disagreements can and should be addressed once the crew is ashore. It is within the purview of any crew member to address any issue once ashore.
12. In order to optimize the safety of crew, participants, boats and equipment on each voyage, coxswains and coaches must:
  - be knowledgeable of the applicable rules of the road and be able to apply them to the vessel under his/her command;
  - be aware of all hazards to navigation, above, on, in, below and in motion on the water,
  - monitor a 360 degree arc of the vessel to as great a distance as possible;
  - be aware of all other vessels in their area, and expect but do not depend upon the same from all other skippers;

- be cognizant of the anticipated course and speed of all other vessels, taking into account potential erratic behavior and/or the possibility that they do not see the rowing boat or understand their potential impact upon it (wakes);
  - be aware that, for our vessels, the danger does not end with the passage of a vessel, but that wakes pose a hazard as dangerous as the potential of collision, and is one to which most powerboat operators are oblivious; and
  - be aware of tides, wakes, the wind and its direction and weather conditions while launching and beaching the vessel, using awareness of these factors, and crew skills, to ensure the safety of the crew and vessels during these vulnerable times.
13. Rowing must be delayed or cancelled if thunder is heard or lightning is observed and boats shall remain off the water for at least 30 minutes after thunder is heard or lightning is observed. If thunder is heard or lightning is observed while afloat, the boat(s) must head to the nearest shore and the crew(s) and others aboard must take shelter until the danger has passed.
  14. In the event of diminished visibility due to fog or precipitation, crews may depart shore if able to remain within visual proximity of shore or other landmarks. If crews underway encounter diminished visibility due to such conditions, the crew must head toward shore or other landmarks and remain in visual contact with the shore or landmark, and to the extent possible, with other rowing vessels. In such conditions, the AC, approved coxswain and coach in command may require devices, such as a whistle or horn to be sounded frequently and may require a rower to stop rowing and act as a lookout.
  15. Smoking and the use of alcoholic beverages or illegal drugs are prohibited on HLM's premises and facilities and in or around HLM's boats and equipment or while on the water.

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### DESIGNATED WORRIER PROCEDURES

#### QUALIFICATIONS

A Designated Worrier (“DW”) must be familiar with the launch area, program, boats and safety procedures.

#### PRE AND POSTTRIP PLANNING

Prior to departure, an Administrative Coxswain (“AC”), approved coxswain or coach in command shall telephone the DW and provide the DW with details from the Float Plan, including the boat(s) used, destination, departure time and return time.

Upon arrival or return an AC, approved coxswain or coach in command shall telephone the DW and inform the DW that the boat(s) and crews have arrived or returned.

**In the event that the estimated time of arrival or return has passed, the DW shall telephone the approved coxswain or coach in command at once to inquire about the overdue return. Unless the telephone call results in a confirmation that the crew(s), passenger(s) and boat(s) is/are safe, the DW must then take the following action:**

1. Telephone an Administrative Cox at once and unless otherwise instructed, telephone the U.S. Coast Guard, report the boat(s), passenger(s) and crew(s) overdue and provide the Float Plan information.
2. If the DW can go to the departure area, go at once, check the Float Plan and check the water for the boat(s), passenger(s) and crew(s).

#### DETERIORATING WEATHER AND WATER CONDITIONS

In the event that the DW becomes aware of deteriorating weather and water conditions that may affect the safety of crew(s), passenger(s) and boat(s), the DW shall notify the AC, approved coxswain or coach in command of the crew(s), passenger(s) and boat(s) accordingly.

#### EMERGENCY TELEPHONE NUMBERS

USCG Point Allerton Station	781-925-0165
USCG First District Boston	800-848-3942
Hull Harbormaster	781-925-0316
Hull Police	781-925-1212
Hull Lifesaving Museum	781-925-5433
HLM Boathouse	781-925-2488
Ed McCabe	Cell 617-827-6807; Home 781-925-4826
Lory Newmyer	Cell 617-827-6819; Home 781-925-3155
Corinne Leung	Cell 781-888-9300; Home 781-383-6594

**HULL LIFESAVING MUSEUM**

**FLOAT PLAN/SAFETY LOG**

**DESIGNATED WORRIER (DW):** \_\_\_\_\_

DW Telephone #: \_\_\_\_\_

Coxswain \_\_\_\_\_ Day \_\_\_\_\_

Cox Phone # \_\_\_\_\_ Date \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Actual Time of Return \_\_\_\_\_ Approved By \_\_\_\_\_  
Administrative Coxswain

**EQUIPMENT**

**CREW(S)**

Boat/s \_\_\_\_\_ 1. \_\_\_\_\_ 8. \_\_\_\_\_ 15. \_\_\_\_\_

PFDs \_\_\_\_\_ Bailers \_\_\_\_\_ 2. \_\_\_\_\_ 9. \_\_\_\_\_ 16. \_\_\_\_\_

Lights \_\_\_\_\_ Flashlight \_\_\_\_\_ 3. \_\_\_\_\_ 10. \_\_\_\_\_ 17. \_\_\_\_\_

Communication Method \_\_\_\_\_ 4. \_\_\_\_\_ 11. \_\_\_\_\_ 18. \_\_\_\_\_

**CONDITIONS** 5. \_\_\_\_\_ 12. \_\_\_\_\_ 19. \_\_\_\_\_

High Tide \_\_\_\_\_ Low Tide \_\_\_\_\_ 6. \_\_\_\_\_ 13. \_\_\_\_\_ 20. \_\_\_\_\_

Tide Direction \_\_\_\_\_ 7. \_\_\_\_\_ 14. \_\_\_\_\_ 21. \_\_\_\_\_

Wind Speed \_\_\_\_\_

Wind Direction: N S E W NE NW SE SW

Visibility: Clear Mist Fog Cloudy Rain Other: \_\_\_\_\_

Sea Conditions: Flat Waves 1-3 White Caps

Boat _____	Boat _____	Boat _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any injuries to people or property (including equipment):

\_\_\_\_\_

Any incidents:

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Coxswain's Signature: \_\_\_\_\_