

**IES Field Safety Sign-out Board
Protocol and Maps**

Group: Hudson River

Updated July 30, 2015

Hudson protocol for use of field work sign-out board

- ◆ Use of the sign-out board is strongly recommended for all work on the Hudson River.
- ◆ Hang your tag on board, fill out info.
 - Use black marker for same day sampling, and red marker for next day sampling.
 - Include your shore station or boat launch site. Make sure there is a corresponding map available in the sign-out board map notebook.
 - Include a description of the vehicle you are taking.
 - Include the day of the week, date and expected time back (aim for a slight over-estimation of this time).
 - Include the name of the Tracphone (A or B) you are using or list an alternate cell phone number
- ◆ E-mail people on contact list.
 - Include your location, the date, and the time when you are expected back.
 - During summer season, assume boat is always out. E-mail is not necessary, but frequently check the boating calendar.
- ◆ Have a cell phone on while working.
 - If you need to retrieve a voicemail message, dial the phone's number and passcode
 - TracFone A: 845-235-9453 Pass code: 5343
 - TracFone B: 845-249-6864 Pass code: 5343
- ◆ If you are approaching your expected return time and are running late, you **MUST** call into the sign-out board phone (677-7600 x271) and leave a message.
 - Include your name, the date, and your new expected return time.
- ◆ Call into the sign-out board (677-7600 x271) and leave a message when sampling is completed.
 - For boat work, call in when the boat is off the water.
 - For shore work, call in when you have left your site, or are moving to another site.
 - Include your name, the date, and time on your message.
- ◆ Upon returning, e-mail people on contact list to let them know you are back.
- ◆ Remove tag from sign-out board and erase info.
- ◆ Erase all messages pertaining to you from the sign-out board phone at this time.

Plan of Action when employee is not back by return time

Plan A: Multiple people working on boat

- ◆ Call TracFone on boat to contact boating employees.
 - TracFone A: 845-235-9453
 - TracFone B: 845-249-6864
- ◆ Call sign-out board phone to check voice mail to see if boating employees have left a message.
 - Dial 677-7600. Press #, and access x271.
 - Voice mail pass code is 44.
 - Do not erase any messages at this time.
- ◆ Call all other contacts to see if they've heard from boating employees.
- ◆ Leave a message on the sign-out board phone (677-7600 x271) indicating the plan of action you intend to take.
 - Include your name, the date, and time on your message.
- ◆ If boat was launched from **RHINECLIFF ONLY**, drive to the Rhinecliff boat launch to see if the trailer is still there.
 - Find the site map and driving direction in the sign-out board map notebook.
 - Let someone know where you are going.
 - If the trailer is no longer there, assume the situation is resolved and the employees are on the road.
 - If the trailer is there with no sign of the boat, contact the Activities New York Communications Center of the Coast Guard (available 24 hours) at 718-354-4353.
 - Explain that you have reason to believe there is someone in peril on the Hudson.
 - They will ask if the missing persons "filed a float plan". Say "yes" and give them the boat launch site and estimated times of launch and retrieval.
 - They will contact the closest marine search and rescue from any organization at any location on the Hudson.
 - DO NOT call 911. This will only bring a patrol car to the location of your call.
- ◆ For launch sites **OTHER THAN RHINECLIFF**, continue to try to contact the employee every hour.
 - Call TracFone on boat to contact boating employees.
 - TracFone A: 845-235-9453
 - TracFone B: 845-249-6864
 - Call sign-out board phone to check voice mail to see if boating employees have left a message.
 - Dial 677-7600. Press #, and access x271.
 - Voice mail pass code is 44.
 - Do not erase any messages at this time.
 - Call all other contacts to see if they've heard from boating employees.
 - If there is no response from the boating employees by 2 hours after their return time, contact the Activities New York Communications Center of the Coast Guard (available 24 hours) at 718-354-4353.
 - Explain that you have reason to believe there is someone in peril on the Hudson.
 - They will ask if the missing persons "filed a float plan". Say "yes" and give them the boat launch site and estimated times of launch and retrieval.
 - They will contact the closest marine search and rescue from any organization at any location on the Hudson.
 - DO NOT call 911. This will only bring a patrol car to the location of your call.
- ◆ Once the situation has been resolved or passed onto the proper emergency services, leave a message on the sign-out board phone to report the outcome.
 - Include your name, the date, and time on your message.

Plan of Action when employee is not back by return time

Plan B: Single person working on shore

- ◆ Call TracFone to contact employee.
 - TracFone A: 845-235-9453
 - TracFone B: 845-249-6864
- ◆ Call sign-out board phone to check voice mail to see if employee has left a message.
 - Dial 677-7600. Press #, and access x271
 - Voice mail pass code is 44.
 - Do not erase any messages at this time.
- ◆ Call all other contacts to see if they've heard from employee.
- ◆ Leave a message on the sign-out board phone (677-7600 x271) indicating the plan of action you intend to take.
 - Include your name, the date, and time on your message.
- ◆ If employee cannot be reached, immediately drive to the site to see if their car is still there.
 - If they were going to multiple sites, determine the last site from which they called to report they were moving on, and drive immediately to their next site.
 - Find the site map and driving direction in the sign-out board map notebook.
 - Let someone know where you are going.
 - If the car is no longer there, assume the situation is resolved and the employee is on the road.
 - If the car is there with no sign of the employee, contact the Activities New York Communications Center of the Coast Guard (available 24 hours) at 718-354-4353.
 - Explain that you have reason to believe there is someone in peril on the Hudson. Explain that they were not in a boat but are presumed to have fallen in the water.
 - They will ask if the missing person "filed a float plan". Say "yes", and give them the shore site and estimated times of arrival and departure.
 - They will contact the closest marine search and rescue from any organization at any location on the Hudson.
 - DO NOT call 911. This will only bring a patrol car to the location of your call.
- ◆ Once the situation has been resolved or passed onto the proper emergency services, leave a message on the sign-out board phone to report the outcome.
 - Include your name, the date, and time on your message.