A. Preparation for Maritime Expeditions

1. Make Boat Reservations
   a. Check for available boats in the STRI web page: https://docs.google.com/spreadsheet/ccc?key=0AgfB1mbsWA0wdGZWWjNuZHiS9oY2VDb1VXUFg5MkE#gid=0
   b. Write to jacomeg@si.edu and gondola@si.edu to request a boat on an available date.

2. File an Expedition Plan with the Scientific Coordinators to include the following information:
   a. Boat name
   b. Boat captain
   c. Destination
   d. Type of activity (i.e. transportation, diving, collection, dredging, etc.)
   e. Estimated time of departure (ETD)
   f. Estimated time of arrival (ETA)

3. Pick up a Communication Pelican Case (yellow) from Scientific Coordinators.
   a. This case includes a cellular phone and a SPOT device.

4. Pick up the boat key at the Bocas Security Guard booth.

5. Pick up the boat’s safety box in the Wet Locker.
   a. This box includes a first-aid kit, emergency flares, tools and the boat’s license.

6. Pick up a set of oars in the Wet Locker.

7. Register the trip at the white board at the gas station providing the following information:
   a. Name of the boat,
   b. Captain’s name,
   c. Destination,
   d. ETD,
   e. ETA,
   f. Spot #.

8. Verify the existence and proper operation of safety equipment on board:
   a. Personal flotation devices,
   b. Fire extinguisher,
   c. Radio,
   d. Bailing pails,
   e. Anchor and line.

9. Verify proper condition and operation of boat systems.

10. Quick start,
    a. Bilge pump(s),
    b. Propeller,
    c. Operational navigation lights (green, red, and white),
    d. Adequate battery charge.

11. Pick up diving safety equipment in the dive air compressor room for diving trips.
    a. Oxygen kit,
    b. Diving flag,
c. Diving weights.

12. Upon return, the responsible party must:
   a. Anchor the boat.
   b. Return boat’s safety box and the oars to the Wet Locker.
   c. Return the diving safety equipment to the dive air compressor room.
   d. Return the yellow communication pelican case (yellow) to the Scientific Coordinator you got it from.

B. Boating Related Emergencies

1. Use the cell phone to call the STRI emergency numbers: 212-8911 or 212-9211 and communicate the following information:
   a. Name
   b. Location
   c. Nature of the emergency
   d. Needed assistance.

2. If there is no cell phone coverage, use the SPOT to send a “Help” message:
   a. Place your SPOT messenger so that it is lying on its back, logo-side up, with a clear view of the sky.
   b. To turn on SPOT, press the ON/OFF button.
   c. Wait at least 2 seconds.
   d. To send a message, press and hold the HELP button for 2 seconds. Messages are sent every 5 minutes for up to one (1) hour, or until canceled.
   e. The SPOT team members you have specified in your online account will receive your pre-programmed HELP message via text message and/or email with a link to Google Maps™ with your exact location.
   f. Once activated, the indicator light will blink green every 3 seconds, and turn solid green for 5 seconds when a message is being sent. SPOT will automatically determine your coordinates and send your message every 5 minutes for 1 hour in this mode.

3. For life-threatening emergencies, use the SPOT to send a “911” message:
   a. Use this option in the event of a life threatening or other critical emergency.
   b. Press and hold the 911 button for 2 seconds.
   c. The Emergency Response Center will notify the primary and secondary emergency contact numbers you have entered in the SPOT web service.
   d. Even if SPOT cannot acquire its location from the GPS network, it will still attempt to send a distress signal – without exact location – to the Emergency Response Center.
   e. There is no test mode.
   f. If you activate the 9-1-1 function, the Emergency Response Center will treat it as a real emergency.
   g. To cancel, press and hold the 9-1-1 button for at least 3 seconds. The blinking green light will blink red to indicate that it is preparing to send a “Cancel” message, and will then turn solid red for 5 seconds to indicate that the message has been sent.