

**Prepared by:**

Steeve Couture  
Sandrine Doyon

**Approved by:**

Manon Bélanger

**Date of update:**


September 25, 2023

**Version:**

5.1

Page: 1 of 1

Here are the steps to follow in the event of a person falling overboard.

VICTIM	WITNESS	HARBOUR MASTER'S OFFICE	PATROL OFFICER
If you fall into water	If you witness a fall into water from a wharf or boat	If someone falls overboard	If someone falls overboard
<ol style="list-style-type: none"> <li>1. Make sure your PFD has deployed.</li> <li>2. Whistle or shout to alert others.</li> <li>3. Try to hang on or secure yourself to something.</li> <li>4. If you have access to a ladder, try to climb back up, or at least get out of the water.</li> <li>5. Control your breathing and place yourself in survival (HELP) position. </li> <li>6. Wait for help.</li> </ol>	<ol style="list-style-type: none"> <li>1. Never jump into the water.</li> <li>2. Use your radio or cell phone to alert the Harbour Master's Office (418-648-3556), and provide the following information:               <ol style="list-style-type: none"> <li>a. Location of incident (Wharf 102)</li> <li>b. Nature of incident (person overboard)</li> </ol> </li> <li>3. Throw the buoy while holding the rope.</li> <li>4. Help the victim secure themselves:               <ol style="list-style-type: none"> <li>a. Buoy</li> <li>b. Dan buoy</li> <li>c. Carabiner</li> </ol> </li> <li>5. Never take your eyes off the victim; stay on the wharf and keep talking to them.</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify emergency services (911).</li> <li>2. Send a patrol officer to the site.</li> <li>3. Notify MCTS.</li> <li>4. Notify the manager on duty.</li> <li>5. Position the camera to keep the victim in view.</li> <li>6. Notify the internal alert network.</li> <li>7. Stay in contact with patrol officers.</li> </ol>	<p>Once on site:</p> <ol style="list-style-type: none"> <li>1. Throw the buoy while holding the rope.</li> <li>2. Help the victim secure themselves:               <ol style="list-style-type: none"> <li>a. Buoy</li> <li>b. Dan buoy</li> <li>c. Carabiner</li> </ol> </li> <li>3. Never take your eyes off the victim; stay on the wharf and keep talking to them.</li> <li>4. Assist emergency services by containing curious onlookers, among other things.</li> </ol> <p><b>** If there is a risk of hypothermia, tend to the victim immediately and warm them with blankets until emergency services arrive.</b></p>

When a worker falls into water and is retrieved aboard the boat, the manager in charge must be called and the work team must return to the wharf. When the water temperature is below 15 °C, there is a risk of hypothermia. The victim must be tended to immediately and warmed up with blankets. Emergency services will tend to the victim on arrival.

**MCTS: Marine Communications and Traffic Services**

**Copyright:** This document is the property of the Québec Port Authority. Any reproduction, modification, distribution, transmission, or disclosure is strictly prohibited without prior authorization.