



# PERSONAL LOCATOR BEACON

## POLICY AND PROCEDURE FOR LOAN AND USE

1. This policy covers the Personal Locator Beacon (PLB) owned by Canberra Alpine Club (CAC) and the procedures relating to the loan and use by club members.

### Definitions

2. The following definitions apply in this document:
  - Borrower: A CAC member who makes application to borrow a CAC owned PLB and assumes responsibility for its correct use and return to club officials.
  - PLB Administration Officer: A CAC Committee member responsible for administration of CAC owned PLBs.
  - PLB Loans Officer: A CAC committee member, club official or delegate who is responsible for administering the loan of PLBs to members and updating the Australian Maritime Safety Authority (AMSA) website to record details of each loan and return.
  - Primary Contact Person Not on Trip. A responsible adult, NOT a member of a trip party, who has full particulars of an intended trip and will be responsible for notifying emergency services in the event that the party does not return as scheduled and / or provide assistance to search and rescue authorities in the event of a PLB activation.
  - CAC Emergency Contacts. Three (3) nominated CAC members or officials who may be contacted by AMSA in relation to administrative or operational matters concerning the Club's PLB.

### Introduction

3. A Personal Locator Beacon (PLB) is a digital 406 Mhz distress beacon that when activated in a life threatening situation, transmits a signal that is detectable by satellites and overflying aircraft. The encoded Global Positioning System (GPS) signal assists rescue authorities in their search to locate those in distress. Each PLB has a unique identification code (UIC) which is part of the signal. PLB's are designed for personal use in both land and marine environments, however PLBs do not qualify as a replacement for a 406 MHz Emergency Position Indicating Radio Beacons (EPIRB) required by legislation for off shore maritime use. Special conditions apply for use outside Australia.

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4. Canberra Alpine Club (CAC) is the owner of the following PLB.

GME Brand Model MT410G Serial Number 79172. UIC. 3EF69AA23F81FE0.

5. CAC has registered the beacon with the Australian Maritime Safety Authority's (AMSA) Rescue Coordination Centre via the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au). In the event of an activation, AMSA will access the online registration database to obtain information about the beacon. Registration is free and required to be renewed every two(2) years.
6. The CAC Committee shall appoint a committee member as the PLB Administration officer. The Committee PLB Administration officer is listed as the primary emergency contact on the AMSA website. The committee shall nominate a further two members or officials, who may or may not be part of the committee, to be listed as secondary emergency contacts. These secondary contacts may be contacted by authorities in the event that the primary emergency contact cannot be contacted. The PLB administration officer is responsible for administering registration of the CAC owned PLB via the AMSA website. The PLB Administration Officer shall provide the AMSA login details to other persons as required.
7. The CAC Committee shall appoint either the PLB Administration Officer, another committee member or other club member as the PLB Loan Officer.
8. The PLB Loan officer is responsible for:
- 8.1 Holding or storing the PLB when not in use.
  - 8.2 Routine maintenance of the PLB.
  - 8.3 Testing of a PLB as prescribed in the manufacturer's owner's manual.
  - 8.4 Approving members' requests for loan of a PLB.
  - 8.5 Supervising completion of applicable loan documentation.
  - 8.6 Maintaining applicable internal club loan records.
  - 8.7 Organising delivery and return arrangements with members.
  - 8.8 Updating the AMSA website with relevant details concerning the specific trip.
  - 8.9 Liaison with AMSA or other search and rescue authorities in event of a PLB activation.
  - 8.10 Updating AMSA website on return of a PLB.
  - 8.11 Checking PLB for loss or damage after return from loan.
  - 8.12 Provide such reports regarding the loan, use or condition of club PLBs as required by the Committee.
9. An email alias "beacon@cac.org.au" has been established. Emails received at this address will be redirected to personal email addresses of the PLB Administration officer, Loan Officer, and emergency contacts.
10. A CAC member may apply to the PLB Loan Officer to borrow a club PLB on behalf of themselves or a group. That club member shall be known hereinafter as

the Borrower.

## **Criteria for Borrowing Club PLB**

11. CAC members may borrow a club PLB at no charge.
12. Loan periods in excess of two weeks or for use internationally will require committee approval
13. Non member applications for loan will be referred to the committee for approval
14. Priority shall be given to club arranged trips. In the event of conflicting requests generally the first received completed loan form will receive precedence, unless in the opinion of the PLB Loan Officer special circumstances exist to favour another applicant / party, for example but not limited to, length of trip or remoteness of destination. Members who are not satisfied with decisions of the PLB Loans Officer may lodge a complaint in writing for consideration by the committee in accordance with the CAC complaints policy.

## **Responsibility of Borrowing Members**

15. It is the Borrower's responsibility to brief an adult responsible person, not part of the trip party, on the details of the trip. This person will be responsible for notifying emergency services in the event that you are overdue or assist authorities in the event of an PLB activation.
16. Failure to return by the stated time will **NOT** automatically result in Emergency Services being notified by the CAC PLB Loan's Officer or any other club officials or members.

## **Procedures to Borrow Club PLB**

17. Members seeking to apply to borrow the club PLB may either,
  - 17.1 Contact the PLB Loan Officer by email at address [beacon@cac.org.au](mailto:beacon@cac.org.au) and request that a copy of the CAC PLB Loan Form (attachment A) be forwarded, or
  - 17.2 Download the CAC PLB Loan Form from the CAC website and return it via email or in person.

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18. The Borrower shall complete the CAC PLB loan form and return the form to the PLB loan officer either personally or as an email attachment. Both parties shall negotiate pickup / delivery and return arrangements.
19. The Borrower shall be responsible for any additional costs incurred in collecting / delivering or returning the PLB.
20. Following receipt of the completed CAC PLB Loan Form, and prior to the commencement time/date of the intended trip, the PLB Loan officer shall log on to the CAC registration on the AMSA website and enter the following details.
  - 20.1 Borrower's name and contact details
  - 20.2 Additional party names
  - 20.3 Date and brief description of the anticipated trip
  - 20.4 Name and contact details for the Primary Contact Person not on the trip
  - 20.5 A notation that further detail of the trip is available from the nominated CAC Emergency Contact
21. At handover the PLB Loan Officer shall restate the terms and condition of use and provide a manual and verbal instruction on the use of the PLB to the Borrower.
22. Borrowers will be required to read, sign and acknowledge acceptance of the conditions of use on the PLB Loan Form.
23. Following the return of the beacon, the PLB Loans Officer shall log onto the AMSA website and note the time and date that the trip was completed and the current whereabouts of the PLB.
24. This process shall be repeated for each loan of the Club PLB.

## **Activation in an Emergency**

25. The Australian Maritime Safety Authority states that a PLB must ONLY be used in situations of GRAVE and IMMINENT DANGER. Borrowers are expected to use all other communications methods that are reasonably available in the situation to request assistance, prior to activating the PLB.
26. In the event of activation in an emergency, the Borrower and not the club, will be responsible for any costs associated with a search and rescue effort levied by another organization.

## **Inadvertent Activation**

27. If a Borrower or other person suspects that the PLB has been activated inadvertently, they must turn it off and report it immediately to the AMSA Rescue Co-ordination Centre on 1800 641 792 to ensure a costly search and rescue operation is not commenced. Reports of an inadvertent activation should include

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the following;

- 27.1 The PLB 15 Character Unique Identifier number marked on the unit body:
- 27.2 Date, time and duration of activation:
- 27.3 Cause of the activation, and
- 27.4 Location of activation.

28. There is no penalty for a genuine accidental activation.

### **Liability for Failure, Injury, Damage or Costs Associated with the use of the PLB**

29. Neither Canberra Alpine Club nor its officers or members will be liable for any failure of the PLB, injury, damage or costs associated with the loan or use of a club PLB.

### **Testing of the PLB**

30. The PLB Loan officer shall conduct regular maintenance and testing of the PLB. Other members borrowing the PLB will not be required to conduct tests of the units.

### **Loss or Damage of the PLB**

31. If the PLB is not returned or is returned damaged or unusable, borrowers may be charged a replacement cost of up to \$600 at the committee's discretion.

### **Document Control**

Version	Date	Changes	Updated by
1.0	Aug 11	Formatting changed to standard.	Jenny McLeod