



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

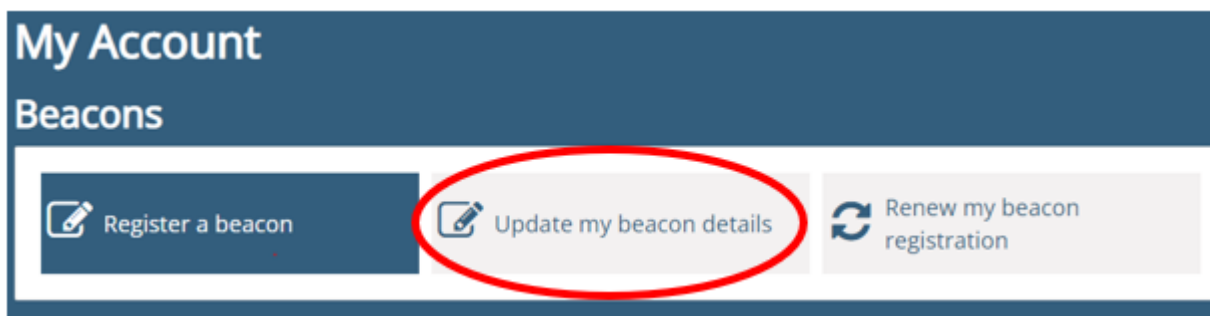
# SEALS EPIRB and PLB Loan Procedure

**SCHOOL OF EARTH, ATMOSPHERIC AND LIFE SCIENCES**

When booking the SEALS EPIRB and PLB devices we require all users to update their Trip and Emergency contacts details on the EPIRB/PLB that they've booked with the Australia Maritime Safety Authority (AMSA) prior to leaving for fieldwork.

To book and update the EPIRB/PLB Trip and Emergency Contacts details listed with AMSA you will need to:

1. Book an EPRIB/PLB using the Equipment Reservations section on your FESS profile or within your FESS trip - make a note of the device number and HEX ID (e.g. EPIRB #3, HEX ID BEEE52C6C40022D).
2. **The day you pick up the device, and no sooner (so that you don't delete the current users trip details and safety contacts)** log into Australian Maritime Safety Authority (AMSA) beacons register site here: <http://www.beacons.amsa.gov.au/> with the following account details:  
Username: SEALS-fieldequipment@uow.edu.au  
Password: Biology2014
3. Select 'Update my beacon details' below:



4. Choose the Beacon that you have booked from the list shown by clicking on 'Edit' (the beacon will have a long HEX ID e.g. BEEE52C6C40022D). The HEX ID will also be shown on your FESS booking.

**Please ensure that you've selected the correct EPIRB using the HEX ID before updating any of the EPIRB details. If you update the Trip and Emergency Contact details of the incorrect EPIRB/PLB you could affect another user's Trip/Emergency contact details.**

**Beacons**

The following is a list of registered beacons in your account. Click ▶ to see all associated emergency contacts and vessels, vehicles, or aircraft.

Hex ID:  Name/Type:  Rego/Callsign:  Registration Date: From  To  Bulk Upload

Filter  Clear filter

Export to Excel  Register a beacon

Hex ID/UIN	Beacon Type	Name	Type	Beacon Placement	Rego or Callsign	Beacon Status	Registration Date	Bulk Upload	Last Modified	Battery Expiry Date	Registration Status	
3EF47B153F81FE0	EPIRB	CS22FL	Toyota Landcruiser		CS22FL	Operational	17/09/2014	No	31/03/2022	Aug 2025	Registered. Expires on 21/09/2022	Edit
BEEE52C6C40022D	EPIRB	EPM87P	Toyota Hilux		EPM87P	Operational	01/07/2014	No	30/03/2022	Dec 2026	Registered. Expires on 06/07/2022	Edit
3EE8A366CFFBFF	PLB	CQ31LK	Toyota Hilux		CQ31LK	Operational	19/12/2016	No	17/02/2022	Jul 2022	Registered. Expires on 19/12/2022	Edit



- On the next page scroll down to 'Trips associated with this Beacon'. Click on 'Add new trip details' and enter all the information asked for in the box below.

**Trips Associated With This Beacon**

13 trip details. Add new trip details or update existing trip details related to the use of your beacon e.g. bushwalking, skiing, camping, 4WD trip, canoeing or kayak trip, y only viewed by Search & Rescue in the event the beacon is activated and detected. Click ▶ to see all uploaded attachments.

**Add new trip details**

- Enter as many trip details as possible (follow the questions in the guide below). Once you have completed the trip details, take a screenshot of the trip details that you've listed in AMSA and paste them into a Word Document.

Example of Trip Details to update

EPIRB/PLB beacon taken to \_\_\_\_\_ by University of Wollongong SMAH,

SEALS staff member/student (name)\_\_\_\_\_

for expected duration \_\_\_\_\_ till \_\_\_\_\_

Vehicle Registration and Make/model/colour \_\_\_\_\_

Safety Contact name and Mobile number \_\_\_\_\_

Names of people in party \_\_\_\_\_

Mobile numbers of all people in the party \_\_\_\_\_

Satellite Phone Number (if booked) \_\_\_\_\_

Add other contact details for the field group, if available e.g. National Parks contacts.

- Once you have completed the Trip details scroll down to the Vessels, Vehicles, or Aircraft Associated with This Beacon section. Select 'edit' and update the details. Include any vehicle details including the registration.

**Vessels, Vehicles, or Aircraft Associated With This Beacon**

1 vessel, vehicle, or aircraft. Please enter or select where this beacon will be used as this information can help us to perform an efficient search. **Note:** You can associate a maximum of 4 vessels, vehicles or aircraft with this beacon. Collapse ▾

**Add New** **Add Existing**

Change Priority	Priority	Type	Name/Description	Registration/Callsign	Account Status	Beacon Placement	Last Updated	
	1	Vehicle	Toyota Hilux	EPM87P	Operational		02/02/2022 11:23 AM	<b>Edit</b> X Remove

- After updating the vehicle details you'll need to update the employee details (even if you are a student). This section should have the details of the person who booked the EPIRB and/or the fieldwork Trip Leader. Select 'edit' and change the name and contact details.



**Employee Details**

You can enter or select the details of an employee associated with this beacon. Collapse ▾

Name	Mobile	Home	Work	
				<input type="button" value="Edit"/> <input type="button" value="Remove"/>

9. Lastly, you need to update the ‘Emergency Contacts’. Here you **MUST** add 2 new contacts by clicking ‘edit’ on each and entering your Emergency Contact details for your trip. **If you don’t edit the Emergency contacts for the beacon, the Emergency Contacts already listed from the previous EPIRB/PLB booking will receive a phone call from AMSA if you activate the beacon – they will have no idea who you are, where you are or what you are doing and will be no help to any rescue staff.**

**Emergency Contacts**

2 emergency contacts. It is mandatory to provide at least one contact up to a maximum of three. If possible, please provide three.

Change Priority	Contact Priority	Name	Mobile	Home	Work	
↓	1	Alan Champion	0438 927 579		02 4221 4808	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
↑	2	Corrine de Mestre	+61410144769		+61242213315	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

10. Once you have completed the steps above, you can screenshot the Trip details, Vehicle Details, Employee Details and Emergency Contact details that you’ve updated into a word document that can be uploaded to your trip before it is submitted/approved. **If you FESS trip has already been submitted/approved, you can add the AMSA EPIRB Trip and Emergency Contact details to the approved FESS trip using the blue 'Notes' button at the bottom of your trip page without affecting your trip approval.**

**Please ensure that you always inform your Safety Contact of your trip details (where you are going, what time you expect to return/check in with them at the end of the day) and have an agreed emergency plan in place if they don’t hear from you.**

### ***NOTES FOR INTERNATIONAL USERS***

\*It is recommended you contact your chosen airline for guidance on carrying distress beacons as every airline and airport have differing requirements.

\* Please also note that some countries consider Personal Locator Beacon (PLB) carriage and activation illegal on land. Refer to the COSPAS-SARSAT website for the appropriate SPOC (search and rescue or SAR point of contact) for the country you are travelling to and contact them to confirm you are legally allowed to use your beacon.

The search and rescue response in each country will vary due to different levels of SAR resources and capability. It’s recommended you check locally the SAR response to expect.



The rescue coordination centre of the country where the beacon is detected will coordinate the search and rescue response, not Australia. AMSA Search and Rescue will only provide the registration details, if known, and any other information it gathers from emergency contacts.

