

1. Preamble

- 1.1 The Canmore Seniors Association (CSA) has purchased three RESQLINK Locator Beacons (beacon) for use by outdoor activity leaders who may be taking a group into an area where cell phone reception cannot be guaranteed.

2. Applicability

- 2.1 This procedure applies to the use of the beacons.
- 2.2 Beacons shall only be used on an outdoor activity in which **ALL** the participants are CSA members.

3. Procedures

3.1 Obtaining a beacon from the CSA office

- .1) Each beacon is stored (in a plastic bag with operating instructions enclosed) in a safe in the CSA office.
- .2) Removal/return of a beacon shall be recorded in the sign out/in book located on top of the safe.
- .3) Beacons can be picked up from the CSA office during normal office hours. Leaders should plan to pick up the beacon the day before the planned outdoor activity.
- .4) Beacons should be returned to the safe in the office as soon as possible after the activity. Prompt return of the beacons (ideally no later than the day after the activity) will ensure they are available to other users.

3.2 Use of locator beacons

- .1) When an emergency situation occurs during an outdoor activity, that cannot be managed by the people participating in the activity, activate the beacon to send the location coordinates to the appropriate emergency responders.
 - a) Unclip the antenna holder and extend the antenna by 90 degrees so that it is at right angles to the unit and the power button is exposed.
 - b) Press the power button for **ONE** second and the beacon will send a signal requesting assistance. To cancel the request press the power button for **FIVE** seconds

- c) Place the unit on the ground face up with the antenna in the vertical position so that the unit has a clear view of the sky. Do NOT hold the unit in your hand since that can interfere with direct communication with satellites
 - d) Remain in the location from which you sent the signal until help arrives.
- .2) Notify one of the Meanderthal Committee if a unit is used to obtain an emergency response so that a replacement unit can be obtained.

3.3 Testing Locator Beacons for Functionality

- .1) Beacon Coordinators will test each beacon unit during the first week of each of each month and enter the date of such test in the log book.
- a) Hold T (test) button for 1 second to test for circuitry and batteries.
 - 2 green flashes + 1 white flash indicate that all is good
 - 1 red flash+1 green flash+1 white flash indicates that batteries are low.
 - 1 green flash +1 red flash+1 white flash indicates that the unit has failed.
 - 1 green flash indicates the unit has failed.
 - b) If unit has failed as indicated in a) above, advise beacon coordinator or Meanderthal executive who will go to website (www.acrartex.com) to find appropriate service providers.

REVISION LOG

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	April 8th, 2016	CSA Meanderthal Committee	Original issue of document