

SCHOOLS EMERGENCY RESPONSE PLAN

As part of your class' Emergency Response Plan, and to assist Whiteman Park management in the event of an incident, **it is important that you book your school excursion with the Bookings Office.**

You will also need to leave an emergency contact name and mobile number with the Bookings Officer when you register your class' arrival on the day of your excursion.

It is suggested that the school supervisory team prepare a list of emergency contact details of all excursion participants (including parent helpers) including:

- emergency contact names
- contact numbers
- relevant medical history.

ON THE DAY OF YOUR EXCURSION

When you arrive at Whiteman Park:

- Report immediately to the Administration Building and register your school's arrival
- Provide the Bookings Officer with your emergency contact name/s and mobile number/s
- Ensure the school supervisory team have immediate access to excursion participants emergency details.

School supervisory teams are responsible for managing the movement of students under the direction of Whiteman Park staff in the event of an emergency. School supervisory teams are strongly encouraged to meet the recommended supervision requirements to support these procedures.

Please note, Whiteman Park leaseholders have their own procedures that are compatible with Park Emergency Plans.

INCIDENT REPORTING

Please report all incidents to Park staff on 9209 6000.

Essential information to be reported includes:

- Exact location of the incident
- The nature of the incident
- What assistance is required
- Extent of injuries and number of persons involved.

The following outlines emergency guidelines for specified emergency scenarios within the Park:

1. Minor Incidents

All incidents resulting in injury to any person or damage to public or Park property should be reported to Park Management. This is essential so that Management can implement remedial action.

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2. Lost Persons

Please advise Whiteman Park Administration of lost persons immediately. Our team will arrange announcements on the radio and public address systems and coordinate initial search action, as well as notifying WA Police, as needed.

Essential information to be provided in the case of a Lost Person includes: the Name, Age, Gender, Clothing description, Location and time last seen, plus any other relevant information.

3. Major Incident

Please note that Park attractions may be required to close at short notice during an emergency.

While fire is the most common emergency in Whiteman Park, it is possible that other types of emergencies may occur. Park staff will provide the initial response and when emergency services (e.g. police, fire brigade) arrive, they will assume control.

EVACUATION PROTOCOLS

In the event of an emergency evacuation on the day of your visit, instructions will be issued over the public address systems in the Village and Mussel Pool areas or Whiteman Park staff who will be identifiable by uniform or name tag.

PLEASE LISTEN TO ALL ANNOUNCEMENTS AND FOLLOW ANY DIRECTIONS GIVEN.

The Bookings Officer &/or Education Officer will ensure each class is accounted for using the contact numbers you have provided on arrival. This only applies for those schools/classes that have booked directly with Whiteman Park and registered on arrival on the day of your excursion.

Evacuation protocols will vary depending upon where your class is located within the Park. There are six signposted Emergency Muster Points, each marked on the Park Map, that you may be directed to, if needed.

Do not use a bush trail or walk/cycle path if it puts yourself or anyone at risk.

Please note, in the event of a major incident all three public entry gates will be closed and staffed by Park staff or volunteers. Only emergency vehicles and essential staff will be allowed to enter.

THIS INFORMATION WAS LAST REVIEWED ON 27 JULY 2022.