EXCURSION MANAGEMENT PLAN

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Department of Fire and Emergency Services (DFES)</th>
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<tbody>
<tr>
<td>Location</td>
<td>Fire &amp; Emergency Services Education and Heritage Centre</td>
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<tr>
<td>Address</td>
<td>25 Murray Street  Perth  WA  6000</td>
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<tr>
<td>Phone</td>
<td>(08) 6381 1112 OR (08) 6381 1113 (Tuesdays and Wednesdays ONLY)</td>
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<tr>
<td>Email</td>
<td><a href="mailto:educationandheritage@dfes.wa.gov.au">educationandheritage@dfes.wa.gov.au</a></td>
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<tr>
<td>Website</td>
<td>dfes.wa.gov.au/schools</td>
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<tr>
<td>Contact</td>
<td>DFES Education Officers: Paige Gordon and Peta Eddy</td>
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Purpose of the Excursion

The Centre offers two FREE excursion programs which are supported with pre- and post- activities.

1. **Emergency Helpers in the Community and Me! (Pre-primary – Year 2)**  
   A highly interactive program that includes dress ups and exploring a fire truck. Students learn all about DFES emergency helpers in the community, how they can help, and, what students themselves can do to stay safe in a fire, flood or storm emergency.

2. **Home Fire Safety (Years 2 – 6; high school Education Support and ESL classes)**  
   Students learn about fire hazards in the home, smoke alarms, having an agreed meeting place and practise crawling low under smoke. Students are shown how to complete a home fire escape plan and leave with a plan to complete at home, post-excursion. Refer to Teacher Guide.

Environment

The DFES Education and Heritage Centre is located in Perth’s original heritage-listed fire station and is wheelchair accessible.

Exhibits include:

- Engine Rooms (with three vintage fire trucks)
- Heritage and Natural Hazard Galleries (include heritage displays and hazards associated with Fire, Water, Wind and Earth)

Please report to Reception when you arrive and assemble in the room adjacent to the Reception Area. Due to limited toileting facilities, we recommend students use the bathroom before leaving school.
**Briefing Students and Supervisors**

All teaching staff and helpers should be aware of the information included in this document prior to your visit. Please remind all students the Centre is a public space and appropriate behaviour is expected at all times to ensure an enjoyable experience is had by all.

**Transport and Parking**

Schools are responsible for transport to and from the Centre. Buses can stop on Murray Street or Irwin Street for students to alight from before walking safely to the Centre. Students MUST be supervised by teachers and/or helpers at all times when alighting from or boarding buses.

Bus parking is available behind the Centre but MUST be pre-arranged during the booking process to ensure that the bollards are lowered prior to your arrival. Please discuss parking with our staff before your excursion.

**Students’ Capacity**

Programs run for approximately 90 minutes and we accommodate up to 32 students per session. When making your booking, please advise our staff of any special needs your students may have. Programs can be adapted to meet your students’ individual learning needs.

Students spend a maximum of 40 minutes in our classroom or early childhood space and a minimum of 40 minutes touring the building and its exhibits. The PP-Year 2 program explores three of the upstairs galleries, with the Home Fire Safety program accessing the Fire Gallery only as more time is spent in the Main Appliance Room exploring the fire appliances (trucks).

Teachers and Teacher Assistants (and possibly parents) may need to assist smaller groups when students move through interactive activities in the upstairs gallery and when using the stairs.

**External Provider Information**

**Clearances:** Our teaching staff all hold current Working with Children Checks.

**Current Accreditations and Qualifications:** Our permanent teaching staff hold tertiary qualifications in Education.

**Public Liability Insurance:** Insurer: RiskCover Amount: $600,000,000. A copy of the certificate of currency may be downloaded from the [DFES website](http://www.dfes.gov.au).

**Supervisor/Supervisory Team**

We recommend no more than eight (8) adults (including teachers and teacher assistants) attend each excursion. Teachers are expected to follow their school’s Duty of Care Plan and provide adequate supervision during the excursion, actively monitoring student behaviour and intervening where necessary. Disrespectful behaviour to our staff, equipment or building may result in premature ending of the termination of the excursion.

Please supervise students in the Main Appliance Room at all times. Some items are fragile, can easily break and are impossible to replace. To avoid injury, students MUST NOT climb on the fire trucks.
### Identification of Students

For identification purposes, we ask that students wear school uniform and wear name tags. Name tags help make the program more personable and assist in maximising students’ learning.

### Communication Strategies

Please provide the Centre with a mobile phone number when booking your excursion. We will contact this number if your class is late to the excursion. If your school needs to contact you during an excursion they can contact the Centre on (08) 6381 1111.

### Emergency Response Plan

The DFES Education and Heritage Centre has a comprehensive Emergency Response Plan. Staff and volunteers are linked via two-way radio communication. In case of an emergency, staff and/or volunteers will issue instructions to students and if necessary will direct visitors to the nearest exit, taking them to the closest Assembly Area. Teachers, adult helpers and students must listen carefully to directions and move in an orderly fashion as directed. Staff and volunteers are identified with a DFES security tag or navy polo top with DFES logo.

If the site is to be evacuated, teachers and adult helpers are requested to maintain an accurate count of the members of their group. Teachers are expected to follow normal excursion procedures and have a list of names of participating students, contact telephone numbers, student medical information and relevant health information of all supervisors at all times during the visit.

First Aid services are the responsibility of the school, however, our permanent Education Officers are First Aid trained. Please see Reception staff if First Aid is required.

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