EXCURSION MANAGEMENT PLAN

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Department of Fire and Emergency Services</th>
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<tbody>
<tr>
<td>Location/Contact Details</td>
<td>Fire &amp; Emergency Services Education &amp; Heritage Centre</td>
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<tr>
<td>Physical Address</td>
<td>25 Murray Street  Perth  WA  6000</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(08) 9395 9866 OR (08) 9395 9767 (Tues. and Wed. only)</td>
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<tr>
<td>Fax Number</td>
<td>(08) 9218 9356</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:educationandheritage@dfes.wa.gov.au">educationandheritage@dfes.wa.gov.au</a></td>
</tr>
<tr>
<td>Website Address</td>
<td><a href="http://www.dfes.wa.gov.au/educationandheritage/teachersandschools">www.dfes.wa.gov.au/educationandheritage/teachersandschools</a></td>
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<tr>
<td>Contact Person</td>
<td>Tara Pigram/Kirsten Cox</td>
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**Bring your students on a fun learning journey through Perth’s heritage-listed fire station. We offer exciting curriculum-linked programs from Pre-primary through to Year 6.**

**Purpose of the Excursion**

The Fire & Emergency Services Education & Heritage Centre offers specialised, professionally developed programs which link to both the Australian Curriculum and WA Curriculum Framework.

Our FREE programs incorporate interactive exhibits, educational footage including structure fire and natural hazards such as bushfire, severe storm, cyclone, tsunami and earthquake, historical displays, vintage fire trucks and opportunities for young children to dress up as firefighters and other emergency services personnel.

The Centre provides learning experiences which link to the Australian Curriculum and the Western Australian Curriculum Framework (Health & Physical Education). In 2014, the Centre will offer two programs to school-aged children:

1. Emergency Helpers in the Community and Me! (Pre-primary – Year 2)
2. Home Fire Safety (Years 2 – 6; ESL and Education Support classes up to Year 12)

**Emergency Helpers in the Community and Me!** is about the people in our community who can help us in a fire, rescue or natural hazards emergency, and what children themselves can do to keep safe. The program includes interactive activities in our gallery, as well as cognitively appropriate safety messages and safe behaviour choices.

**Home Fire Safety** includes fire hazards in the kitchen and home, the hazard of smoke, smoke alarms, crawling low under smoke and having a safe meeting place. Home fire safety includes students developing their own Home Fire Escape Plan. All students are encouraged to put into practice a Home Fire Escape Plan at home with their families.

**English as a Second Language (ESL) and Education Support students.** We welcome high school Education Support groups and ESL groups. Please call Tara Pigram on 9395 9866 or Kirsten Cox on 9395 9767 to discuss our programs as we can modify them to suit your students’ or group’s needs.
Environment

The Fire & Emergency Services Education & Heritage Centre, located at the old Central Fire Station, 25 Murray Street, Perth, is a heritage-listed building. The building is 113 years old and was the original Perth Fire Station, in operation until 1979.

Exhibits feature:

- a heritage gallery including a display of vintage fire appliances,
- an education gallery which focuses on the elements of fire, water, wind and earth (and their associated hazards);
- an information space which provides community information on natural hazards in Western Australia in the form of modern touch screen interactive software and web kiosk;
- a dedicated program room. The venue also has an elevator from the ground to the first floor for disabled students/adults.

Transport

Transport to and from the venue is the responsibility of the school.

There is bus parking directly at the rear of the building, with access from Irwin Street. When booking your excursion, please advise our staff if you require bus parking.

Students MUST be supervised by the school's teacher(s) and/or helpers at all times when boarding and alighting from buses.

Students’ Capacity

During your visit to our centre we plan to engage your students, be interactive and use different strategies to suit various learning styles. Our school programs run for approximately 90 minutes. We can accommodate up to 33 students per session.

Pre-primary to Year 6 Primary School students spend a maximum of 40 minutes in our classrooms and spend a minimum of 40 minutes touring the building and its exhibits. The upstairs gallery includes a fire exhibit (bushfire and house fire), a water exhibit (tsunami, flood and marine rescue), a wind exhibit (severe storm and tropical cyclone) and an earth exhibit (earthquake, land search and cliff rescue). The Home Fire Safety program explores the Fire Gallery only, however, more time is spent on the ground floor exploring the fire appliances (trucks) and Fire Services Heritage Gallery.

Teachers and Teacher Assistants (and possibly parents) may need to assist smaller groups (we recommend no more than 12 students per group) through our activities in the upstairs gallery.

When making your booking please advise us if you have any students with special needs. The building does have wheelchair access and provides one ACROD parking space behind the building.

External Provider Information

Clearances: The Fire & Emergency Services Education & Heritage Centre teaching staff hold current Working with Children Checks. Please remember that you have the duty of care for your students and they should be supervised according to your school's Duty of Care Plan.

Current Accreditations and Qualifications: The Centre’s permanent staff hold tertiary qualifications in Education.

Public Liability Insurance: Insurer: RiskCover Amount: $300,000,000. A copy of the certificate of currency may be downloaded from our website at www.dfes.wa.gov.au/educationandheritage
**Supervisor/Supervisory Team**

It is the school’s responsibility to develop a supervisory team that meets their specific requirements in line with the expectations for supervision outlined below. Staff and volunteers at this centre will conduct and assist in program activities but will not undertake any role(s) in a supervisory context. The school supervisory team must accompany the students throughout the visit to actively monitor behaviour and intervene as necessary. Disrespectful behaviour to our staff, equipment or building may result in termination of the program’s facilitation.

**The Main Appliance Room:** Students MUST be supervised in the Main Appliance Room at all times as there are fragile objects on display and unsupervised exploration may result in breakage or injury to students.

The Reception Area and its adjacent tea room (currently empty) areas provide mustering points where the class can gather together at the start and at the end of a visit.

**Supervision Strategies**

It is the school’s responsibility to develop a supervisory team that meets their specific requirements in line with the expectations for supervision outlined below. Staff and volunteers provide the delivery of the program and require the children's full attention and participation in program activities and exercises.

Disciplinary measures and control of students is expected to be carried out by the school’s teacher and helpers. At this centre we will also assist to lead, demonstrate, perform and present activities.

**Alighting from bus transport in the rear courtyard:** students MUST be supervised by the school’s teacher and/or helpers at all times when boarding and alighting from the bus.

**The Main Appliance Room:** Students MUST be supervised in the Main Appliance Room at all times.

**Identification of Excursion Participants**

It is the responsibility of the school to provide identification of excursion participants. It is expected that all students wear name tags as well as the same uniform on the day. Where this is not possible, please provide some form of easily identifiable item.

**Communication Strategies**

A communication strategy between students and the school supervisory team is the responsibility of the school. Please ensure everyone recognises the communication strategies. The Management of the Centre encourages the school supervisory team to have access to a mobile phone that they can be contacted on, and can use to call out during their visit to the Centre. Please advise the Centre of the mobile number at the time of booking your excursion. If your school needs to contact you during an excursion they can contact the Centre on (08) 9395 9860.

**Emergency Response Plan**

Upon arrival to the Fire & Emergency Services Education & Heritage Centre you will be asked how many students and adults you have in your group. Schools should have their own Emergency Response Plan pertaining to the particular needs of their students.

The Fire & Emergency Services Education & Heritage Centre has a documented emergency procedures plan in place. Some of the major points covered in this document are evacuation procedures, emergency response, coded alarm calls, fire, medical emergencies, bomb threat, civil disorder, earth tremors and armed holdup. The Centre has nominated Chief and Deputy Wardens and all staff and volunteers are trained in emergency procedures.
The school supervisory team should have access to 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.

In the event of an emergency or serious incident, instructions will be issued to student groups from staff or volunteers at the Centre who will direct visitors to the nearest exit and take them to the nearest Assembly Area. These people will be clearly identifiable by a DFES security tag and/or a helmet, DFES polo top (with logo) or Fire and Rescue Service (FRS) station blues.

School supervisory teams are responsible for managing the movement of students under the direction of Centre staff. School supervisory teams are strongly recommended to meet identified supervision requirements to further support these procedures. Please see Reception staff if there is a need to urgently locate members of the school group or if First Aid is required.

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<tr>
<th>Briefing Students and Supervisors</th>
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<td>School supervisory teams are asked to use the information on this document to brief students about standards of conduct, supervision strategies, and emergency response plans prior to their visit to the Centre. It is particularly important that participants <strong>DO NOT climb on the fire appliances.</strong> When moving around the Centre, participants are to walk.</td>
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<td>Please remind students that they may be sharing the Centre with other school groups and/or members of the general public and appropriate behaviour is expected at all times to ensure an enjoyable experience for all.</td>
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<th>Other Relevant Details</th>
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<tr>
<td><strong>Entry is free.</strong></td>
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<tr>
<td><strong>Booking Times:</strong> There are four sessions available each week for school bookings:</td>
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<tr>
<td>10:15am – 11:45am Tuesdays and Wednesdays.</td>
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<tr>
<td>12:30pm – 2:00pm Tuesdays and Wednesdays.</td>
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**This information is valid until 31 January 2016**