



**WHITEMAN PARK**

CONSERVATION • RECREATION • EDUCATION

# EMERGENCY RESPONSE PLAN

**IMPORTANT - Please bring this document with you on the day of your excursion.**

When you arrive at Whiteman Park:

- Report immediately to the Administration Building and register your class's arrival
- Provide the Bookings Officer with an emergency contact name and mobile number
- Ensure the school supervisory team have immediate access to a list of names, contact numbers and relevant medical history of all participants (including parent helpers) attending the excursion

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

In the event of an emergency evacuation on the day of your visit, the Bookings Officer &/or Education Officer will be responsible for liaising with your class.

## ON THE DAY OF YOUR VISIT

**In the event of a site emergency or major incident on the day of your visit, instructions will be issued over the public address ('PA') systems in the Village and Mussel Pool areas or by Whiteman Park staff (identifiable by uniform or name tag). IT IS IMPORTANT THAT YOU AND YOUR STUDENTS LISTEN TO ALL PA ANNOUNCEMENTS AND FOLLOW AND DIRECTIONS GIVEN.**

In this instance, school supervisory teams are responsible for managing the movement of students under the direction of Whiteman Park staff. School supervisory teams are strongly recommended to meet the recommended supervision requirements to support these procedures.

Park Management is responsible for public safety. Whiteman Park community groups have their own procedures that are compatible with Park Management plans. Please note the following guidelines pertaining to various emergency scenarios within the Park:

### **1. Minor Injury or 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.

### **2. Lost Persons**

Whiteman Park Staff must be advised of lost persons immediately. He/she will arrange announcements on the radio and public address systems and coordinate initial search action.

Essential information to be provided to the Park Staff includes the name, age, gender, clothing description, location and time last seen of the lost person, plus any other relevant information.

### **3. Major Incident**

Please note that Park attractions may be required to close at short notice during an emergency. As a general rule, train and tram services will terminate immediately. Should it be unsafe to travel any section of track then the train/tram will stay at the closest station and request passenger assistance from Park Management.

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.

THIS INFORMATION IS VALID AT 01 APRIL 2017



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