

Wanneroo Botanic Gardens Emergency Response Plan

We recommend that the teacher in charge retains a copy of this document and is familiar with the procedures prior to your visit. It is also recommended to have a list of the names of all students and supervisory staff in the event a roll call is necessary.

Wanneroo Botanic Gardens has normal mobile phone reception. We advise that the school supervisory team have mobile phones for use during the excursion. The teacher in charge must supply their mobile number to the Schools Coordinator on arrival.

All senior staff at Wanneroo Botanic Gardens are trained in evacuation procedures and our first priority is to ensure the safety of our visitors.

Emergency Phone Numbers:

- Police, Ambulance, Fire: 000
- Police, Ambulance, Fire (calling from a mobile): 112
- Poisons Information Centre: 13 11 26
- Wanneroo Botanic Gardens: 9405 1475
- Park Manager: 0407 199 234

In the event of an emergency all visitors should remain clear of trees and buildings and follow this plan:

1. Students are to make their way back to their allocated supervisor.
2. The allocated supervisor is to conduct a head count and when the total is correct, take their group QUICKLY and CALMLY to the grassed area at the eastern end of the car park.
3. The teacher in charge must complete a role call and report any missing person IMMEDIATELY to Wanneroo Botanic Gardens staff.
4. Wanneroo Botanic Gardens staff will coordinate a sweep of the park, checking toilets, gardens and Leapfrogs for any missing person.

It takes a team of gardeners working 112 hours a week to keep our gardens looking beautiful, but it only takes a few minutes of thoughtlessness to destroy them.

Please respect our gardens by following these simple rules:

1. No running or walking through the garden beds, please use the paths
2. No picnicking on the grass
3. Golf clubs are not to be used to knock holes in the lawn, trees or decapitate flowers
4. Animals and sporting equipment are prohibited in the park
5. Do not pick flowers or take cuttings

A copy of our certificate of currency can be down loaded from our website. This insurance policy does not cover loss or damage of personal belongings. We recommend that you remind your students that they are responsible for their own belongings at all times.