



EXCURSION TO MOONLIT SANCTUARY

HEALTH AND SAFETY

Supervision	<p>Moonlit Sanctuary and the Department of Education require minimum supervision ratio of 1:20 for excursions.</p> <p>While on-site, Teachers and supervising adults are responsible for supervising their students, and for ensuring students adhere to our Code of Conduct at all time.</p> <p>Moonlit Sanctuary staff do not have duty of care of students and are not responsible for management of behaviour.</p>
First Aid	<p>Schools are responsible for any First Aid that students may require and MUST bring a first aid kit and have a designated first aider. Designated staff from Moonlit Sanctuary will assist where required.</p> <p>If you call 000 and/or an Ambulance is dispatched, notify a member of staff so we can assist with entry. If you would like us to call 000 please notify a member of staff immediately.</p>
Risk Assessment	<p>Schools are responsible for producing their own Risk assessments. We can accommodate an assessment visit to the site before bringing students. A Moonlit Sanctuary Excursion Risk Assessment is also available to assist.</p>
Child Safety	<p>All our Education staff possess Working with Children Check cards, or are VIT registered teachers, and operate in accordance with the Moonlit Sanctuary Staff Code of Conduct and Child Safety Policy.</p>

EMERGENCY EVACUATION PROCEDURES

The Emergency Assembly point is the grassy area in front of the Visitor Centre deck

If you are with an Education Officer	If evacuation is required, Education staff will direct students and school staff they are with, to the Car Park . There they can assemble with other classes present for the excursion.
If you are in <u>not</u> with an Education Officer	If evacuation is required, designated staff (Wardens) will move through the Park with bullhorns, directing all visitors and staff to the Assembly Area in front of the Visitors Centre . If safe to do so, the class may be directed to move into the Car Park from the nearest exit to join the rest of the classes present for the excursion.
After assembling	Moonlit Sanctuary Staff will seek advice from Emergency Services personal, before directing visitors and schools to an onward location.

POSSIBLE RISKS NECESSITATING AN EVACUATION

Wildfire	<p>On days of high fire danger staff will monitor:</p> <ul style="list-style-type: none"> • VicEmergency website • Local area <p>for the presence of wildfires.</p> <p>If a fire is detected and Moonlit Sanctuary is threatened an immediate evacuation will be put in place.</p> <p><i>Note:</i> Due to our geographical location it is assumed that we will not face a wildfire approaching from a distance away, but the major fire danger will be from a fire that commences on or adjacent to the Sanctuary.</p>
Flood	In the event of Langwarrin Creek breaking its banks and continuing to rise rapidly an immediate evacuation will be put in place.
Storm and High Winds	If in the opinion of the Duty Manager, storms or high winds present a danger to visitors, an immediate evacuation is to be put in place. For areas with moderate risk, a perimeter preventing visitors from entering zones of risk will be designated.
Animal Escape	If the animal is dangerous, visitors will be instructed to evacuate to the assembly areas or safe zones.