



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 <u>Code of Conduct</u> 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 <u>Moonlit Sanctuary Excursion Risk Assessment</u> 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. See our <u>Child Safety Statement of Commitment</u>.</p>

EMERGENCY EVACUATION PROCEDURES

The Emergency Assembly Area is the grassed area next to the Visitor Centre exit

If you are with an Education Officer	If evacuation is required, Education staff will direct students and school staff to the Assembly Area next to the Visitor Centre exit. There they can assemble with other classes present for the excursion.
If you are <u>not</u> with an Education Officer	If evacuation is required, this will be indicated by a Public Announcement and designated staff will move through the Park directing all visitors and staff to the Assembly Area next to the Visitor Centre exit.
After assembling	Moonlit Sanctuary Staff will seek advice from Emergency Services before directing visitors and schools to an onward location as required.

POSSIBLE RISKS NECESSITATING AN EVACUATION

Bushfire	<p>On days of high fire danger, Moonlit Sanctuary staff will monitor:</p> <ul style="list-style-type: none"> • VicEmergency website • Local area conditions <p>If Moonlit Sanctuary is under threat from wildfire, an immediate evacuation will commence.</p>
Flood	In the event of Langwarrin Creek breaking its banks and continuing to rise rapidly, an immediate evacuation will commence.
Storm and High Winds	<p>On days of extreme weather, Moonlit Sanctuary staff will monitor:</p> <ul style="list-style-type: none"> • VicEmergency website • Local area conditions <p>If in the opinion of the Manager in Charge, storms or high winds present a danger to visitors, an immediate evacuation will commence.</p> <p>For areas with moderate risk, a perimeter preventing visitors from entering zones of risk will be designated or other appropriate strategy implemented.</p>
Animal Escape	If an escaped animal is deemed dangerous, visitors will be instructed to shelter in place or evacuate to the assembly areas as appropriate.