



POVG Fire and Medical Emergency Procedures for Day Tours

General Points of Safety:

1. Strictly no smoking anywhere on the property.
2. Watch your step - there may be loose gravel, honkey nuts and other slip/trip hazards. Don't run or allow children to run.
3. Keep to paths.
4. Perth Observatory volunteers are not allowed to give medication to students. There are First Aid Kits at various points around the Observatory and general basic first aid can be done.
5. In the unlikely event that you have a tick on you - do NOT pull it off! See the Host.
6. Do not approach the kangaroos.

In the event of an emergency, particularly bush fire

1. When the alarm system sounds, the children must wait for instructions from the presenter.
2. All equipment etc must be left behind.
3. The presenter will organise the students into pairs in a line.
4. The presenter will take a head count of the group and ask someone else to check the count.
5. The presenter will lead the group to the muster point in front of the main building opposite the car park. One of the adult helpers should be asked to stay at the back of the line to help keep the students together. The group must stay together and walk briskly, but not run.
6. The evacuation will be by the shortest and safest route from the activity area. This will depend on the nature of the emergency
7. The presenter must ensure the group, including adults, stays together when the muster area is reached.
8. The presenter will check the number of students agrees with that taken at the activity site Stay with the group, watching to make sure no-one moves.
9. When the organising teacher arrives, the teacher will take the roll and ensure no-one is missing.
10. The bus or other transport will not be allowed to leave until there is an 'all clear' for the road leaving the observatory. If necessary all the students will be taken into the museum to wait.

In the event of a medical emergency

1. The presenter should quickly assess the ill or injured person.
2. The presenter should send an adult to find the organising teacher and, when s/he arrives, take his/her advice.
3. The presenter should ask the students to move away and sit down. One student could remain for company if wished.
4. Whilst waiting apply appropriate First Aid.

DRSABC:

Danger, Response, Send for Help, Airway, Breathing, CPR

DO NOT ALLOW THE PATIENT TO MOVE unless the injury is minor and can be attended to on site.





5. The presenter should contact the host by mobile phone or ask another adult to do so.
6. When the host arrives, the presenter should either ask him/her to continue providing comfort, and assurance until the Emergency services arrive and continue working with his/her group OR ask the host to take over the group and continue providing comfort and assurance .
7. If required, the teacher, host or presenter should call Emergency Services (000), and provide the following information:
 - a) LOCATION OF INCIDENT
 - b) TYPE OF INJURY or ILLNESS
 - c) CAUSE OF INJURY or ILLNESS
 - d) STATUS OF PATIENT

Ensure that the Emergency Vehicle can access the SVN area.

8. After emergency is over, the host and presenter must ensure that any First Aid materials that were used are replaced and cabinets and charts are in correct locations.

