

## VISIT GUIDELINES for SCHOOL and GUIDED GROUP EXCURSIONS

Thank you for choosing Piney Lakes Environmental Education Centre (PLEEC) for your outing. To ensure your visit proceeds smoothly, please read the following guidelines and complete the acknowledgement below. In the instances that payment is required; details within this form will be used to generate an invoice for payment of the excursion. Please ensure that you bring this form with you on the day of your visit and hand it to the PLEEC Environmental Education Officer.

The City of Melville provides the following for schools and groups visiting the centre:

- Enthusiastic and qualified staff to present and guide excursions and activities
- Public Liability Cover
- Emergency evacuation procedures

Your responsibilities for safety and supervision are outlined in our Excursion Management Plan which is accessible from the Piney Lakes Environmental Education Centre website, or via email upon request.

Your group leader(s) are responsible for the supervision of visiting groups as part of their duty of care and we ask that you ensure that appropriate standards of safety, protection and behaviour are maintained at all times. PLEEC staff are not responsible for providing supervision of participants.

### BUILDING EVACUATION PROCEDURES

In the unlikely event that you are required to evacuate the building, please follow all directions issued by City of Melville personnel. Important note: The building at Piney Lakes does not possess an evacuation alarm. If evacuation is required, City of Melville personnel will verbally instruct you to do so.

On being instructed to evacuate:

1. Immediately leave the building through the nearest emergency exit as directed.
2. Move quietly and calmly to the Emergency Assembly Area (muster point) in the main car park to the north of the building.
3. Ensure that you have accounted for all students & staff under your supervision.
4. Remain in the company of your students and await further direction from City of Melville staff.

**I acknowledge and accept the above guidelines and procedures:**

Name of Group Leader/Teacher in charge: .....	Number of Students: .....
Signed: ..... <i>(Teacher/Person in charge of each group must sign)</i>	School: .....
Date: .....	School address for invoicing: ..... .....
	Mobile # on-site: .....