



Festival 09

Excursion Documentation

Please contact the Education Officer for further information

Purpose of the Excursion

- To view a performance of *Nostalgia* as part of the Perth International Arts Festival 2009. This has links to the LOTE (Japanese), Drama, Modern History and Society and Environment learning areas of the Curriculum Framework.

Environment

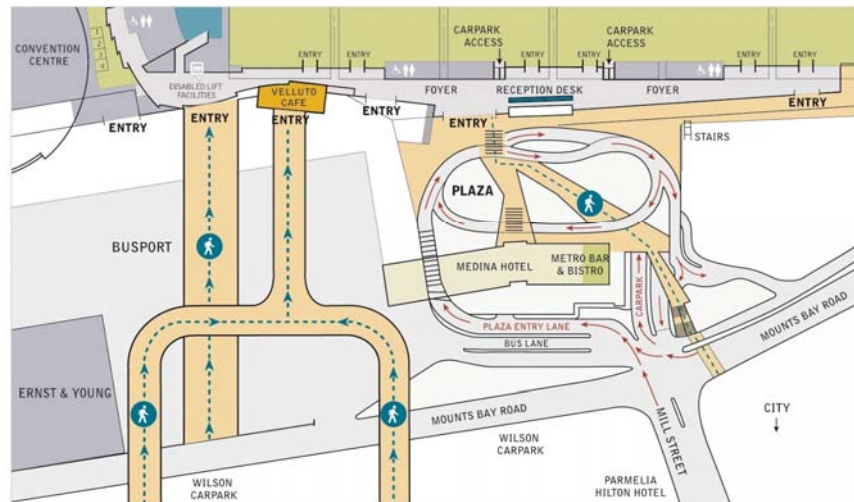
- Venue: Perth Convention Exhibition Centre (PCEC), Pavilion 6.
- There is wheelchair access to all public areas of the building.
- Please contact the venue for specific information- 9338 0300 or info@pcec.com.au.

Transport

- Transport arrangements are the responsibility of the school.
- For public transport options contact Transperth www.transperth.wa.gov.au.
- Public access to the PCEC is via Mill Street, Mounts Bay Road and the Mitchell Freeway Riverside Drive off-ramp. This underground carpark offers paid parking and has height restriction of 2.1 metres.
- Whilst the Centre does not offer parking for buses, they do have a pick-up and set-down area at the front of the Centre that can accommodate up to six coaches at any one time (see the map next page). PCEC requests prior notification of bus drop-off and pick-up schedules, with bus vehicle type, registration number and the name of the school concerned. Please email the Convention Centre Event Manager, Jeanette Ferreira (jeanette.ferreira@pcec.com.au) with this information the weekday prior to the performance in order to access these facilities.



PCEC - Access Enlargement



- There are no parking facilities for buses/coaches in the city. It is advised that buses go back to their base/depot after the drop off and return for pick-up at the appropriate time.
- Additionally, if using public transport or if approaching from the City, pedestrians can access Level 2 of the building via the City Busport.
- Schools are advised to allow adequate time for travelling to the venue, as **latecomers cannot be admitted**. Please plan to arrive 30 minute before the performance commences.

Student's Capacity

- This performance is suitable for Upper Secondary students. It contains Curriculum Framework links to LOTE (Japanese), Drama, Modern History, Society and Environment.
- Students will be involved in viewing a performance that is 1 hour 58 min with no interval.
- If you are bringing students with special needs or intensive health care needs please contact the venue to ensure that the venue is suitable.



Supervisor/Supervisory Team

- It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision below.
- Perth International Arts Festival, performers and venue staff may lead, demonstrate, perform and present activities but will not undertake any role in a supervisory context.

External Provider Information

- The Perth International Arts Festival presents *Nostalgia* as part of the 2009 program.
- The Festival has a public liability insurance policy for \$20 million.

Supervision Strategies

- The development of supervision strategies is the responsibility of schools. The Perth International Arts Festival recommends the ratio of one teacher per 15 students as a guide.
- School groups will be seated together in the theatre where possible to assist in supervision. It is recommended that teachers spread themselves amongst their students in the venue so they can monitor student behaviour.

Identification of Excursion Participants

- This is the responsibility of schools.
- School uniform or some form of easily identifiable item for each student is an option which may be considered by schools.

Communication Strategies

- The contact phone number for the Perth Convention Exhibition Centre is 9338 0300.
The contact phone number for the Perth International Arts Festival is 6488 2000.



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Emergency Response Plan

- For information on venue emergency response planning please see the document provided by University Theatres included in this pack. If more information is required, please contact the venue directly: <http://www.theatres.uwa.edu.au/>.

Briefing Students and Supervisors

- Comprehensive audience etiquette guidelines are contained in this pack and on the Education Page of the Festival website (www.perthfestival.com.au/schools). It is the school's responsibility to brief students on excursion arrangements and performance etiquette prior to attending.
- Should there be any questions and/or need to clarify excursion arrangements, teachers are encouraged to contact the Education Officer on 6488 8636 to arrange a pre-visit briefing by telephone.

Other Relevant Details

This information is valid from 13 February to 8 March 2009

Approved by: Julian Donaldson, General Manager



EMERGENCY PLAN

Emergency Evacuation Procedures

The Perth Convention Exhibition Centre recognises that it has a responsibility to the health & safety of all clients. In support of this, a comprehensive emergency plan has been implemented to ensure the safety and well being of all clients at PCEC.

In the event of an emergency, such as an outbreak of fire, the smooth operation of Emergency Procedures can only be achieved if Clients are thoroughly familiar with what is expected of them, or otherwise panic could develop rapidly.

The building complies with and, in many aspects, exceeds all current statutory requirements in the area of provision for emergencies. The building is equipped with automatic sprinkler, smoke detectors and break glass alarm systems, which have a direct link to the metropolitan fire brigade. Where necessary instructions can be issued over the Emergency Warning and Intercommunication System (EWIS) to assist in coordination of an evacuation and/or passage of information. This information will be in form of live instructions given by the PCEC Chief Warden.

In the event of a decision to evacuate, an announcement over the Public Address System as follows:

"Ladies and Gentlemen, a situation has arisen which necessitates our interrupting the presentation. There is no cause for alarm but we request that you quietly and calmly leave the building by the exit nearest to you. Our staff will direct you from there. Please do not collect any personal belongings from the cloakroom, you will be advised when it is safe to return to the building."

Following this announcement, the Evacuation Tone (loud whooping Alarm) will sound. Clients will make their way to the nearest emergency exit and report to Assembly Points No.3 and/or No.4 at the front of the building, (please see maps on location of Assembly Points).

All Clients to the PCEC are requested to familiarise themselves with the emergency exits within the building, the assembly area located within their immediate area.

Fire Awareness

It is illegal to do any of the following:

- Block or congest emergency exits
- Block the access route to an emergency exit
- Obscure or cover emergency exit signs
- Store equipment or any other item in fire stairs or exits
- Chock open fire or smoke doors or any doors leading to fire exits

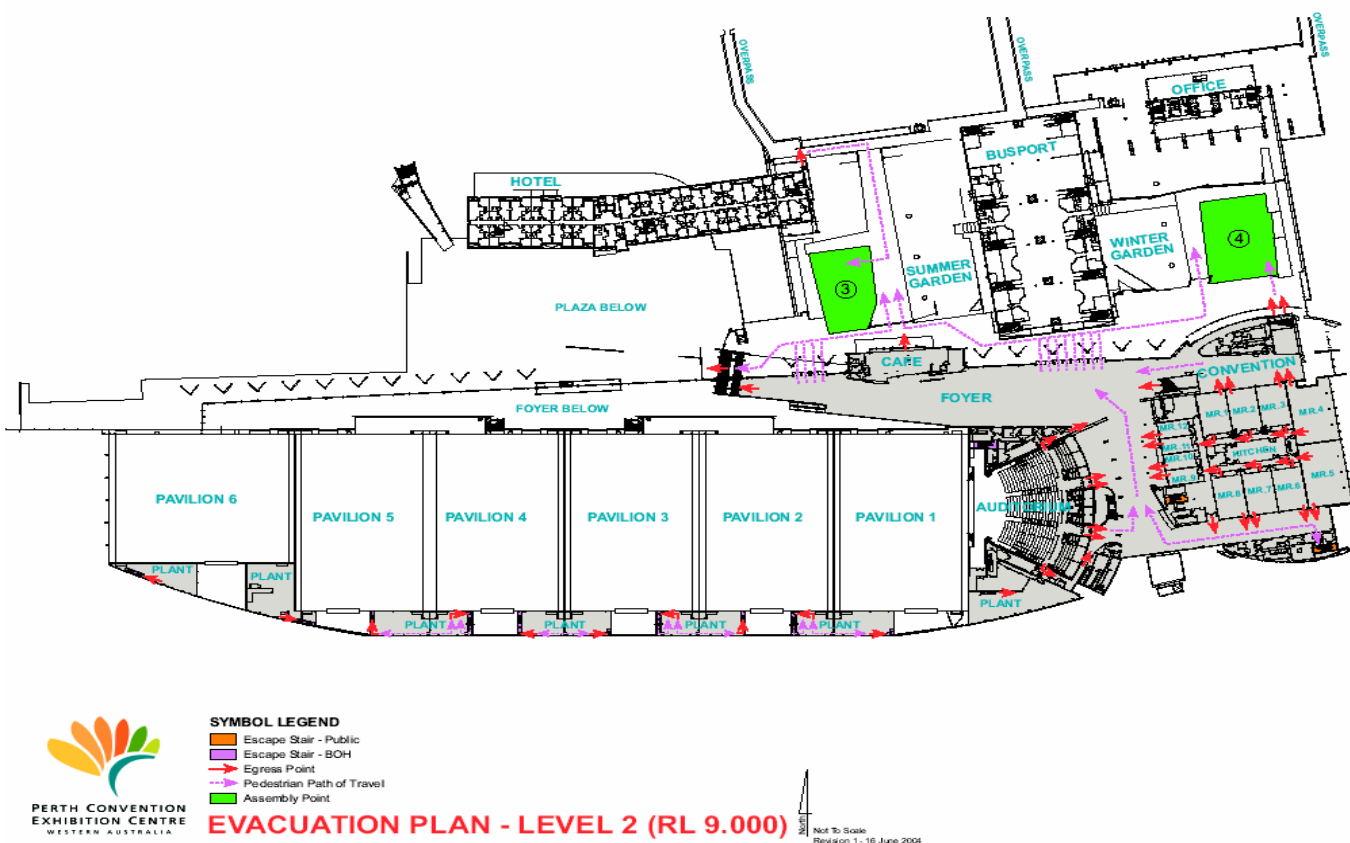
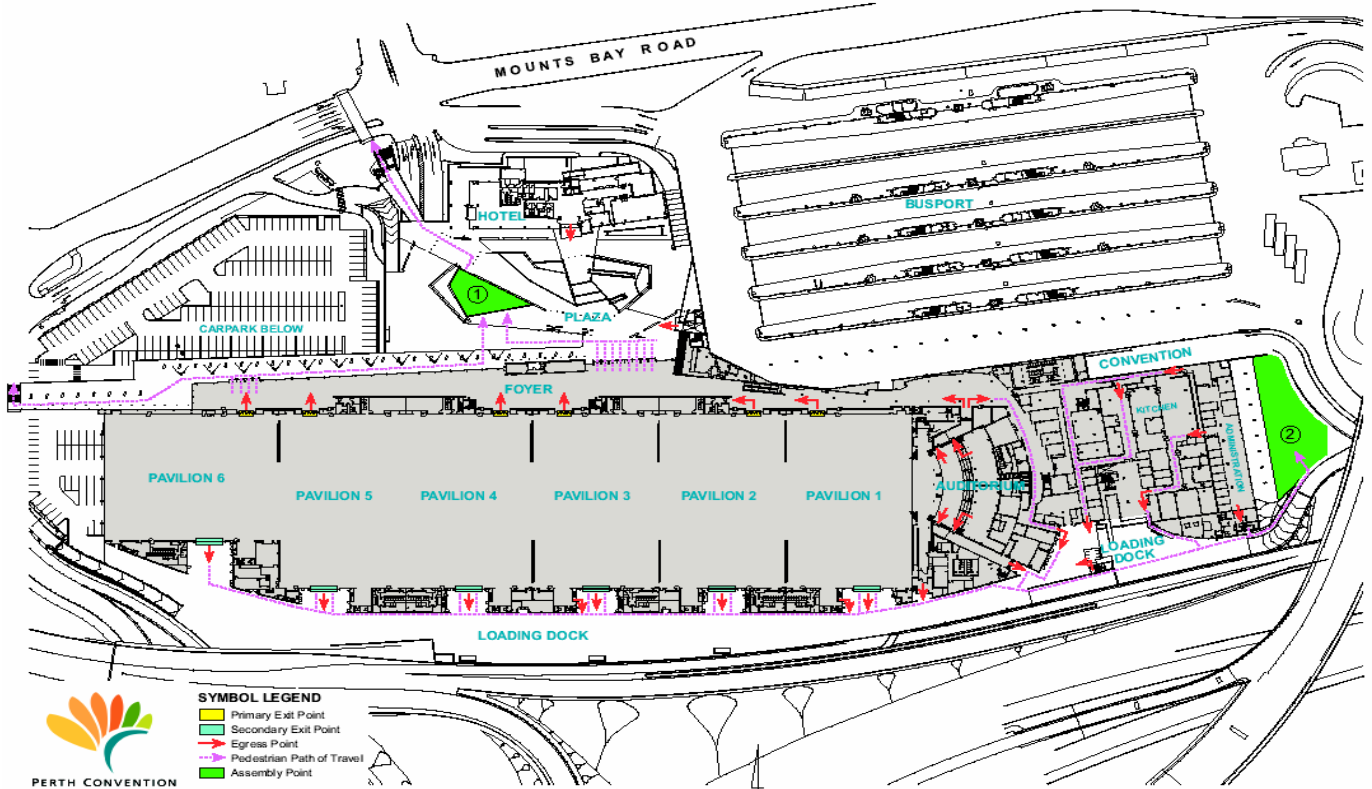
FIRE / MEDICAL EMERGENCY

1. DIAL 80334 ON NEAREST AVAILABLE TELEPHONE

2. GIVE YOUR NAME, LOCATION AND NATURE OF EMERGENCY



Assembly Points





Assembly Area Locations

There are 4 x assembly areas in case of an emergency and these are located:

1. Level 1 in front of the Medina Hotel
2. Level 1 in front of Administration Offices
3. Level 2 in front of Velluto café on the grassed area in the Summer Garden
4. Level 2 to the right of the Bus Port entrance on the grassed area in the Winter Garden

Please leave all main doors clear for emergency personnel.

Emergency Exits

Please take the time when entering the venue to familiarize yourself with the emergency exits and there locations

Controlling Risks

Safety and security can only be achieved with the full co-operation of all staff and clients. If an Evacuation alarm sounds please adhere to staff directions and move quickly and quietly in the direction of the emergency exits.

Reporting incidents

Report all incidents or near misses to the Floor manager or security .In doing so this allows for the rectification of hazards and a safer environment in which to work