



**Gold Creek
School**

Kelleway Avenue
Nicholls ACT 2913

Senior Site
+ 61 2 6142 1300

Primary Site
+ 61 2 6142 1340

info@goldcreek.act.edu.au
www.goldcreek.act.edu.au

In order to maintain the group's safety a 'Check in protocol' will be maintained. A safety person at school will be contacted at regular intervals during excursion.

In the event of an emergency the following procedures will be followed in order:

Procedures for the school in the event of an emergency

1. Contact emergency 000 and stabilise casualty
2. Maintain first aid and implement necessary procedures while waiting for ambulance or evacuation.
3. Notify school of the incident by ringing the following people in order until contact is established:
 - a. Front Office: **6142 1300**
 - b. Exec Teacher
 - c. Associate Principal
 - d. Principal

Parents will then be notified by the school.

Procedures for the parents to contact the school in the event of a personal emergency

Front Office: **6142 1300** (during school operating hours)

Out of Hours emergency contact when required: TBC



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Permission and payment form over