

Emergency Phone Contacts



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| AMBULANCE / POLICE / FIRE | 000 / 112 (Mobile) |
| SERVICE OFFICE | 3151 2007 |
| SERVICE EMERGENCY NUMBER | 0448 800 600 |
| POISONS INFORMATION CENTRE | 13 11 26 |

Emergency Evacuation Procedures

Injury / Emergencies

In the event of an emergency, the Action Plan outlined below shall be implemented:

1. **APPLY FIRST AID**
2. Dial relevant emergency numbers - **000** or 112 (from a mobile)
3. Contact the service's emergency number **0448 800 600** (*stored in your mobile phone contacts*)
4. Ring the parent or guardian of the child/children. If unavailable, ring their nominated emergency contact person
5. On excursions a copy of the emergency contact list and family details is to be taken with you in your car and travel bag. It is recommended that these contact numbers be stored on your mobile phone
6. If possible, accompany the child to the doctor/hospital
7. When the child is in a stable condition, or in the care of an ambulance officer, nurse or doctor you will need to complete the "Incident" report and send to the office within 12 hours.

Evacuation / Lockdown

In the event of an emergency, the Action Plan outlined below shall be implemented:

1. **STOP! THINK! RESPOND!**
2. Safe, quick and calm evacuation or lockdown of all children and adults to a safe area
3. Account for all children and adults
4. Comfort children in distress and treat any injuries
5. **DIAL 000** or 112 (depending on mobile service) for the fire brigade and ambulance
6. If anyone is missing, tell the police, fire or ambulance officers - **DO NOT RETURN TO THE HOUSE**
7. Contact the service and parents
8. Complete "Incident" report and email to office within 12 hours.

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