



# EVACUATION PROCEDURE

KATH DICKSON FAMILY DAY CARE  
METROPOLITAN AND EAST COAST SERVICES | 1300 336 345

In the event of a fire, the procedure outlined below shall be implemented. Practices of evacuation and lockdown procedures are to be completed quarterly, and within one week of each new child commencing care. Use the emergency procedure practice log to record these.

## EVACUATION PROCEDURE

- STOP! THINK!** Identify how many children (and adults) are in care or on the premises.
- Secure the safety of the children.
- Evacuate the house, checking all areas for children, including beds, toilets, etc.

### ONCE CLEAR OF THE HOUSE:

- Account for all people in the house, keeping children under constant supervision.
- Depending on the nature of your emergency, call the Ambulance, Fire Brigade, and / or Police from the nearest telephone away from the house, on 000.
- If anyone is missing, tell an ambulance, fire safety, or police officer.

**DO NOT RETURN TO THE HOUSE UNTIL IT IS SAFE TO DO SO.**

## CONTACT NUMBERS

Police / ambulance / fire brigade (emergency): 000 or 112 (from a mobile)

Non-emergency ambulance: \_\_\_\_\_

Poisons information centre (24 hours): 13 11 26 (free call)

Fire: \_\_\_\_\_

Police: \_\_\_\_\_

Kath Dickson Family Centre offices: Toowoomba: (07) 4633 8400  
Sunshine Coast: (07) 5446 7731

Kath Dickson Family Day Care after-hours mobile: 0458 580 519

State Emergency Services: \_\_\_\_\_



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