

In the event of a fire, lockdown or child injury, the procedures 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

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

### ONCE CLEAR OF THE HOUSE:

4. Account for all people in the house, keeping children under constant supervision.
5. 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.
6. 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.**

## LOCKDOWN PROCEDURE

1. Lock all doors and windows.
2. Keep all children inside; take the children to the closest secured room with no visible access from outside.
3. Take any emergency medications (e.g. epi pens, asthma medication etc.) into lockdown area.
4. Keep the front door locked, and do not open.
5. Telephone police on 000, or other emergency services, if required. Follow their instructions.
6. Notify service coordinator once safe to do so.
7. When the emergency situation has ceased, end the lockdown. Notify all parents as soon as possible after the lockdown.

## CHILD INJURY PROCEDURE

1. Apply first aid.
2. Dial relevant emergency numbers; 000 or 112 (from a mobile) if necessary.
3. Ring the parent or guardian. If unavailable, ring their nominated emergency contact(s).
4. If immediate assistance is required, call Kath Dickson Family Day Care's office on (07) 4633 8400 or after-hours emergency mobile on 0458 580 519, or seek immediate assistance from the nearest responsible adult.
5. When the child is in a stable condition, or in the care of an ambulance office, nurse or doctor, call Kath Dickson's office.
6. Complete an Incident, Injury, Trauma and Illness Record form and send it the Coordination unit as soon as possible.

## CONTACT NUMBERS

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

Non-emergency ambulance: 13 12 33

Poisons information centre (24 hours): 13 11 26

QLD Fire & Emergency services: \_\_\_\_\_

Police Link - non urgent reports and enquiries: 131 444

Kath Dickson Family Centre office: 1300 336 345

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

State Emergency Services: 132 500