Emergency procedure flowchart

An *emergency risk management plan* must be developed for each service.

* all staff must be familiar and aware of the emergency risk management plan

An *emergency contact list* is to be display in a visible location near telephone

When an emergency occurs

* check area to ensure it is safe – make it safe and remove children from danger
* attend to the child/ren if injured
* attend to remaining children to ensure they are safe
* staff notify the responsible person ****
* responsible person must contact as soon as practicable 
1. emergency services **Call 000**
2. parent/carer of the children
3. Senior Manager: Kindergartens and Care **Ph: 0428518410 or 46371400**
4. responsible person completes *Emergency incident form*

(provide copy to parent, emergency services and Senior Manager)

Senior manager: Kindergartens and Care

* notify ECEC on ACECQA website through NQA IT system **within 24 hours**
* notify WHS officer at TCKC
* TCKC WHS officer will notify Queensland Work Health and Safety

*Rehearsals* of emergency procedures must occur in *March, May, August and October* (once a term)

Eg. evacuation, lockdown

*Records of emergency training* must be kept at the service and online.