

## St Marys Incident Procedure

- Assess the situation
- Alert other staff
- **IS THERE IMMEDIATE DANGER TO YOURSELF OR OTHERS?**
  - 1. IF YES:**
    - a. Consider the safest solutions for this incident.
    - b. **Are emergency service required?** (i.e., police, fire, ambulance)
      - i. **Yes.** Call 000. It is important to stay calm and follow directions from emergency services. Progress to 1c.
      - ii. **No** - Progress to 1c.
    - c. **Do you need to evacuate?**
      - i. **Yes** - Follow the Emergency Evacuation Procedure, located at all exits.
      - ii. **No** - Progress to 1d.
    - d. **Do you need to lockdown?**
      - i. **Yes** - Follow the Lockdown Procedure located at all exits, in staff bathroom and in office.
      - ii. **No** - Progress to section 1e.
    - e. **Does someone need First Aid?**
      - i. **Yes** - Apply appropriate First Aid, using appropriate action plans.
      - ii. If an ambulance is required, call 000.
      - iii. **No** - You may need to refer to the risk assessment found in the folder labelled "Risk Assessment".
  - 2. IF NO:**
    - a. Watch and Act - All staff should be alerted, and everyone should prepare for possible lockdown or evacuation.
    - b. It is important to stay calm and keep the children safe and calm wherever possible.
    - c. Children should be moved away from any danger or incident and prepared for further movement.
- Once the situation is assessed and any required actions have been executed, notify families of the incident via HubWorks Message Centre and St Marys Facebook page. If you are unable to do so, get a message to someone who can.

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**THE NOMINATED SUPERVISOR SHOULD BE INFORMED OF ANY  
INCIDENT WHEN SAFE TO DO SO.**

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