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| Emergency Contact Form |
| Capital Development Guidelines – Series 7, Fire Risk Management August 2013 |
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This form must be taken on outings and stored inside the evacuation pack.

You must follow these procedures:

1. Support staff must follow normal emergency procedures while on outings.
2. Staff must always be aware of the location of clients.
3. Missing person procedures must be followed if a person goes missing. If a client is known to wander or leave staff, the *Missing Person Information* for that client must be included in the outings procedure.
4. Emergency information forms and first aid kits must be taken on outings. These can be left in a vehicle, provided they can be accessed quickly in an emergency.

Emergency contact form

| Name | Contact |
| --- | --- |
| Facility address |  |
| Program Manager / On-call Manager |   |
| Emergency services | 000 |
| Gas provider  |  |
| Electricity provider  |  |
| Water and sewerage provider  |  |
| Poisons Information Centre | 131 126 |
| Vic Emergency Hotline | 1800 226 226 |
| Victorian State Emergency Service (SES) | 132 500 |
| Environmental Protection Authority | 9695 2777 |
| Department of Health | 1300 475 170 |
| Department of Families, Fairness and Housing | 1300 650 172 |
| National Security Hotline | 1800 123 400 |

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