



## Emergency Instructions

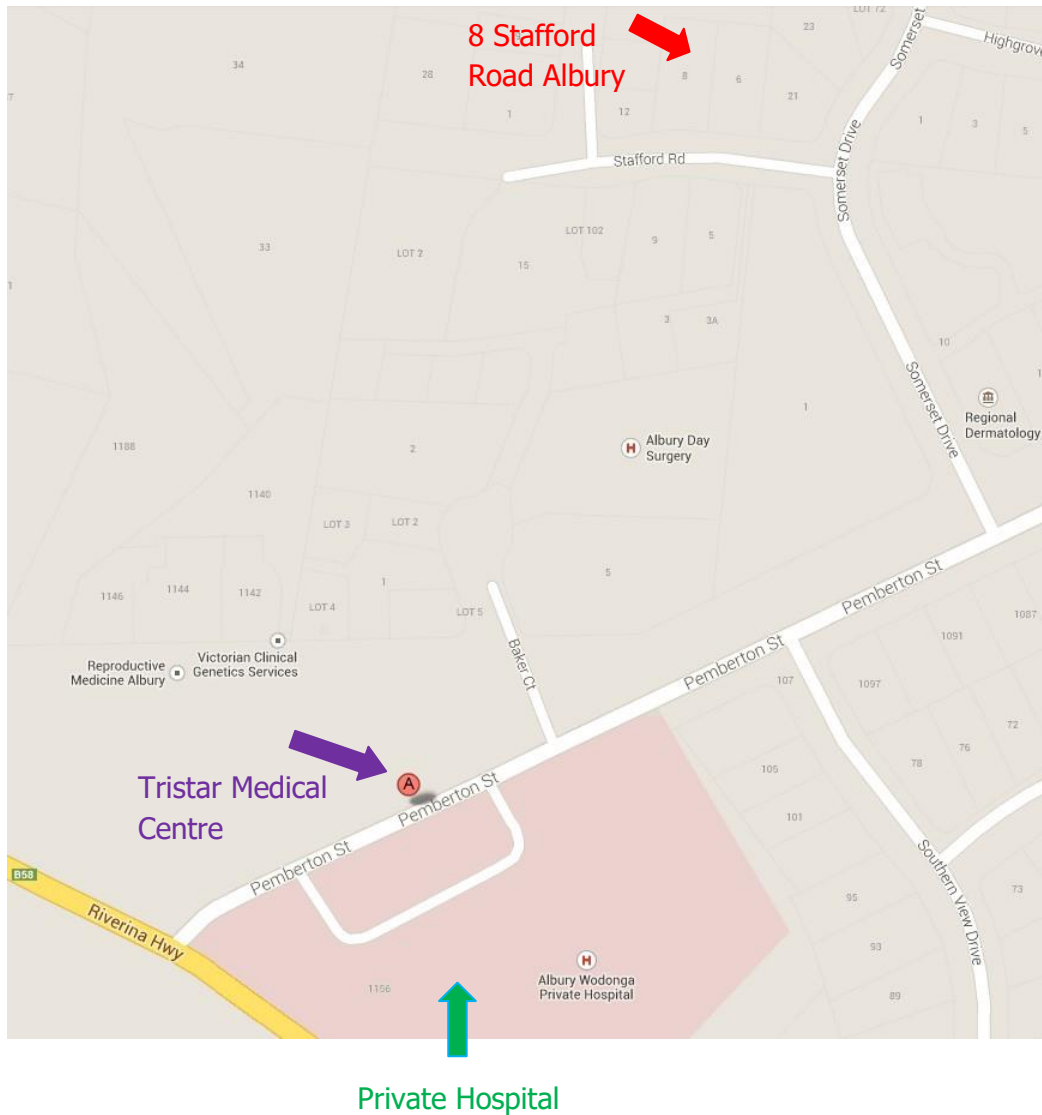
### ALWAYS STAY CALM

Once Emergency / Accident is discovered:

- Remove participants from danger if safe to do so.
- Administer initial first aid (*see CPR chart*) if required.
- Check and maintain safety of all persons.
- Dial 000 for emergency service if required-if electrical, fire or gas turn mains off from outside where safe to do so.
- Contact Parent/Guardian/Plan Manager/NDIS Commission, as required.
- Complete Incident Injury Trauma and Illness Record and forward copy to Plan Manager/Participant or Parent/Guardian, as soon as reasonably practicable. (*no later than 24 hours*)
- See NDIS Commission rules for notifications.

[www.ndiscommission.gov.au/privacy](http://www.ndiscommission.gov.au/privacy)

Emergency Contact Numbers	General	Local
Emergency	000	000
Doctor: 1136 Pemberton Street	02 60214000 Tristar	02 60214000 Tristar
Fire	000	
Ambulance	000	
Police	000	02 6023 9299
Poison Information	13 11 26	
Hospital	Private: 02 6041 1411 1125 Pemberton Street	Base: 02 6058 4444 Borella Road East Albury
Katrina Thompson	0409 274 790	02 6045 8797



*National Disability Insurance Scheme Act 2013, s 73Y(a).*  
NDIS (Incident Management and Reportable Incidents) Rules, s12(1).  
NDIS (Incident Management and Reportable Incidents) Rules, s 12(1)(b).  
NDIS (Incident Management and Reportable Incidents) Rules, s 9.  
*National Disability Insurance Scheme Act 2013, s 73Z(4) and s 16 of the NDIS (Incident Management and Reportable Incident) Rules.*