



Little Flower Church Kedron
Parish of St Thérèse and St Anthony
In the care of the Franciscan Friars

Kedron Catholic Parish

Incident Action Procedure

ACTION STEPS

If an incident occurs, stay calm and complete these three emergency action steps:

- 1. CHECK**
- 2. CALL**
- 3. CARE**



CHECK

If an incident happens, you may have to provide care. First assess the area by evaluating:

- Is the area safe?
- What happened?
- How many injured people are there?
- Are the bystanders who can help?

When providing care, begin by checking the person for life-threatening conditions.

CALL

If you encounter one of the following type of emergencies, call 000.

- Unconsciousness
- No signs of life
- Trouble breathing
- Persistent chest pain or pressure

When in doubt call 000.

(Have someone go to Turner Road entrance to direct the ambulance to the location of the casualty)

Stay calm and DO NOT hang up until the QAS dispatcher instructs you to do so.

When calling 000, provide the following information to the dispatcher:

- Your name and the number you are calling from
- A description of what happened
- Your exact location
- The nature of the casualty's, injuries
- The age of the casualty
- The condition of the person(s) (are they conscious/breathing)
- What help is being given.

Advise Fr Stephen of what is happening and of any steps that he might need to announce to the Parish Community to assist.

CARE

When providing care:

- Reassure the person
- Monitor the person's airway, breathing, and circulation
Help the person rest in the most comfortable position
- Prevent the person from getting either chilled or overheated

There is First Aid Kit and a Comfort Pack located in the Church Foyer.

Please ensure that details of the incident are written up in the Parish Incident Register which is located in the Parish Office.

Mr Allan Dunn - Parish Manager