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25 June 2014

Dear families

**RE: New 'C&K Emergency Action Flip Chart' and emergency procedures**

C&K is excited to launch the C&K '*Emergency Action Flip Chart*' and related procedures. These resources provide services with clear guidance to **prepare, act and recover** in a range of emergency events.

The '*Emergency Action Flip Chart*' will be displayed prominently at your service, in easy reach of all team members. The flip chart provides educators with the immediate actions required when responding to an emergency.

The new emergency procedures contain further guidance and detail to prepare for and recover from the below emergency events.

SO:01.31 Procedure Emergency service closure	SO:01.32 Procedure Bomb threat
SO:01.33 Dangerous animals	SO:01.34 Procedure Extreme UV and heat
SO:01.35 Procedure Bushfire	SO:01.36 Procedure Gas leak
SO:01.37 Procedure Asbestos	SO:01.38 Procedure Chemical spill
SO:01.39 Procedure Intruder	SO:01.40 Procedure Medical emergency
SO:01.41 Procedure Emergency lockdown	SO:01.42 Procedure Personal threat
SO:01.43 Procedure Flood	SO:01.44 Procedure Severe weather

If you have any questions regarding the new emergency documents, please talk to your service director.

Kind regards

Jodie Trembath  
C&K Safety and Rehabilitation Advisor