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## Florey Preschool Unexpected and Immediate Closure of the Preschool Site

In some exceptional cases, it may be necessary to immediately close the preschool site and/or relocate the program to another setting. These circumstances may include:

- Natural disasters such as an immediate bushfire or flood threat
- Territory wide medical pandemic such as an influenza outbreak

Note that in an emergency situation, the regulations pertaining to collection of children are no longer in effect and educators must use their professional judgment and advice from the Florey Leadership Team to ensure the safe and swift collection of all children and the safety of the educators remaining on site.

If an unexpected situation arises and the preschool site needs to be closed, the planned evacuation procedures will be followed as quickly as possible. The school is to be contacted on 58011.

If the planned evacuation procedures cannot be used, the Principal or Preschool Team Leader must be contacted straight away on 58011 for approval to close the preschool site. The Principal or Preschool Team Leader will contact the Office for Schools who will determine whether the Regulatory Authority needs to be contacted.

### **Procedures to follow:**

- Keep all the children in one space, while one staff member contacts parents from the first half of the roll and the other staff member contacts parents from the second half of the roll. (Phones in the preschool are cordless so staff are able to be in the room with the children supervising). NOTE: If parents or authorised nominees are unable to be contacted, call the Principal or Preschool Team Leader to seek authorisation to relocate the child to another site.
- If children are collected by someone other than a parent or authorised nominee, record the details (including contact details) of the person collecting in the Florey Preschool Alternate Arrangements book.
- Both educators must stay on site until all children are collected. Ensure the Florey Preschool Alternate Arrangements book is removed from the preschool and taken to the primary site (if safe and practical).