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Note that in an emergency situation, the regulations pertaining to collection of children are no longer in effect and educators must use their professional judgement and advice from the Curtin Leadership Team to ensure the safe and swift collection of all children, and the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

**Diagram: Unexpected and Immediate Closure of a Preschool Site**

1. An unexpected situation arises and the preschool site needs to be closed as soon as possible.
2. Is this situation covered by the usual evacuation procedures?
   - Yes: Follow the procedures and contact the school on 6205 5622.
   - No: Contact the Principal or Preschool Team Leader on 6205 5622 for approval to close the site and extra staff support.
3. 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 Alternate Arrangements Book.
4. Both Educators must stay on site until all children are collected. Ensure Alternate Arrangements Book is removed from the preschool and taken to the primary site (if safe and practical).

Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.