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Note that in an emergency situation, the regulations pertaining to collection of children are no longer in effect and educators must use their professional judgment and advice from the Maribyrnong Leadership Team to ensure the safe and swift collection of all children and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

An unexpected situation arises and the preschool site needs to be closed as soon as possible

Is this situation covered by the usual evacuation procedures?

YES – follow the procedures and contact the school on 55933

NO

Contact the Principal or Preschool Team Leader on 55933 for approval to close the site.

Principal or Preschool Team Leader contacts the Office of Schools who determines whether the Regulatory Authority needs to be contacted.

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.

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.

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.

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).