**Sample Service Closure Checklist on a Forecast Elevated Fire Danger Rating Day**

|  |  |
| --- | --- |
| **Date service will be closed:**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Comments** |
| **NOTIFICATIONS**  |  |  |  |
| All parents/guardians  |  |  |  |
| Staff and volunteers  |  |  |  |
| Contractors (e.g. cleaners, contractor) |  |  |  |
| Known visitors |  |  |  |
| Co-located educational services  |  |  |  |
| Other users of the facility |  |  |  |
| Approved provider |  |  |  |
|  |  |  |  |
| **SCHOOL BUS TRANSPORT** |  |  |  |
| Bus coordinating school advised of closure |  |  |  |
|  |  |  |  |
| **SIGNAGE** |  |  |  |
| Facility closure signs are posted at all entrances/exits |  |  |  |
|  |  |  |  |
| **EXCURSIONS** |  |  |  |
| Planned excursions have been cancelled  |  |  |  |
|  |  |  |  |
| **OTHER** |  |  |  |
| Receipt of notification by all parents/guardians has been confirmed (e.g. SMS read receipts, email read receipt/reply) |  |  |  |
| Contingency arrangements have been made for potential next day closure  |  |  |  |

**NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services.