# Enacting your Catastrophic FDR service closure.

Checklist for early childhood services in Category 0-3 (BARR) and Category 4 on days forecasted as Catastrophic FDR in their fire district.

This checklist is intended for use as a guide for services to support their own emergency management procedures.

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| When advised of a *possible* Catastrophic FDR  | Completed | Comments |
| Advice received of ***possible*** Catastrophic FDR day forecasted in your fire district. You will be advised via phone or email.  | [ ]  |  |
| *Possibility* of a closure due to a forecasted Catastrophic FDR day in your fire district communicated to staff and service community, as well as any contractors/site users as required. | [ ]  |  |
| **Monitor conditions and communicate with regional emergency management staff (or regional Incident Management Team (IMT).** |
| **If the forecast changes, and there is no longer a Catastrophic FDR forecast for the following day**, confirmation will be sent to services via phone or email. If there is no longer a Catastrophic FDR forecast for the following day, no further steps are required.  | [ ]  |  |
| **If the Catastrophic FDR forecast is confirmed** |
| Advise your service community that the closure for the Catastrophic FDR has been confirmed. **It is recommended that no one is allowed on site during the closure.****It is recommended that you use read receipts or a reply prompt to confirm that all parents and carers have received the message.** | [ ]  |  |
| All parents and carersStaff and volunteersContractors (such as cleaners) VisitorsOther users of the site (such as community or sports) | [ ] [ ] [ ] [ ] [ ]  |
| It is recommended that signs posted at all entrances/exits of the service advising of arrangements. | [ ]  |  |

Next steps – monitor and maintain situational awareness

Monitor the conditions and keep in contact with your regional emergency management team.

Confirm if your service can reopen the next school day.