**School Relocation on a Forecast Elevated FDR Day**

**Principal Checklist**

**This completed checklist must be forwarded to the regional director no later than 2.00pm the day prior to closure**

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| **Date school will be Relocated:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Campus Name:** | | | |
| **School Address:** | | | |
| **Principal Name:** | | | |
| **Principal Mobile:** | | | |
| **Host School Name:** | | | |
| **Host School Address: Phone Number:** | | | |
| **Item** | **Yes** | **No** | **Comments** |
| **HOST SCHOOL** |  |  |  |
| The host school has been contacted to confirm accommodation |  |  |  |
|  |  |  |  |
| **NOTIFICATIONS TO SCHOOL COMMUNITY** |  |  |  |
| All parents/carers |  |  |  |
| Staff and volunteers |  |  |  |
| Students |  |  |  |
| Contractors (e.g. cleaners and building program contractor) |  |  |  |
| Visitors |  |  |  |
| Co-located services e.g. OSHC |  |  |  |
| Other users of the site (e.g. sporting and community groups) |  |  |  |
| School Council |  |  |  |
|  |  |  |  |
| **NOTIFICATIONS TO REGION/CENTRAL OFFICE** |  |  |  |
| Regional director |  |  |  |
| Security Services Unit (SSU) |  |  |  |
| The Student Activity Locator (SAL) has been updated |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **STUDENT TRANSPORT** |  |  |  |
| All arrangements for student transport confirmed with the bus coordinator school/bus operator/driver advised |  |  |  |
| Parents/carers advised of student transport arrangements e.g. collection/drop off points, parent transport |  |  |  |
| Arrangements for student transport with any other party confirmed |  |  |  |
| Any other people using the school bus who may be impacted have been advised |  |  |  |
|  |  |  |  |
| **SIGNAGE** |  |  |  |
| School relocation signs are prominently displayed and have been posted at all entrances/exits |  |  |  |
|  |  |  |  |
| **CAMPS and EXCURSIONS** |  |  |  |
| Alternative arrangements have been made for any scheduled excursions (SAL updated as appropriate) |  |  |  |
| Alternative arrangements have been made for departing/returning camps (SAL update as appropriate) |  |  |  |
|  |  |  |  |
| **OTHER** |  |  |  |
| Receipt of notification by all parents/carers has been confirmed (e.g. SMS read receipts, email read receipt/reply) |  |  |  |
| Contingency arrangements have been made if an Extreme FDR day is forecast for the day after relocation |  |  |  |

---------------------------------------------------------- Date:

Principal

---------------------------------------------------------- Date:

Regional Director