# Enacting your Catastrophic FDR school closure

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

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| School details |
| **School/ campus name:** |  |
| **School address:** |  |
| **Principal’s name:** |  | Mobile number: |  |

|  |  |  |
| --- | --- | --- |
| 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 school closure due to a forecasted Catastrophic FDR day in your fire district communicated to staff, students and school community, as well as any contractors/site users. | [ ]  |  |
| Advise of ***possible*** bus route closures:**Coordinating school principals** must notify parents and students, client school principals and bus operators and drivers.**Client school principals** must notify travellers and parents. | [ ] [ ]  |  |
| **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**, schools will be advised via phone or email to either continue education as usual or to enact their pre-emptive action plan for elevated fire danger.If there is no longer a Catastrophic FDR forecast for the following day, no further action is required on this checklist.  | [ ]  |  |
| **If the Catastrophic FDR forecast is confirmed** |
| Advise school community that the closure for the Catastrophic FDR has been confirmed **No one is allowed on site during the closure.****Use read receipts or a reply prompt to confirm that all parents and carers have received the message.** | [ ]  |  |
| All parents and carersStaff and volunteersStudentsContractors (such as cleaners) VisitorsCo-located facilities (such as Out of School Hours Care)Other users of the site (such as community or sports)School Council | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| [ ] us route closures confirmed | [ ]  |  |
| **Coordinating school principals** must notify: |
| Bus operators and drivers Parents, carers and studentsAny other parties involved in student transportAny other people using the school bus who may be impacted | [ ] [ ] [ ] [ ]  |  |
| **Client school principals** must notify: |
| Parents, carers and studentsAny other people using the school bus who may be impacted | [ ] [ ]  |  |
| **Special schools** must notify: |
| Parents, carers and studentsStudent Transport Unit (STU) | [ ] [ ]  |  |
| [ ] n the school site, signs posted at all entrances/exits advising of arrangements | [ ]  |  |
| Confirm arrangements for ensuring no students arrive on site on the elevated fire danger day. | [ ]  |  |
| Planned excursions cancelledAlternative arrangements in place for scheduled excursions, departing or returning camps.Student Activity Locator updated | [ ] [ ] [ ]  |  |
| [ ] **ompleted checklist provided to your regional emergency management staff by 9am on the forecasted elevated FDR day.**  |

Checklist completion – endorsement

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

**Principal**

After actioning your checklist – monitor and maintain situational awareness

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

Confirm if your school can return to on-site learning for the next school day.