# 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: |  |

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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 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 carers  Staff and volunteers  Students  Contractors (such as cleaners)  Visitors  Co-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 students  Any other parties involved in student transport  Any other people using the school bus who may be impacted |  |  |
| **Client school principals** must notify: | | |
| Parents, carers and students  Any other people using the school bus who may be impacted |  |  |
| **Special schools** must notify: | | |
| Parents, carers and students  Student 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 cancelled  Alternative 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.