# Enacting your school’s pre-emptive action plan (relocation, learning from home or closure)

Checklist for schools in Category 0, 1 and 2 on days of forecasted High or Extreme Fire Danger Risk (FDR) in their local government area.

|  |  |  |  |
| --- | --- | --- | --- |
| School details | | | |
| **School/ campus name:** |  | | |
| **School address:** |  | | |
| **Principal’s name:** |  | Mobile number: |  |
| For relocating schools only | | | |
| **Host school/ campus name:** |  | | |
| **Host school address:** |  | Host school office number: |  |

|  |  |  |
| --- | --- | --- |
| Enacting your pre-emptive action plan | | |
|  | Completed | Comments |
| Your region confirmed the forecast of a High or Extreme FDR in your LGA. |  |  |
| For relocation only | | |
| Host school contacted to confirm that they can accommodate your school.  **If host school cannot accommodate, discuss alternatives with region.** |  |  |
| Arrangements confirmed for student transport to host school. |  |  |
| Arrangements confirmed for network access at host school site. | ☐ |  |
| Student Activity Locator (SAL) updated for your school to be on site at the host school. |  |  |
| **For learning from home only** | | |
| Staff and technology availability confirmed to deliver learning from home. |  |  |
| **For relocation, learning from home and closure** | | |
| Confirmed with regional emergency management staff, IMT or SEIL that regional director approval has been given to enact pre-emptive action plan. |  |  |
| School community advised that you have activated your pre-emptive action plan.  **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 |  |
| Notified the department:  Regional emergency management staff (and regional IMT if activated)  Senior Education Improvement Leader (SEIL) |  |  |
| eduSafe Plus report submitted online or by phone on 1800 126 126 |  |  |
| **Bus coordinator** school principals to 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 |  |  |
| **lient school** principals to notify: | | |
| Parents, carers and students  Any other people using the school bus who may be impacted |  |  |
| **pecial schools** must also 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 |  |  |
| Student Activity Locator updated for cancellation or changes to any camps and excursions. |  |  |
| Alternative arrangements in place for scheduled excursions, departing or returning camps. |  |  |
| **Completed checklist provided to your regional emergency management staff by 9am on the forecasted elevated FDR day.**  **Discuss arrangements with region if a High or Extreme FDR day is forecasted for the next 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 staff.

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