# 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.

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| 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: |  |

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| --- |
| 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 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 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| 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 studentsAny other parties involved in student transportAny other people using the school bus who may be impacted | [ ] [ ] [ ] [ ]  |  |
| [ ] **lient school** principals to notify: |
| Parents, carers and studentsAny other people using the school bus who may be impacted | [ ] [ ]  |  |
| [ ] **pecial schools** must also 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 | [ ]  |  |
| 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.