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|  | *Telephone Script –*  *School Relocation/ Learning from home /Closure for elevated fire danger or Catastrophic days* |

**Elevated fire danger day fire danger day relocation/learning from home/closure**

Schools that are enacting pre-emptive bushfire action plans in line with their category’s elevated fire danger trigger in their Local Government Area are asked to place a recorded message on their main telephone line.

The following is a suggested script:

*Thank you for calling [insert name of school].*

*Our school is currently [relocated/undertaking learning from home/closed] today [insert date] due to a forecast [High/Extreme] fire danger rating day in our local government area.*

*[insert other disrupted activities as appropriate, such as bus transport impacts, cancellation of excursions etc.]*

*To contact the school for urgent matters, please contact [insert preferred means/contact details].*

**Catastrophic fire danger day closure**

Schools closing due to a Catastrophic fire danger rating day in the Bureau of Meteorology district in which the school is located are asked to place a recorded message on their main telephone line.

The following is a suggested script:

*Thank you for calling [insert name of school].*

*Our school is currently closed today [insert date] due to a forecast Catastrophic fire danger rating day.*

*No staff or students will remain on-site. [Insert other cancelled activities as appropriate, such as bus transport cancellations, excursions etc.]*

*For online confirmation of closure, please see the Department of Education and Training’s closures website by searching ‘school emergency closures Victoria’.*

*To contact the school for urgent matters, please contact [insert preferred means/contact details].*