



School Closure Procedure

- Our school will be closed on days declared as 'Code Red'
- Our school will be relocating to Castlemaine North Primary School on days of extreme or severe fire danger (See relocation procedure)
- Our school may need to be evacuated in cases of bush/ grass fire threat (See evacuation procedure)
- There may be other safety or welfare incidents that require our school to be closed

Pre Closure:

- On days declared a bush fire risk, our school will be informed via phone call or email no later than 2pm the day before closure
- Parents will be informed of the closure via SMS, Flexibuz, email and/ or phone calls
- Should that alert be downgraded after this time, **the school will remain closed and there will be no staff on site**
- Principal to contact the Emergency Services Unit to inform them that we will be closed **XXXXXXX**
- Principal to complete the 'School Closure Checklist' and forward this to the regional director no later than 2pm on the day prior to closure
- Signs to be erected on all gates informing parents and visitors that we are closed
- Other community uses of our building such as playgroup coordinator, family day care coordinator and music teachers to be contacted

Day of Closure:

- Principal or other nominated person to check (if safe to do so) that there is no one on site
- Staff to relocate to Castlemaine North Primary School if it is safe to do so
- If staff are unable to relocate due to personal risks, they are to contact the principal to inform them of this situation and their absence will be recorded accordingly
- Staff will **not be** required to relocate on days declared 'Code Red' due to the potential difficulty and confusion around finding a school that will be open
- The school community will be promptly informed re the state of closure for the following day

Evaluation:

- This policy will be reviewed as part of the school's 1 year emergency management cycle. This policy was ratified by school council on 20/9/2017
- This was modified 6/09/2018 to remove the word severe

