



School Relocation 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 fire danger
- Our school may need to be evacuated in cases of bush/ grass fire threat (See evacuation procedure)

Pre Relocation:

- The school will receive notification that the forecast relevant to the school is elevated and we will need to start our relocation process. This will be on days of Extreme fire danger rating
- Parents will be informed of the relocation via SMS, Flexibuzz, email and/ or phone calls the day before or earlier if this information is available
- Should that alert be downgraded after this time parents will be informed and our school will operate as normal
- Principal to contact the Emergency Services Unit to inform them that we will be relocating **XXXXXXXXXX**
- Principal to update Student Activity Locator
- Principal to notify central office
- Principal to complete relocation check list and sent to the regional director
- Principal to contact the host school. Castlemaine Primary School
- Principal to contact Castlemaine Bus Lines to inform them of transport requirements for the day/ days of relocation
- Staff will prepare teaching material for the following day ready to be packed on the bus
- Signs to be erected on all gates informing parents and visitors that we will be relocating
- Other community uses of our building such as playgroup coordinator, family day care coordinator and music teachers to be contacted

Day of Relocation :

- A staff member to be at Castlemaine North Primary School to meet children who are arriving via Fryerstown and Chewton buses no later than 8:30. This teacher will also coordinate student who have been transported by parents
- Parents who are driving students to Castlemaine North Primary School must take their child to the main office to have them marked on the roll by the Chewton Staff member
- All other staff will be at Chewton Primary School until the bus arrives at 9:10. The bus will then depart to Castlemaine North Primary School with a min of 3 teachers
- The principal will remain at the school until all children are accounted for
- Signs to be erected on all gates informing parents and visitors that we have relocated
- Principal to contact the Emergency Services Unit to inform them that we have relocated **XXXXXXXXXXXXXXXXXXXX**
- SSO's can arrange their own transport to Castlemaine North Primary School
- **End of day :**
- The school community will be informed re the state of relocation for the following day using the communication method as outlined
- Children who travelled on the Fryerstown or Chewton Bus will catch their bus home from Castlemaine North Primary School if it is safe to do so
- All other children will be collected from Castlemaine North Primary School with staff checking all children on their rolls
- Once all children have been collected staff can return to Chewton Primary School for departure

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
The working severe was removed 6/9/2018 following a downgrading of our risk