Bushfire and Grassfire Preparedness

Policy last updated

17 December 2020

Scope

- Schools

Contact

Policy and Intelligence Unit
Security and Emergency Management Division

📞 [03 7022 0269](tel:0370220269)

✉️ emergency.management@education.vic.gov.au
<mailto:emergency.management@education.vic.gov.au>

Date: February 2020

On this page:

Policy

Policy

This policy outlines actions schools and early childhood services must take in relation to bushfire and grassfire risk.

Summary

- All registered schools, as a component of their registration, must comply with the Victorian Registration and Qualifications Authority (VRQA) Guidelines for Bushfire Preparedness ↗ <https://www.vrqa.vic.gov.au/schools/Pages/bushfire-preparedness.aspx> .
- Schools and early childhood services must ensure they understand their bushfire and grassfire hazard exposure, their risk and the actions that they need to take for their emergency management planning, preparedness, ongoing situational awareness and response.
- All schools and early childhood services on the Department's Bushfire At-Risk Register (BARR), and schools and early childhood services listed at risk of grassfire (Category 4), must close on all days declared Code Red for their fire weather district. **Note** this change means that schools and early childhood services that have been notified that they are at risk of grassfire (Category 4) must now also close on a determined Code Red day.
- All bus routes which travel through fire districts declared Code Red will be cancelled.
- All BARR schools need to understand their risk categorisation and how this determines whether they are also required to relocate or close on a Severe or Extreme Fire Danger Rating day in their Local Government Area.

- In the event of exposure to an immediate bushfire or grassfire threat, all school principals and approved providers/facility managers (or their delegates) have the authority to enact their Emergency Management Plan.
- The Department and the Country Fire Authority have collaborated to provide guidance to schools and early childhood services on the Bushfire-at-Risk Register on preparing for the risk of bushfire and grassfire, refer to the [Guidance](http://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/guidance) <http://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/guidance> tab.

Details

Bushfire and grassfire risk management

The Department's Bushfire and Grassfire Preparedness policy is informed by expert advice from the emergency sector, including the Commonwealth Scientific and Industrial Research Organisation (CSIRO).

Schools and early childhood services around Victoria are at varying risk from bushfire and grassfire:

- Every school and facility should consider if they are located near bushland or grassland, placing it at increased risk of bushfires or grassfires. Information and resources are available from the [Country Fire Authority](https://www.cfa.vic.gov.au/plan-prepare/am-i-at-risk) ↗ <https://www.cfa.vic.gov.au/plan-prepare/am-i-at-risk> .
- All registered schools, as a component of their registration, must comply with the VRQA's [Guidelines for Bushfire Preparedness](http://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc) ↗ <http://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc> (VRQA Guidelines).
- In addition, the Department maintains a register of the schools and early childhood services most at risk of bushfire — the [Bushfire At-Risk Register](https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx) ↗ <https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx > (BARR). The Department also maintains a list of schools most at risk of grassfire.
- Schools on the BARR have additional preparedness requirements under the VRQA Guidelines.

In the event of exposure to an immediate bushfire or grassfire threat, all school principals or facility managers (or their delegates) have the authority to enact the school or facility's EMP.

Schools and early childhood services at risk of grassfire

The Department maintains a list of schools and early childhood services most at risk of grassfire, refer to [Schools and early childhood services at risk of grassfire (Category 4)](https://www.education.vic.gov.au/PAL/bushfire-preparedness-category-4-schools-and-ecs-2020-21.xlsx) ↗ <https://www.education.vic.gov.au/PAL/bushfire-preparedness-category-4-schools-and-ecs-2020-21.xlsx> .

This list is reviewed annually.

Schools and early childhood services on this list must close on days that are determined to be Code Red for their fire weather district and cancel their bus routes

All schools and early childhood services located near grassland must record their grassfire response procedures in their EMP, and Government schools are to utilise the [online EMP portal](https://emergencymanagement.eduweb.vic.gov.au/) ↗ <https://emergencymanagement.eduweb.vic.gov.au/> to do this. Refer to [Emergency and Critical Incident Management Planning](http://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) <http://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy> .

Schools and early childhood services on the Bushfire at-Risk Register (BARR)

The Department maintains a register of the schools and early childhood services most at risk of bushfire — the [BARR](https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx) ↗ <https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx > .

As a consequence of listing on the BARR, the school and early childhood service:

- is categorised based on its bushfire risk
- must meet requirements for bushfire preparedness in the VRQA Guidelines
- may be required, based on its BARR category, to relocate or close on Severe or Extreme Fire Danger Rating (FDR) days
- must close on Code Red days declared for their fire weather district and cancel their bus routes
- receives bushfire-specific compliance advice for their Shelter-in-Place building

Risk assessment and categorisation of schools and early childhood services on the BARR

The Department has applied an evidence-based methodology for identifying which schools and early childhood services will be on the BARR and how BARR schools' risk will be categorised.

When determining which schools and early childhood services should be on the BARR, the Department, based on advice from the CSIRO, considers:

- the site's [Bushfire Prone Area designation](#) ↗ <https://mapshare.vic.gov.au/vicplan/>
- the [Bushfire Management Overlay](#) ↗ <https://www.planning.vic.gov.au/policy-and-strategy/bushfire-protection/bushfire-management-overlay>
- the [Victorian Fire Risk Register](#) ↗ <https://www.vfrr.vic.gov.au/index.php>
- the site's terrain, fuel and vegetation type.

Schools and early childhood services listed on the BARR are rated according to their level of bushfire risk, as either Category 1, 2 or 3, with Category 1 having the highest bushfire risk profile.

The BARR is reviewed annually with advice from CSIRO. Schools with queries about whether they should be listed on this register should email emergency.management@education.vic.gov.au <mailto:emergency.management@education.vic.gov.au>

Bushfire preparedness for schools at bushfire risk

Schools and early childhood services located near bushland must record their bushfire response procedures in their EMP, and Government schools must use an online EMP portal to do this. Refer to [Emergency and Critical Incident Management Planning](#) <http://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy> .

The VRQA Guidelines include specific requirements in relation to infrastructure and site maintenance, emergency management planning, information sharing and training that BARR schools must comply with as a condition of their registration.

Note: Early childhood services are separately regulated by the Department's Quality Assessment and Regulation Division (QARD). Emergency management requirements for early childhood services are available at [Emergency Management Requirements — Early Childhood Professionals](#) ↗ <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx?Redirect=1> .

Arrangements for schools at highest bushfire risk

Schools on the BARR categorised at highest risk (Category 1 and Category 2) will have pre-planned approved relocation arrangements in place ahead of summer. These arrangements will be enacted under severe and/or extreme fire weather forecast conditions for their Local Government Area (LGA) — refer to [Fire Danger Information for High Risk Schools](#) ↗ <https://content.sdp.education.vic.gov.au/sites/default/files/2020-

02/fdr_highriskschools%5B1%5D.pdf> , a fact sheet on accessing localised forecast fire danger information.

Ahead of the fire danger period, these schools must:

- engage/involve their school community in bushfire preparedness planning
- identify a host location
- develop a Bushfire Preparedness Relocation Plan for approval from their Regional Director – refer to Appendix A of the [Bushfire Preparedness Relocation and Closure Procedures](https://www.education.vic.gov.au/PAL/bushfire-prepared-ness-relocation-and-closure-procedures.docx) ↗ <https://www.education.vic.gov.au/PAL/bushfire-prepared-ness-relocation-and-closure-procedures.docx> for a template plan

If relocation is not a feasible option, identified highest risk BARR schools will be approved by their Regional Director to close.

Arrangements for highest risk schools will be as follows:

- **Category 1** schools — will relocate or close in accordance with their pre-approved plan on a day of forecast **Severe** and **Extreme** FDR for their LGA.
- **Category 2** schools — will relocate or close in accordance with their pre-approved plan on a day of forecast **Extreme** FDR for their LGA.

Before every relocation, the relocating schools must:

- notify the Regional Director
- notify staff, parents and carers, outside school hours care and other site users, e.g. contractors
- complete the School Relocation Principal Checklist and forward to the Regional Director — refer to Appendix D [Bushfire Preparedness Relocation and Closure Procedures](https://www.education.vic.gov.au/PAL/bushfire-preparedness-relo-cation-and-closure-procedures.docx) ↗ <https://www.education.vic.gov.au/PAL/bushfire-preparedness-relo-cation-and-closure-procedures.docx> for the checklist
- make alternate arrangements for camps and excursions that are due to depart or arrive at the school on the day of the relocation

Schools on the BARR, regardless of categorisation, may still apply to their Regional Director, on a case-by-case basis to have alternate arrangements for their school due to elevated fire danger forecast. These schools, in the first instance, should discuss their plans with their regional Manager, Operations and Emergency Management.

Code Red days

Schools and early childhood services on the BARR and at risk of grassfire (Category 4), regardless of risk category, must close on a determined Code Red day in their weather

district, and their buses cancelled. All other buses which travel through the Code Red area will also be closed.

Determined by the Emergency Management Commissioner, a Code Red day is the highest level of Fire Danger Rating and signifies the worst conditions for bushfire and grassfires. Once a Code Red day has been determined this decision will not change, regardless of any changes in the weather forecast.

In some circumstances the Department may be advised of the potential for Code Red conditions to be present.

The Region, wherever possible, will:

- provide schools and early childhood services with four to seven days' notice of a possible or planned Code Red day closure to enable to schools to forewarn their school and parent/carer community
- confirm the final decision to close a school by 1 pm the day before the planned Code Red day closure

Ahead of the fire danger period, schools and early childhood services on the BARR and at risk of grassfire must:

- advise their school and parent/carer community and all site users of the arrangements for the summer that the school or early childhood facility will be closed on any determined Code Red day and nobody is to be on site that day
- complete the activities outlined in the Bushfire/Grassfire Readiness Review Checklist ↗ <https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/i/Shared%20Documents/School_Site_Bushfire_and_Grassfire_Readiness_Review_Checklist.docx&action=default> (login required)
- notify bus travellers and parents/carers that no school bus services will operate to or from a school closed on a determined Code Red day

Before every Code Red day closure, schools and early childhood services on the BARR and at risk of grassfire must:

- notify staff, parents/carers and all other site users e.g. contractors, outside school hours care, extracurricular activities and programs that the school or early childhood facility will close and nobody is to be on site that day. Schools may consider using the template letters and newsletter content, for this purpose, see the Resources tab
- check proposed camp and excursion venues located in forecast Code Red districts and update the Student Activity Locator ↗ <https://partner.eduweb.vic.gov.au/sites/sal> with cancellations or changes

- notify bus travellers, parents, bus operators and client schools of potential and confirmed cancellation of bus routes

Schools are advised to download the [VicEmergency app](#) ↗ <https://vicemergency.zendesk.com/hc/en-gb/categories/203637608-VicEmergency-app> to maintain situational awareness, including any determination of Code Red conditions.

All school and early childhood facility closures and bus service cancellations are published on the Department website — refer to [Closures and Bus Service Cancellations](#) ↗ <https://www.education.vic.gov.au/about/programs/health/pages/closures.aspx> .

Note: Schools and early childhood services not on the BARR or the list of schools and services that are at risk of grassfire will remain open, unless directly threatened by fire or another emergency.

Shelter-In-Place building

All schools (regardless of their BARR status) must nominate a building or buildings on the school site that can provide temporary accommodation until emergency services arrive and/or as a building of last resort if there is insufficient time to evacuate. The school must identify the Shelter-In-Place in their EMP.

For further details refer to [Shelter-in-Place Buildings](#) <http://www2.education.vic.gov.au/pal/shelter-place-buildings/policy> .

Planned burning

Planned burning is conducted throughout the state to reduce the risk to communities from future bushfires. For more information about the location and timing of planned burns for the next ten days, you may contact the Victorian Bushfire Information Line on [1800 240 667](#) or visit the [Department of Environment, Land, Water and Planning](#) ↗ <https://plannedburns.ffm.vic.gov.au/> .

Related policies

- [Buildings and Grounds Maintenance](#) <http://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/policy>
- [Emergency and Critical Incident Management Planning](#) <http://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy>
- [Excursions](#) <http://www2.education.vic.gov.au/pal/excursions/policy>

- [Leave — Bushfire, Flood or Other Severe Weather Event](http://www2.education.vic.gov.au/pal/leave-bushfire-flood-or-other-severe-weather-event/overview) <http://www2.education.vic.gov.au/pal/leave-bushfire-flood-or-other-severe-weather-event/overview>
- [Shelter-in-Place Buildings](http://www2.education.vic.gov.au/pal/shelter-place-buildings/policy) <http://www2.education.vic.gov.au/pal/shelter-place-buildings/policy>

Contact

Policy and Intelligence Unit
Security and Emergency Management Division

📞 [03 7022 0269](tel:0370220269)

✉ emergency.management@education.vic.gov.au <mailto:emergency.management@education.vic.gov.au>

Guidance

Guidance

The Department and the Country Fire Authority have collaborated to provide this safety information for schools and early childhood services on preparing for the risk of bushfire and grassfire. This guidance contains the following chapters:

- Bushfire safety information for schools on the BARR
- Grassfire safety information

Bushfire safety information for schools on the BARR

Bushfire safety information for schools on the BARR

> Essential bushfire safety information for schools and early childhood services on the BARR ahead of the summer fire season.

The Department of Education and Training and the Country Fire Authority (CFA) have collaborated to provide this guidance for schools and early childhood services on the Bushfire at-Risk Register (BARR). As the summer fire season approaches, this fire safety information will provide additional support to your school and early childhood service families, and possibly your wider community.

Communication resources

To assist with informing your families about your school or early childhood services relocating or closing on forecast days of elevated fire danger, the Department has produced standardised posters, newsletter articles and other tools of communication that you may choose to adapt and use as appropriate. These are attached to the covering email sent to you by the Department informing you of your inclusion on the BARR and can be found under the [Resources](http://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources) <http://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/resources> tab.

Emergency and Critical Incident Management Planning

Schools have access to an intuitive, user friendly [online Emergency Management Planning tool](https://emergencymanagement.eduweb.vic.gov.au/) ⬈ <https://emergencymanagement.eduweb.vic.gov.au/> (login required). Plans need to be reviewed and updated by 1 September annually. Refer to [Emergency and Critical Incident Management Planning](http://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy) <http://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy> for further information.

Early childhood services should continue to use their existing templates and resources for updating their plans by 1 September annually.

Schools and early childhood services should continue to review and update their risk assessments and response procedures so they are site specific and provide the appropriate level of guidance in the event that the procedures need to be activated.

Ensuring your school and early childhood service's building, safety equipment and surrounds are fire ready is critical to reducing the consequences of a bushfire. Consider using the [bushfire/grassfire readiness checklist schools](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/i/Shared%20Documents/School_Site_Bushfire_and_Grassfire_Readiness_Review_Checklist.docx&action=default) ↗ <https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/i/Shared%20Documents/School_Site_Bushfire_and_Grassfire_Readiness_Review_Checklist.docx&action=default> or [bushfire/grassfire readiness checklist early childhood](https://www.education.vic.gov.au/Documents/childhood/providers/support/BushfireandGrassfireReadinessReviewChecklist.docx) ↗ <https://www.education.vic.gov.au/Documents/childhood/providers/support/BushfireandGrassfireReadinessReviewChecklist.docx> ahead of the fire season.

Student participation in bushfire readiness

Research indicates that when students have access to accurate knowledge and information about bushfires and are provided with opportunities to actively participate in bushfire planning activities, they can make a valuable contribution to risk reduction at home, at school, and in the broader school community. By actively involving your students in the school's emergency planning, they will also be better equipped to follow the necessary procedures in the event of a bushfire emergency.

The CFA website has [lesson plans](https://www.cfa.vic.gov.au/kids-schools/) ↗ <https://www.cfa.vic.gov.au/kids-schools/> that teachers can utilise in the classroom to enhance students' understanding of bushfire planning and support student participation in the planning process.

The website has a dedicated section to support schools with information regarding the [communication of fire related information](https://www.cfa.vic.gov.au/kids-schools/resources-for-schools-at-risk-of-fire) ↗ <https://www.cfa.vic.gov.au/kids-schools/resources-for-schools-at-risk-of-fire> to students, families and the broader school community.

Essential resources for schools

CFA has a variety of information, programs and tools, which can assist people to [plan and prepare for bushfire and grassfire](https://www.cfa.vic.gov.au/plan-prepare) ↗ <https://www.cfa.vic.gov.au/plan-prepare> .

This includes [Your Guide to Survival](https://www.cfa.vic.gov.au/plan-prepare/your-guide-to-survival) ↗ <https://www.cfa.vic.gov.au/plan-prepare/your-guide-to-survival> , which provides essential information for anyone who lives, works or travels throughout Victoria this summer.

To assist community members residing in high fire risk areas to prepare their properties and plans, the [Fire Ready Kit](https://www.cfa.vic.gov.au/plan-prepare/fire-ready-kit) ↗ <https://www.cfa.vic.gov.au/plan-prepare/fire-ready-kit> provides more detailed information on summer fire safety.

Additionally, here are some activities that you can undertake to support your school community to prepare for bushfire and grassfire:

- Talk to your local CFA Brigade and help promote any scheduled community meetings.
- Talk to parents and children about school or early childhood service's emergency management planning arrangements.
- Contact your local CFA District Community Education Coordinator to arrange a bushfire planning workshop for staff and/or families.

Grassfire safety information

> Essential grassfire safety information for schools and early childhood services ahead of the summer fire season.

The Department of Education and Training and the Country Fire Authority (CFA) have collaborated to provide this guidance for schools and early childhood services at risk from grassfire.

About grassfires

Grassfires can start and spread quickly, especially on days when the Fire Danger Rating is Severe, Extreme or Code Red.

Fire Danger Ratings tell you how dangerous a fire would be if one started. As the ratings increase, so does the risk of fires being uncontrollable.

If your educational facility is near grassland, parks or paddocks, you can be at risk, even when your school/early childhood service is on the urban fringe.

Below are the links to available CFA grassfire resources, which whilst principally relating to residential properties, are also relevant to schools and early childhood services.

- [CFA — grassfires — urban messages](https://www.cfa.vic.gov.au/plan-prepare/grassfires-near-cities-and-towns) ↗ <https://www.cfa.vic.gov.au/plan-prepare/grassfires-near-cities-and-towns>
- [CFA — grassfires — rural messages](https://www.cfa.vic.gov.au/plan-prepare/grassfires-rural) ↗ <https://www.cfa.vic.gov.au/plan-prepare/grassfires-rural>

These links also include fact sheets which you can download and share with your school or early childhood service community.

Student participation in fire readiness

Research indicates that when students have access to accurate knowledge and information regarding emergency planning/preparedness, and are provided with opportunities to actively participate in the planning activities, they can make a valuable contribution to risk reduction at home, at school, and in the broader school community. By actively involving your students in the school's emergency plan, they

will also be better equipped to follow the necessary procedures in the event of a fire emergency.

The CFA website has lesson plans ↗ <https://www.cfa.vic.gov.au/kids-schools> that teachers can utilise in the classroom to enhance students' understanding of fire safety and support student participation in the planning process. The website also has a dedicated section to support schools with the communication of fire related information ↗ <https://www.cfa.vic.gov.au/kids-schools/resources-for-schools-at-risk-of-fire> to school families and the broader school community.

Essential resources for the school community

The CFA website has a variety of information, programs and tools available to the community, which can assist people to plan and prepare for bushfire and grassfire. This includes Your Guide to Survival ↗ <https://www.cfa.vic.gov.au/plan-prepare/your-guide-to-survival> which provides essential information for anyone who lives, works or travels throughout Victoria this summer.

To assist community members residing in high fire risk areas to prepare their properties and plans, the Fire Ready Kit ↗ <https://www.cfa.vic.gov.au/plan-prepare/fire-ready-kit> provides more detailed information on summer fire safety.

Additionally, here are some activities that you can undertake to support your community to plan for bushfire and grassfire:

- Talk to your local Brigade and help promote any scheduled community meetings being held locally and urge families to attend.
- Talk to parents and children about the school or early childhood service's emergency management plan and what it means for them.
- Contact your local CFA District Community Education Coordinator to arrange a bushfire planning workshop for staff and/or families.

Resources

Department resources

Relocation and Closure Procedures

- [Bushfire Preparedness Relocation and Closure Procedures (Word)](https://www.education.vic.gov.au/PAL/bushfire-preparedness-relocation-and-closure-procedures.docx) ↗ <https://www.education.vic.gov.au/PAL/bushfire-preparedness-relocation-and-closure-procedures.docx> — outline what government schools listed on the Bushfire At-Risk Register (BARR) need to do when an elevated Fire Danger Rating (FDR) day is forecast.
- [Bushfire Preparedness Relocation Plan — template (Word)](https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-plan-template.docx) ↗ <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-plan-template.docx>
- [School Relocation Principal Checklist (Word)](https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx) ↗ <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-relocation-principal-checklist.docx>
- [School Closure Principal Checklist (Word)](https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx) ↗ <https://www.education.vic.gov.au/PAL/bushfire-preparedness-school-closure-principal-checklist.docx>

Presentation for parents/carers

- [Ensuring your School is Fire Ready (Powerpoint)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_parent_presentation%5B1%5D.pptx) ↗ <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_parent_presentation%5B1%5D.pptx> — a PowerPoint presentation for schools to use in communicating code red requirements with parents.

Letters to parents/carers

A series of letter templates have been developed to assist school principals in communicating how their school is responding to potential or determined Code Red fire danger rating days — these include:

- [Warning of potential school closure (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_potential_closure%5B1%5D.docx) ↗ <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_potential_closure%5B1%5D.docx>
- [Confirming school closure (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_confirming_closure%5B1%5D.docx) ↗ <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_confirming_closure%5B1%5D.docx>

- [Cancellation of a forecast potential closure (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/cancellation_forecast_closure%5B1%5D.docx) ↗
  <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/cancellation_forecast_closure%5B1%5D.docx>
- [Cancelling school bus routes, where a client school remains open (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/cancellation_busroutes%5B1%5D.docx) ↗
  <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/cancellation_busroutes%5B1%5D.docx>
- [Cancelling off-site activities (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/cancellation_off-site_activities%5B1%5D.docx) ↗
  <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/cancellation_off-site_activities%5B1%5D.docx>

When using the templates, schools are advised to:

- review the text for relevance to their specific circumstance noting that red text indicates statements that are optional or that must be reviewed for each use.
- copy the required text onto the school's letterhead or website.

Posters

The following posters are designed to be printed by individual schools and children's services and prominently displayed throughout the school, including all entrances.

- [Code Red — We will be closed poster (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_will_close_poster%5B1%5D.docx) ↗
  <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_will_close_poster%5B1%5D.docx>
- [Code Red — We are closed poster (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_closed_poster%5B1%5D.docx) ↗
  <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_closed_poster%5B1%5D.docx>

Further resources

- [Bushfire At-Risk Register](https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx) ↗
  <https://www.education.vic.gov.au/about/programs/health/Pages/bushfirerisk.aspx>
- [Bushfire/Grassfire Readiness Review Checklist (Word)](https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/i/Shared%20Documents/School_Site_Bushfire_and_Grassfire_Readiness_Review_Checklist.docx&action=default) ↗
  <https://edugate.eduweb.vic.gov.au/sites/i/_layouts/15/WopiFrame2.aspx?sourcedoc=/sites/i/Shared%20Documents/School_Site_Bushfire_and_Grassfire_Readiness_Review_Checklist.docx&action=default>
- [Code Red closure phone script (Word)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_closure_phone_script%5B1%5D.docx) ↗
  <https://content.sdp.education.vic.gov.au/sites/default/files/2020-02/code_red_closure_phone_script%5B1%5D.docx> — suggested script for recorded message on the school's main line
- [Fire Danger Information for Higher Risk Schools (PDF)](https://content.sdp.education.vic.gov.au/sites/default/files/2020-) ↗
  <https://content.sdp.education.vic.gov.au/sites/default/files/2020-

02/fdr_highriskschools%5B1%5D.pdf> — a factsheet explaining the fire danger ratings.

- School newsletter article (Word) ↗ <https://www.education.vic.gov.au/PAL/bushfire-preparedness-newsletter-article-comms-to-parents-on-fire-preparation.docx> — for publication in the newsletter and/or website.

External resources

Country Fire Authority

- Plan & Prepare for Fires ↗ <https://www.cfa.vic.gov.au/plan-prepare>
- Your Guide to Survival ↗ <https://www.cfa.vic.gov.au/plan-prepare/your-guide-to-survival>
- Fire Ready Kit ↗ <https://www.cfa.vic.gov.au/plan-prepare/fire-ready-kit>
- Victorian Fire Risk Register ↗ <https://www.vfrr.vic.gov.au/index.php> — Emergency Management Victoria/Country Fire Authority
- Grassfires — Near Cities and Towns ↗ <https://www.cfa.vic.gov.au/plan-prepare/grassfires-near-cities-and-towns>
- Grassfires — Rural ↗ <https://www.cfa.vic.gov.au/plan-prepare/grassfires-rural>
- Schools — lesson plans ↗ <https://www.cfa.vic.gov.au/kids-schools>

Other resources

- Bushfire Management Overlay (DELWP) ↗ <https://www.planning.vic.gov.au/policy-and-strategy/bushfire-protection/bushfire-management-overlay>
- Guidelines for Bushfire Preparedness (VRQA) ↗ <https://www.vrqa.vic.gov.au/schools/Pages/bushfire-preparedness.aspx>
- VicPlan (DELWP) ↗ <https://www.planning.vic.gov.au/schemes-and-amendments/get-information-about-your-planning-scheme/vicplan> — a tool that can be used to view, query and create property reports.

Reviewed 17 March 2020