

**Newham Primary School No. 1913**  
**1271 Rochford Road, Newham, Victoria 3442**

**Phone:** 5427 0235 **ABN:** 43 055 119 756

**Email:** [newham.ps@education.vic.gov.au](mailto:newham.ps@education.vic.gov.au)

**Web:** <https://www.newhamps.vic.edu.au>

# NPS Bushfire Management Plan

**Chief Warden:** Principal

**Assistant Co-ordinators:** Business Manager/Admin Officer and  
Specialist/Support Staff

**On days of high risk or Total Fire Ban, fire risk will be monitored via:**

- CFA website: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- Alison Hughes (Regional Manager, Operations & Emergency Management): (03) 4433 7547
- Vic Emergency App
- DSE website: <http://www.dse.vic.gov.au/dse/index.htm>
- ABC radio 774AM Ph: 139 994
- VicEmergency Hotline: 1800 226 226
- Kyneton Police (re: Pipers Creek/Three Chain roads) Ph: 5421 2900
- Keep all staff informed of situation where possible
- Announcements to families if there is an escalation in weather/wind activity via uEducateUs or sms

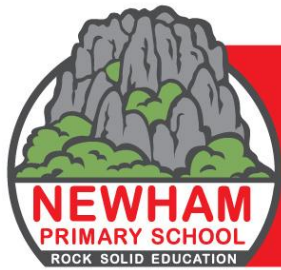
Every family at Newham PS has the responsibility to create and implement their own personal Fire Plan.

In accordance with advice from the CFA, enacting this Fire Plan should take place at the earliest possible time.

***On extreme fire danger rating days, with approval from the DE and Emergency Management Victoria, the school may pre-emptively close. Notification to families will occur by 3:00pm the day before the closure via letter and uEducateUs announcement.***

**On extreme fire days with fire activity in the local area families should:**

- Implement their personal Family Fire Plan.
- Decide whether children will go to school or remain under the supervision of parents
  - If children stay home on high fire alert days with fire activity in the local area, an absence note is required the following day
- Choose whether to collect children immediately or whether they remain the responsibility of the school
  - Collecting children from school must be done at the earliest possible time
  - Parents/Guardians will have to sign for children at the front office
  - Children will not be handed over to members from different families without specific verbal or written signed consent from parents to the school
- Ensure that the school has your current mobile number and email address and that phone communication is always available during the fire season.



**Newham Primary School No. 1913**  
**1271 Rochford Road, Newham, Victoria 3442**

**Phone:** 5427 0235 **ABN:** 43 055 119 756

**Email:** [newham.ps@education.vic.gov.au](mailto:newham.ps@education.vic.gov.au)

**Web:** <https://www.newhamps.vic.edu.au>

### **Catastrophic Fire Danger Days:**

Here is a brief outline of procedures in the event of a Catastrophic Day being declared in accordance with DE procedures and policy. Newham Primary School is listed on the Bushfire-At-Risk Register (BARR) and will be closed on days determined by fire authorities to be Catastrophic. Where possible we will provide parents with up to three days notice of a planned closure by uEducateUs announcement, letter or SMS message (depending on when and the amount of prior notice we receive, eg. a closure on a Monday) and will confirm the decision to close by 12 noon the day before the planned closure.

Once confirmed the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative arrangements for your child. No staff will be on site when the school is closed by the risk of fire.

If you would like more detailed information regarding Catastrophic days or Emergency Procedures, there is further information on the school website ([www.newhamps.vic.edu.au](http://www.newhamps.vic.edu.au)) under Parent Information – School Policies – NPS Fire Danger Rating Procedures.

You can access more information about children's services closures on the Department of Education and website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

For up-to-date information on this year's fire season, visit the CFA website at [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the 24-hour Vic Emergency Hotline 1800 226 226.

### **In the event of fire activity in the local area (25km radius), Newham Primary School will enact the following on advice from the CFA and other Emergency Management experts:**

On advice from the CFA and other Emergency Management experts it is highly unlikely that we would evacuate from the school during a 'Watch and Act' notification. Given the uncertainty on the roads with falling trees and road closures and the availability of buses at short notice our best plan of action is to Shelter in Place at the school. In the event of a fire threatening the school the CFA would endeavour to attend asap.

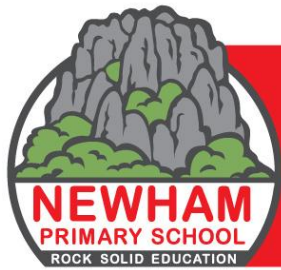
### **Shelter in Place (SIP) Fire Procedure:**

- Chief Warden (Principal) to call 000, DE Incident Support and Operations Centre (ISOC) 1800 126 126 and Emergency Management DE (03) 4433 7547.
- A message will be sent to families notifying them that the Stay at School Shelter In Place Fire Procedure is being enacted. Parents must choose whether to collect students immediately or whether they remain the responsibility of the school
  - Collecting children from school must be done at the earliest possible time
  - Parents/Guardians will have to sign for children at the front office
  - Children will not be handed over to members from different families without specific verbal or written signed consent from parents to the school

Parents who arrive to take their children will leave information regarding their evacuation plan. They can join the Shelter in Place if it is deemed too late or not safe to leave the school.

We urge parents not to contact the school unless absolutely necessary, to ensure phone lines remain open to enable the school to liaise with emergency services.

- Office staff to collect emergency management kit including water containers, student medications, first aid kit, student contacts folder, school iPad and take to SIP (Shelter in



**Newham Primary School No. 1913**  
**1271 Rochford Road, Newham, Victoria 3442**

**Phone:** 5427 0235 **ABN:** 43 055 119 756

**Email:** [newham.ps@education.vic.gov.au](mailto:newham.ps@education.vic.gov.au)

**Web:** <https://www.newhamps.vic.edu.au>

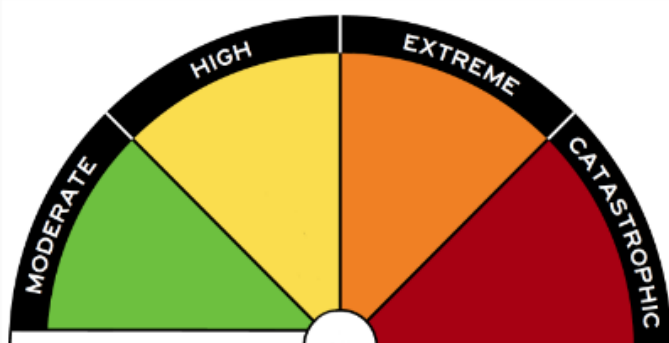
Place, which is the project space in the main building).

- All students and staff will be moved to the project space and doors will be closed. Classroom teachers will check that students have their shoes on.
- Classroom teachers will ensure that all students are accounted for by marking and cross checking rolls.
- The Chief Warden and Assistant Co-ordinators will ensure that all external and internal doors and windows are closed, air conditioning is turned off and all students and staff are accounted for in the Shelter in Place area.
- Staff and students will shelter in the project space; students will be instructed to lie on the floor or under the tables during immediate fire danger.
- Classroom teachers will ensure that students are kept as calm and hydrated as possible.
- Office staff will monitor the phones, communication system and radios whilst in the Shelter in Place to ensure that communication is maintained as far as possible.
- Staff and students will remain in the project space until the all clear is given by emergency services.
- Announcements will be sent to all families during the Shelter in Place to provide updates and at the conclusion of the SIP.
- In consultation with emergency services an escorted evacuation by car or bus may occur. If relocated, parents will be kept informed via uEducateUs.

#### **School Bus Emergency Management:**

In the event of a bushfire or other emergency in the vicinity of the bus route, the school liaises with the bus company/driver and the DE North Western Victoria region Emergency Management co-ordinator and the students are kept at school. Parents/guardians of affected students are notified of the situation and if possible advised when and where it is safe for their child to be picked up. We need communication lines to be free for liaising with emergency services.

In the unlikely event of a rapid onset emergency (where a Catastrophic Day has not been declared) and students are en route, the driver will assume responsibility and notify the Principal with regard to the bus service's destination (ie return to school or directed to the nearest Safe Area). Students will not be allowed to disembark from the bus unless parents/guardians are waiting for them at the designated bus stop. The Safe Area is likely to be the Bus Depot in Kyneton.



**MODERATE**

Plan and prepare

**HIGH**

Be ready to act

**EXTREME**

Take action now to  
protect life and property

**CATASTROPHIC**

For your survival, **leave**  
**bushfire risk areas**