

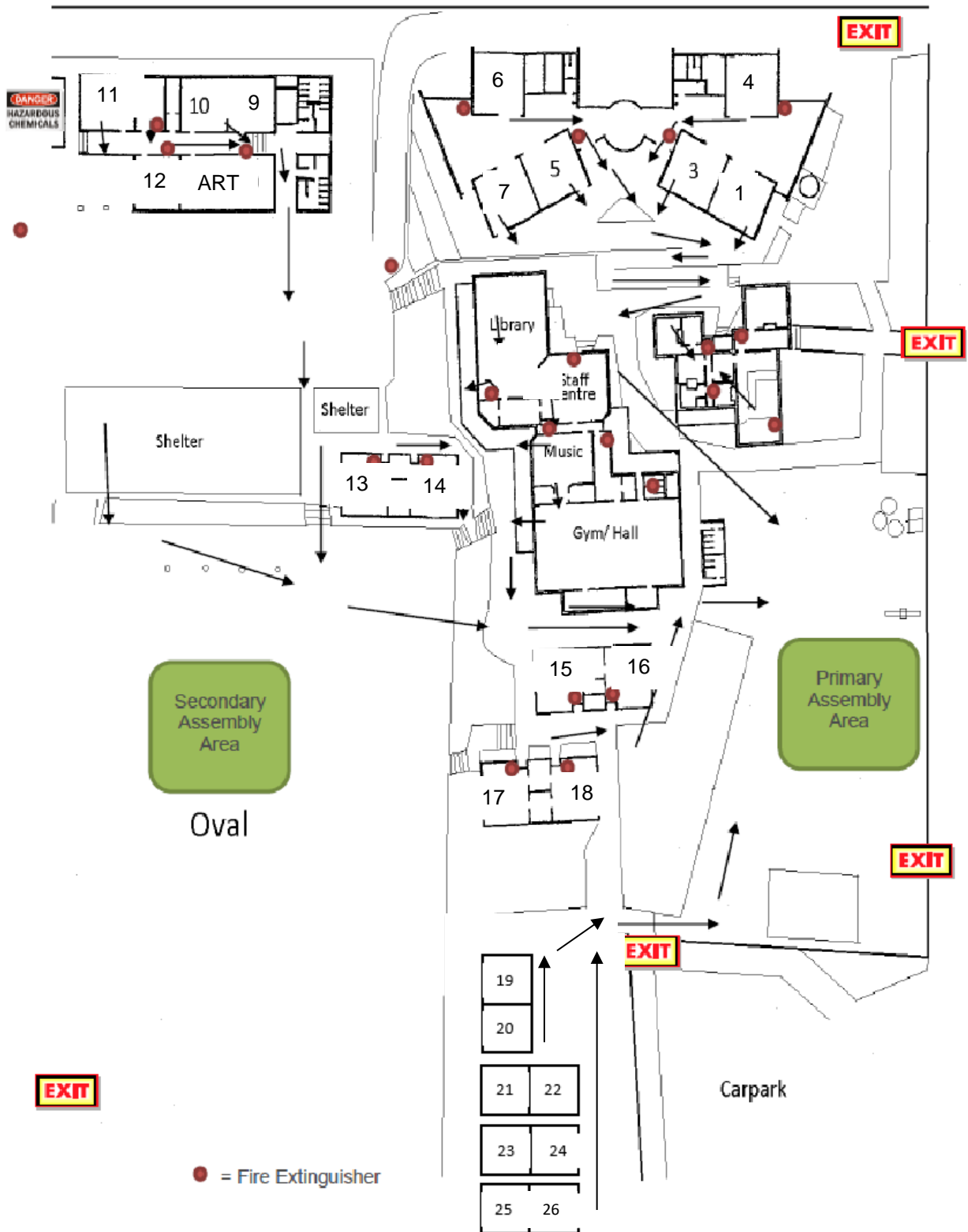


WHITTLESEA PRIMARY SCHOOL

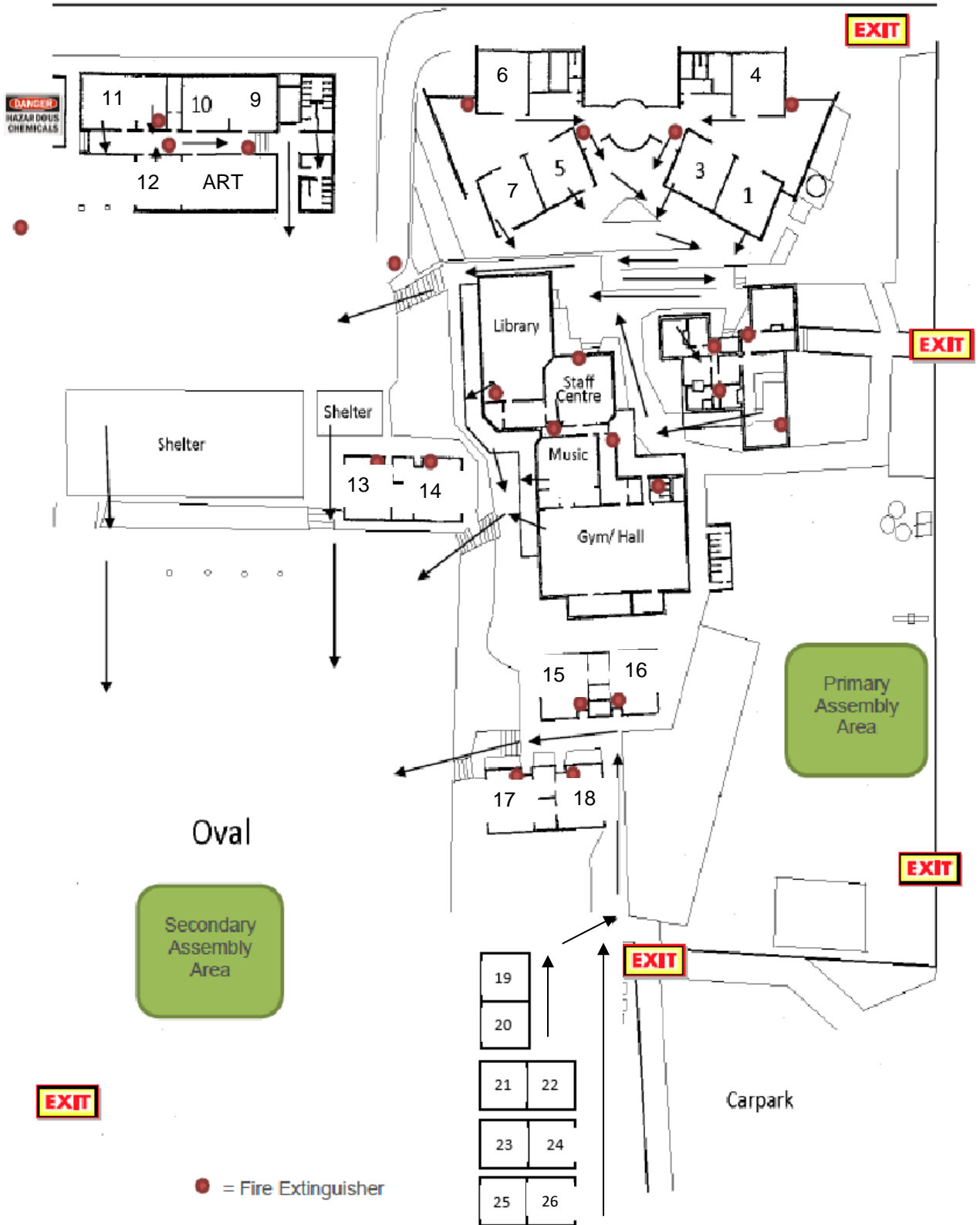
Emergency Management Plan

2025

School site plan and evacuation routes
Whittlesea Primary School

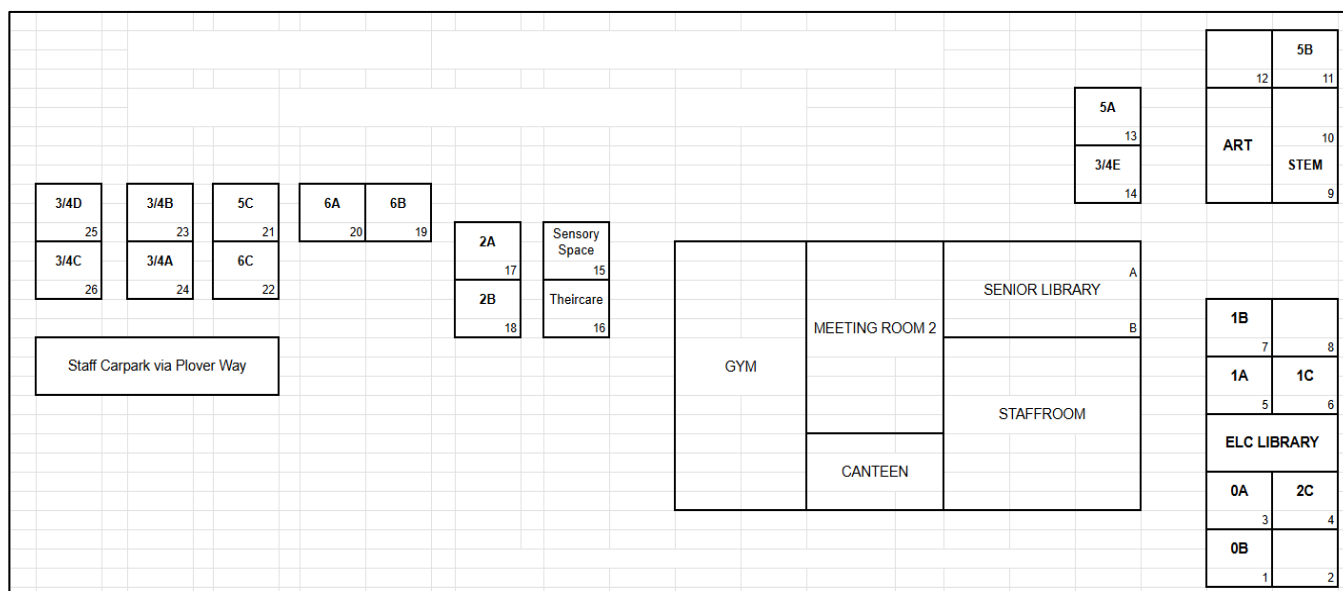


Primary Evacuation Map



Secondary Evacuation Map

Simplified Room Number – MAP



PHONE: FIRE/CFA	000	9716 2133	AMBULANCE	000
POLICE	000	9716 2102		
EMERGENCY & SECURITY MANAGEMENT			9589 6266	

EVACUATION PROCEDURE:

ALARM: Continuous sounding of siren and the word EVACUATE. If the siren fails, continuous blasts on a whistle or siren from megaphone.

- Principal class member takes charge and decides who does what (activate your Incident Management Team);
- Seek advice from SSU, your Regional Office, Local Government Area or local Diocese if necessary.
- Upon the decision to evacuate...
 1. Warning signal is sounded – If the secondary evacuation point is to be used, this will be specified over the PA system.
 2. The Business Manager contacts the appropriate emergency personnel (calls 000 and informs emergency services of the nature of the emergency)
 3. Classes cease work immediately. Teachers exit their classrooms with their attendance roll (located in their EMERGENCY MANAGEMENT PLAN pocket) and close windows and doors as they leave.

4. Teachers accompany students at a steady walking pace and proceed as calmly as possible via the shortest, safest route to the Emergency Assembly Area (see plan for routes). Students walk in pairs as best they can. When you arrive at the Emergency Assembly Area, students will line up in roll order.
5. If not teaching (in APT), teachers go directly to the Emergency Assembly Area and support other staff members in checking students are present.
6. Specialist Teachers and students in Specialist Rooms, e.g., the Library, Art room, Gym/Oval, and STEM rooms, are to be escorted to the Emergency Assembly Area by the teacher in charge to meet with the class teacher.
7. All students and staff assemble at the primary Emergency Assembly Area (*unless the Secondary Assembly Area is specified*). Students assemble in class order, beginning with Foundation students closest to the office and Year 6 students closest to the staff car park (not blocking the gates). Students sit facing Plenty Road.
8. If evacuation is to the Secondary Assembly Area, Foundation students will assemble closest to the Basketball Court end, and Year 6 students will assemble closest to the Plover Way end. Students sit facing Eagles Nest Park.
9. Office administration prints a copy of the visitor register from Compass (if time permits), then proceeds to the Emergency Assembly Area and prepares to check in with staff. Where necessary they will check-in with, or direct emergency vehicles.
10. The Administration/First Aid officer collects the First Aid Kit and other emergency Student Medication, such as EpiPens, and proceeds to the Emergency Assembly Area
11. The Assistant Principal (or Leader in their absence) collects a first aid backpack, checks Meeting Room 2 (located in the main building), gym, gym (staff) toilets, canteen, and staffroom, and closes all doors.
12. The Principal checks the First Aid room, collects a first aid bag, checks the Business Manager's office, the Learning Specialist office and staff toilet, and closes all admin/heritage building doors.
13. Education Support staff will walk with the assigned class and proceed to the Emergency Assembly Area. ES staff report to ES leader, who will then report to the Business Manager.
14. Room 11/12 teachers check office/storage rooms and exit with their classes through the west end corridor door and close. Teachers in Room 9/10 exit through the east end corridor door and close. If there are no Art classes, check student toilets on the way out of the building.
15. Art/STEM room teacher checks student toilets on the way out of A block building and walks class to the Emergency Assembly Area

NOTE: If there is no Art/STEM class, teachers in room 11/12 check student toilets on the way to the Emergency Assembly Area.

16. Room 19/20 Teachers check the Indigenous Garden toilets and close the doors behind them, once checked and all clear.
17. Any Tutors taking sessions during an evacuation will walk with their tutoring group to the Emergency Assembly Area. Tutors report to the Business Manager. Tutors and then supervise with classroom teachers.
18. Room 4 teacher to check East end ELC toilets and walk students to the Emergency Assembly Area.
19. Room 5 teacher to check West end ELC toilets and walk students to the Emergency Assembly Area.
20. Room 17/18 Teachers check TheirCare room and Sensory Space and close the doors.
21. The class teacher marks the paper roll once assembled at the Emergency Assembly Area. PLC leaders collect rolls and report them to the Assistant Principal (or leader in AP's absence), who will ensure all students are accounted for and note the names of any absent or missing students.
22. If a 'class split' is in place on the day of an evacuation, teachers must add the names of those students to their paper rolls once assembled.
23. PLC leaders to account for staff in their area and report to the Business Manager
24. Office administration will check that all persons in the visitor register on Compass are accounted for.
25. The Business Manager / Principal Class confirms that all school community members are accounted for.
26. The Business Manager / AP will re-contact Emergency Services and confirm the location of the Emergency Assembly Area.
27. Wait for Emergency Services to arrive or for further information.
28. No student or staff member is to leave the assembly area until the Chief Warden or Assistant / IMT advises that it is safe to do so and return to the classroom or yard (if it is a break time).










NB

- In the event of an evacuation before school and during recess, all students proceed independently to the Soccer Pitch to assemble with their teachers. PLC leaders check all classrooms.
- Please remember that QUIET, ORDERLY movement must be emphasised.

- In the event of a fire within the school, the Principal and staff not assigned to classes will use firefighting equipment if it is safe to do so until the CFA arrives. Students remain under the supervision of their class teacher.

Please Note: Many fire extinguishers are distributed throughout the school (marked with an on the map). Check the one nearest to your room and note the type, e.g., for use on electrical fires or otherwise.

LEGEND

	Exit		First Aid
	AED		Powder Extinguisher
	CO2 Extinguisher		Electrical Switchboard
	Evacuation Route		Alternate Route
	Assembly Point		

LOCK-DOWN PROCEDURE:

ALARM: Beep-Beep Toll (approximately 15 seconds)

When an external and immediate danger is identified, and it is determined that the students should be secured inside the building for their own safety, the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

Chief Warden (Primary)
Kaylene Kubeil
0477776641

(Back up)
Rae Gittos
0402118310

(Back up)
Matt Kirkright
0407188890

- Call **000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, such as closing internal doors and windows, remaining in the classroom, sitting below window level, or moving into corridors.
- Check that all external doors (and windows, if appropriate) are closed and locked.
- All students and staff in the ELC are to assemble in the open learning spaces at either end of the building, and all internal sliding doors are to be closed.
 - Foundation Team member to secure external doors
 - Year 1 Team member to secure external doors
- The Art teacher/STEM teacher will lock the breezeway gate at the entry to Block A and stand at the external door to allow children to return from the toilet's entry into the building. If the ART/STEM teacher is unavailable, a teacher from Room 11 or 12 will fulfil this role. Students in Room 12 relocated to the ART ROOM. Students in Room 11 relocate to the STEM room.
- Teachers in the library, close all windows and vertical blinds.
- Teachers in the staffroom/photocopy room/library close all vertical blinds.
- Community leaders report to the closest classroom and teacher to notify the office.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9589 6266.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep the public address system free.
- Keep the main entrance as the only entry point. It must be constantly monitored, and no unauthorised people allowed access.

- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- All teaching staff must use a mobile phone to take the WPS- Lockdown Emergency Management QR Code. If the QR code does not work, contact the office using Ext. 101, and relay the following information -
 - Class/Group
 - Adults present
(include Teachers/CRT's/ES/Volunteers)
 - Students who CANNOT BE LOCATED SIGHTED (excluding absent students)
 - Any other important information



QR

IT OFFICE - 225	Room 11 - 211 Currently 5B
ELC Office (Year 1 end) - 226	Room 13 - Ext 213 Currently 5A
STAFFROOM - 108	Room 14 - Ext 214 Currently 3/4E
SENIOR LIBRARY - 109	Room 17 - 218 Currently 2A
CANTEEN - 115	Room 18 - 218 Currently 2B
ART - 114	Room 19/20 Ext. 219 currently 6A & 6B
LEARNING SPECIALIST - 229	Room 21/22 Ext. 221 currently 5C & 6C
PE Office - 111	Room 23/24 Ext. 223 currently 34A & 34B
SENSORY OFFICE - 110	Room 25/26 Ext. 215 currently 34C & 34D
STEM - 112	Room 01 - 201 Currently 0B
Their Care - 0447 542 696	Room 03 - 203 Currently 0A
ELC WELLBEING - 227	Room 04 - 204 Currently 2C
Administration - 101	Room 06 - 206 Currently 1C
First Aid - 107	Room 07 - 207 Currently 1B
Assistant Principal 1 - 103	Principal - 104
Business Manager -106	Assistant Principal 2 - 105
Back Administration - 102	A Block Office - 230

- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

Actions after lock-down procedure

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit and the region (Regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information students, staff, and visitors need to know (for example, about the parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Contact the SSSO Network Coordinator if required.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region/regional Manager, Operations and Emergency Management if required.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Emergency Response Drill Observer's Record.

EARTHQUAKE RESPONSE:

INDOORS

- Drop to the ground
- Find cover, under a sturdy table, bench or door frame
- Hold on

Stay clear of windows, chimneys and items hanging overhead (fans and other heavy items).

OUTDOORS

If you're outside, be aware of falling debris and stay clear of buildings, overhead structures and cabling, walls, and trees. Move to an open location e.g., centre of the soccer pitch and middle of the oval.



Foundation

0A **Mikayla Colombo**
0B Jess Fontana

Year 1

1A **Madi Merritt**
1B Jai Bowring
1C Jess Gordon

Year 2

2A **Carli Scoberg** (Tues - Fri)
2A Sarah Pearce (Mon)
2B Kate Storck
2C Emma Naval-Thomas (Mon-Wed)
2C Rob Pain (Thurs - Fri)

Year 3/4

3/4A **Hope Cummins**
3/4B Josh Watts (Mon, Wed - Fri)
3/4B Jacquie Mondon (Tues)
3/4C Elise Cowdery
3/4D Val Gordon (Mon-Wed, Fri)
3/4D Rebekah Caiafa (Thurs)
3/4E Zoe Dyer

Year 5

5A **Erin Short** (Mon-Wed)
5A Brad Dupuy (Thurs & Fri)
5B Stuart Maxfield
5C Jacky Chen

Year 6

6A **Deanne Woodhouse** (Mon-Wed, Fri)
6A Leonie Gorski (Thurs)
6B Karen White
6C Naomi Liersch

Specialists

STEM – **Hugh Wilson** (Tues, Wed & Fri)
PE – Hayley Northridge (0.9)
PE – Verena Smith (0.5)
PE – Leonie Gorski (Wed)
Mandarin – Jessie Liu
Visual Arts F-2 – Fiona Dandie
(Mon & Tues)
Visual Arts 3-6 – Kristy Bedford (Wed-Fri)

Principal Class

Kaylene Kubeil - Principal
Rae Gittos - Assistant Principal
Matt Kirkright - Assistant Principal (Acting)

Learning Specialists & Initiatives

Brad Dupuy (Curriculum)
Rob Pain (SWPBS & Disability Inclusion)
Fiona Dandie (Disability Inclusion)
Amy Carter (Mental Health in Primary Schools)
Hugh Wilson (Digital Learning & BYOD)

Administration

Angie Kilvington – Business Manager
Jacoba Moreland – Administration & Operations Support
Belinda Waldron – Admin. & Exec. Support (Tues & Thurs)
Mandy Willis - Library & Resources (Tues, Wed & Thurs)

ICT Technical Support

Matthew Cullen (Mon, Thurs & Fri)
Rakesh Beri (Mon)

Education Support

Renee Balzan (Classroom Support Leader)
Kiara Thompson
Aimee Gould
Anjie Grisold
Jamie Critsilis (Wed, Thurs & Fri)
Joanne Maffei
Jordyn O'donohue (Tues, Wed & Thurs)
Loretta Lia
Muriel Minkjan (Mon, Tuesday, Thurs & Fri)
Tiarne Paterson (Mon – Wed)
Samantha Trathen (Wed, Thurs & Fri)
Indiana Robinson

Tutoring

Kim Mavrogiannis (Learning & Wellbeing Support)

Facilities

Kristian Toulson
Paul Callahan (Mon & Thurs)

EVACUATION FROM THE SCHOOL SITE: Church Carpark

An announcement will be made about the most suitable assembly point before the school is evacuated from the school grounds. Generally, the external evacuation of the school will be to Church car park on Wallan Road (Primary) or to Whittlesea Secondary College (Secondary) unless otherwise advised by the coordinating emergency service.

Evacuation through these points:

Staff carpark gate: rooms 19 - 26

Heritage Building front gate: rooms 13 - 18 & gym/library.

ELC ramp gate:

- a. rooms 11 & 12 and ART & STEM
- b. rooms 1, 3, 4 exit through the middle doors on the church ramp side
Foundation classes should go first to allow for ease of assembly.
- c. rooms 5, 6, and 7 exits through the middle doors on the school ramp side and assemble in straight lines. Walk around behind the water tank to the external gate

NOTE: An available leader will supervise the ELC gate and direct traffic. Teachers keep students in a single file for ease of movement.

SECONDARY SITE:

WHITTLESEA SECONDARY COLLEGE

LAUREL STREET, WHITTLESEA 9719 1200

College Principal	Assistant Principal – School Operations	Assistant Principal – Teaching & learning	Assistant Principal – Student Engagement & Wellbeing
Kathy Mourkakos	Glenn Jenner	Shan Peak	Joel Cordwell

Instructions for Staff

1. Follow the WPS Emergency Evacuation Plan for an off-site evacuation to Church car park adjacent to WPS. This is the primary off-site evacuation site.



2. Follow all instructions as directed by the chief warden (Principal) and assistant chief warden/s (Assistant Principal/s)
3. Follow all instructions given by Emergency Services responders. In the event of a bushfire, the Incident Management Team will take control of the environment and direct all staff re next steps.
4. If we are asked to evacuate to **Whittlesea Secondary College**, please take the following route.
 - a. Proceed to WSC oval. Keep students in single file, cross Plenty Road, with the lights. DO NOT attempt to cross the road against the traffic signals. Once VicPol and SES are in place, they will manage traffic flow through the intersection.
 - b. Aim to get one class across Plenty Road, with the lights, through each cycle.
 - c. DO NOT leave half a class behind, your class must remain under your care at all times. Remember active supervision is paramount in these situations. Remain calm.
 - d. Proceed down Laurel Street towards Whittlesea Secondary College. Follow the route as if you were walking to Whittlesea Pool. Keep students in a single file.
 - e. Proceed toward FIRST entry crossover. Turn RIGHT.
 - f. Proceed down driveway (*Note: bollards will not be in place during a school day*)





- g. Once you pass the point where the bollards are located, you will approach the Trade Training Centre. Turn RIGHT at the next driveway.
- h. Continue to follow the driveway down towards the oval. You will pass the Diamond Valley SDS on your right.



- i. Keeping your lines, walk onto the track and follow the track around to the left and past the small fenced off area.



- j. Proceed to the safe entry points to the oval. Line up near the goal posts. Year 6 nearest the pine trees, followed by Year 5, Year 34 and so on.



- k. Goal posts are located to your right and are circled. Closest to the wetlands.
- l. If we are directed to return to school, the return route is the same. Year 6 students leave first, followed by Year 5 students and so on.



EMERGENCY RESPONSE DRILL OBSERVER'S RECORD

School/Campus Name:	Whittlesea Primary School		
Drill Address	2435 Plenty Road Whittlesea 3757		
Drill Type <i>(Evacuation / Lock-down / Shelter-In-Place)</i>		Drill Date	
Drill Scenario <i>(What is the cause of the emergency?)</i>			
Drill Debrief Date			
Observer Name			

Depending on the type of drill conducted, it is recommended that ahead of the exercise you advise emergency services, neighbouring property owners and members of the community who may be affected.

Drill items (all drills)	Ye s ✓	No ✓	N/ A ✓
Did the Chief Warden/Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
o Emergency services			
o ISOC			
o Regional Manager, Operations and Emergency Management			
o SEIL			
o Co-located facility			
Could the alarm/signal/PA announcements be heard in all parts of the site?			
Was someone appointed to maintain situational awareness e.g. by monitoring information sources and liaising with regional emergency management staff?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/community?			
Were the Chief Warden/Education Commander's instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

Evacuation Drill

Evacuation drill sequence checklist	Time	
	Hour	Min
Evacuation alarm sounded		
Warden/s respond		
Emergency services notified		
Wardens check floor/area		
Evacuation commenced		
Wardens report floor/area clear		
Arrive at assembly area/s		
Wardens check all present		
Evacuation completed		
Drill terminated		

Evacuation drill items	Yes	No	N/A
	✓	✓	✓
Was the correct alarm/signal sounded for an evacuation?			
Were Personal Emergency Evacuation Plans implemented?			
Were all persons accounted for (students, staff, visitors, contractors and volunteers)			
Were floor areas checked / isolated areas searched by Wardens?			
Was the Emergency kit readily available?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden/Education Commander			
Did anyone re-enter the premises/building before the "all clear" was given?			
Was the Evacuation procedure documented in the EMP followed, including paths of travel, assembly at the designated point/s, communication tree?			
Off-site evacuation:			
<ul style="list-style-type: none"> • Was the route to the designated assembly point in the EMP followed? 			
<ul style="list-style-type: none"> • Did the assembly point provide access to shelter, toilets and water? 			

Comments/Issues:

Lockdown Drill

Lockdown drill sequence checklist	Time	
	Hou r	Min
Lockdown alarm/notification sounded		
Emergency services notified		
Warden/s report building/s secure		
Wardens check everyone is in the building/s and actively monitor external threat		
All persons accounted for		
Drill terminated		

Lockdown drill items	Ye s	N o	N/A
	✓	✓	✓
Was the correct alarm/signal sounded for a lockdown?			
Were all persons on site accounted for (students, staff, visitors, contractors and volunteers)?			
Was access to buildings restricted to authorised people only?			
Were needs of students/staff able to be met for an extended lockdown e.g. toileting, water?			
Was a check made or direction given to ensure windows and doors locked?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden/Education Commander?			
Did anyone leave the premises/building before the "all clear" was given?			
Was the Lockdown procedure documented in the EMP followed?			

Comments/Issues :

Shelter-In-Place (SIP) Drill

SIP drill sequence checklist	Time	
	Hour	Min
SIP alarm/notification sounded		
Emergency services notified		
Warden/s respond		
Evacuation to the SIP commenced		
Wardens check and report that all people evacuated from non-SIP buildings		
All persons accounted for in the SIP location		
Wardens actively monitor external threat		
Drill terminated		

SIP drill items	Yes	No	N/A
	✓	✓	✓
Was the correct alarm/signal sounded for SIP?			
Were Personal Emergency Evacuation Plans implemented?			
Were floor areas checked/isolated areas searched by Wardens?			
Were all persons accounted for (students, staff, visitors, contractors and volunteers)?			
Did anyone refuse to leave the building/site?			
Was the Emergency kit readily available?			
Were people able to access toilets and water in the SIP?			
Was the SIP able to be secured against a fire emergency e.g. tape to seal windows/doors?			
Was alternate lighting available in the SIP (in case of power outage)?			
Could everyone on the site be accommodated in the SIP?			
Was the SIP procedure documented in the EMP followed, including designated SIP location?			

Comments/Issues :

Page 14 of 21 Debrief and Follow Up Actions

Following a drill, it is important that you conduct a short debrief to discuss what worked well, and what you might need to improve for the next drill or emergency. This should take into account the feedback from your drill observer/s.

Action Items			
Action Type:	Action:	Responsible person:	Due date:
<eg. Communications, Equipment, Planning>	<eg. Update evacuation diagrams in EMP/around site with new evacuation route>	<insert name here>	<insert due date here>