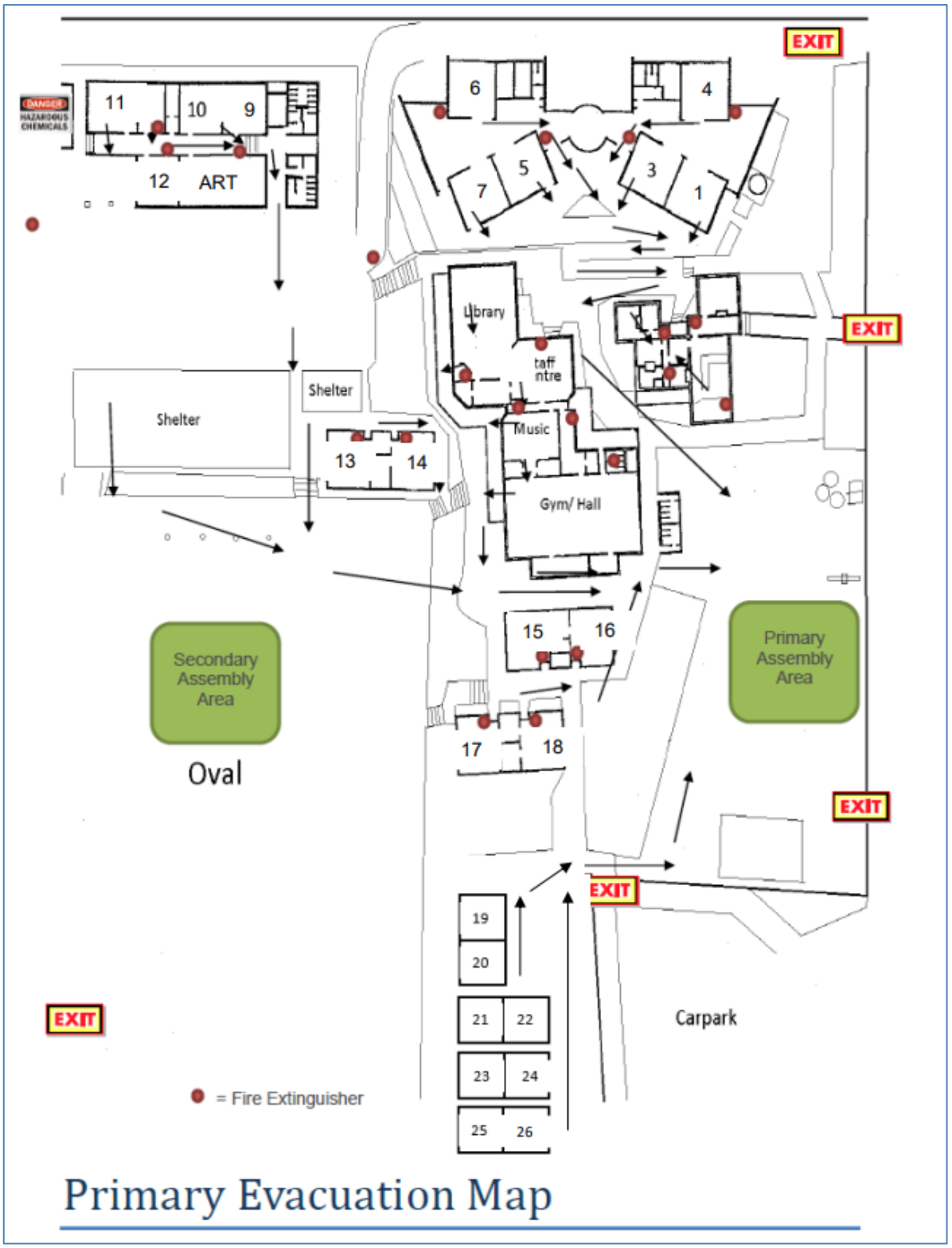
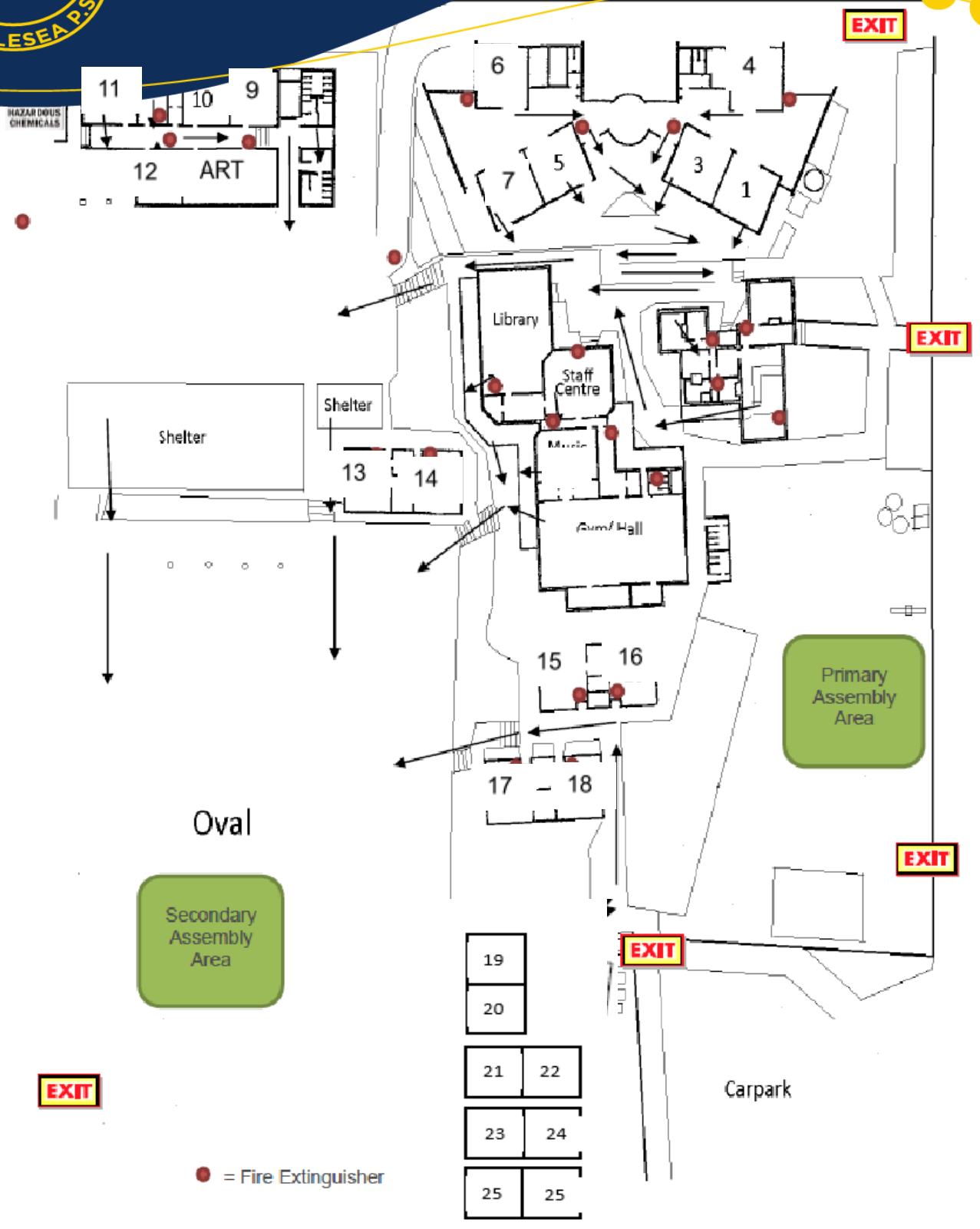
# WHITTLESEA PRIMARY SCHOOL

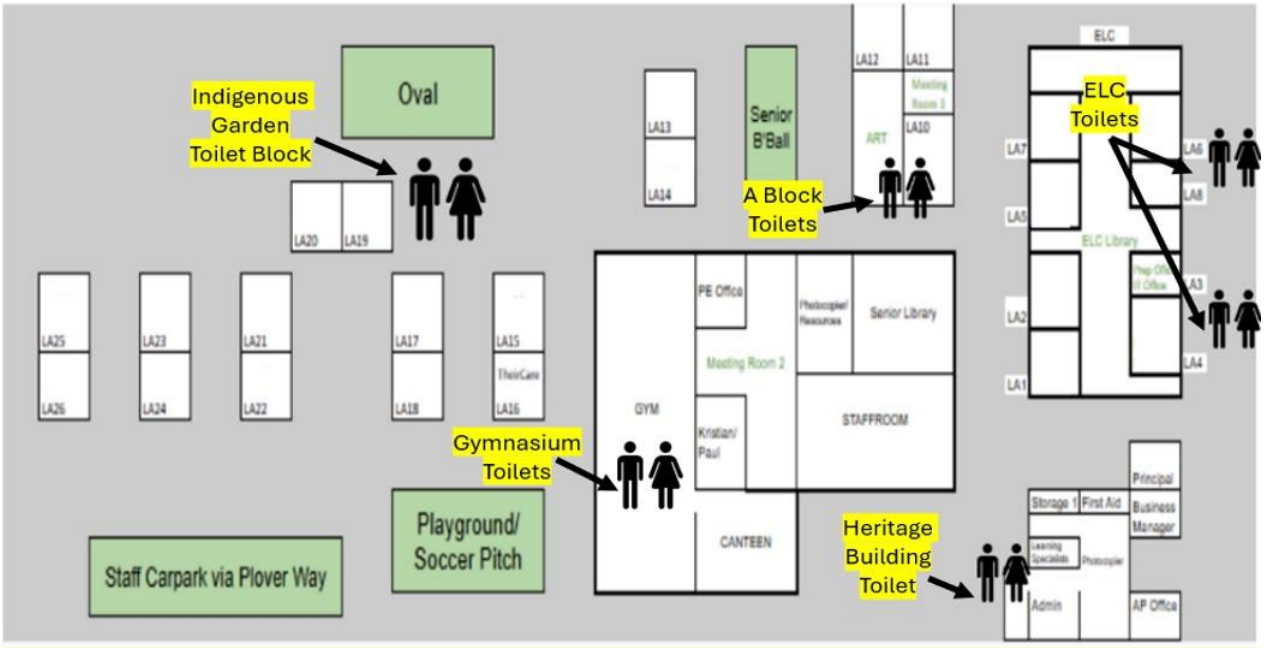
# Emergency Management Plan

**2026**


EXIT
6
4
11
10
9
12
ART
7
5
3
1
Library
EXIT
Shelter
Shelter
13
14
Music
Gym/ Hall
15
16
Secondary Assembly Area
Oval
Primary Assembly Area
17
18
EXIT
EXIT
19
20
EXIT
21
22
Carpark
23
24
25
26
= Fire Extinguisher
Primary Evacuation Map




# Secondary Evacuation 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…
- Warning signal is sounded – If the secondary evacuation point is to be used, this will be specified over the PA system.
- The Business Manager contacts the appropriate emergency personnel (calls 000 and informs emergency services of the nature of the emergency)
- Classes cease work immediately. Teachers exit their classrooms with their EMP Green folder, which has class rolls inside and close windows and doors as they leave.

- 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 year level order.

- If not teaching (in APT), teachers go directly to the Emergency Assembly Area and support other staff members in checking that students are present.

- Specialist Teachers and students in Specialist Rooms, e.g., the Library, Art & Performing Arts rooms, Gym/Oval, and STEM room, are to be escorted to the Emergency Assembly Area by the teacher in charge to meet with the class teacher.

- All students and staff assemble at the primary Emergency Assembly Area *(unless otherwise 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.**

- 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.

- 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.

- 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

- The Assistant Principal (or Leader in their absence) collects a first aid backpack, checks the Learning Specialist Office (located in the main building), the gym, the gym (staff) toilets, the canteen, and the staffroom, and closes all doors.

- The Principal checks the First Aid room, collects a first aid bag, checks the Business Manager's office, the Learning Specialist's office and the staff toilet, and closes all admin/heritage building doors.

- Education Support staff will walk with the assigned class and proceed to the Emergency Assembly Area. ES staff report to the ES leader, who will then report to the Business Manager.

- Room 11 & STEM teachers check the office/storage rooms and exit with their classes through the west end corridor door and close it. Teachers in Room 9/10 exit through the east end corridor door and close it. If there are no Art classes, check the student toilets on the way out of the building.

- Art & Performing Art room teacher checks student toilets on the way out of A block building and walks the class to the Emergency Assembly Area

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

- Room 19/20 Teachers check the Indigenous Garden toilets and close the doors behind them, once checked and all clear.
- 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.
- Room 1, 3 & 4 teachers check the East end including Sensory Room, ELC toilets and walk students to the Emergency Assembly Area.
- Room 5 teacher to check West end ELC toilets and walk students to the Emergency Assembly Area.
- Room 17/18 Teachers check TheirCare room and Sensory Room.
- 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.
- 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.
- PLC leaders to account for **staff** in their area and report to the Business Manager
- Office administration will check that all persons in the visitor register on Compass are accounted for.
- The Business Manager / Principal Class confirms that all school community members are accounted for.
- The Business Manager / AP will re-contact Emergency Services and confirm the location of the Emergency Assembly Area.
- Wait for Emergency Services to arrive or for further information.

- 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)

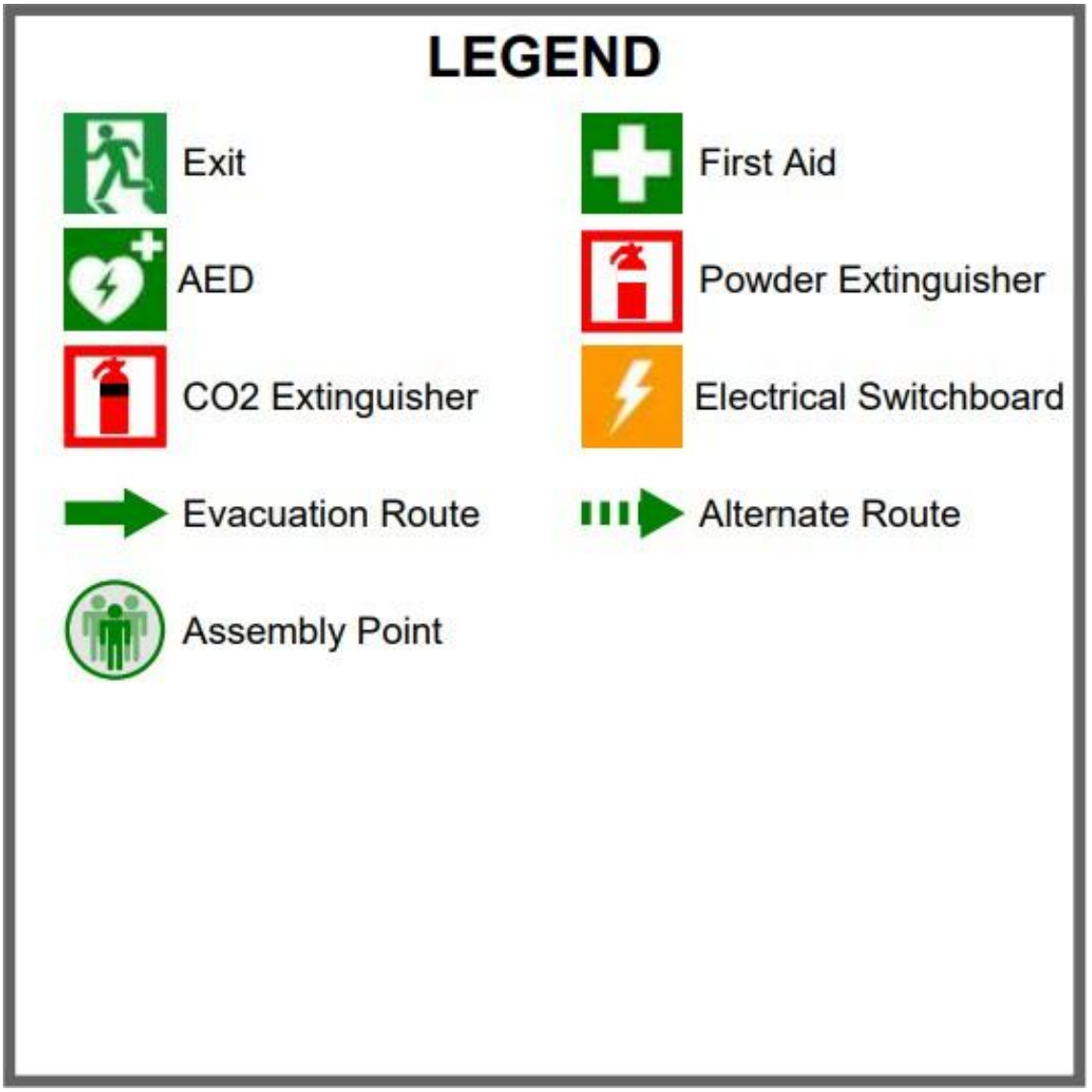
**NB**

- 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)** | **(Back up)** | **(Back up)** |
|---|---|---|
| **Kaylene Kubeil** | **Rae Gittos** | **Matt Kirkright** |

- 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 QR SIGHTED (excluding absent students)
    - Any other important information

| | |
|---|---|
| IT OFFICE - 225 | Room 11 - 211 Currently 5C |
| ELC Office (Year 2 end) - 226 | Room 13 - Ext 213 Currently 5A |
| STAFFROOM - 108 | Room 14 - Ext 214 Currently 5B |
| SENIOR LIBRARY - 109 | A Block Office - 230 |
| CANTEEN - 115 | Room 17 - 218 Currently 1A |
| ART - 114 | Room 18 - 218 Currently 1B |
| LEARNING SPECIALIST - 229 | Room 19/20 Ext. 219 currently 34E & 34F |
| PE Office - 111 | Room 21/22 Ext. 221 currently 6A & 6B |
| SENSORY Room - 110 | Room 23/24 Ext. 223 currently 34A & 34B |
| PERFORMING ARTS - 112 | Room 25/26 Ext. 215 currently 34C & 34D |
| Their Care - | Room 01 - 201 Currently 0B |
| ELC WELLBEING - 227 | Room 03 - 203 Currently 0A |
| Administration - 101 | Room 04 - 204 Currently 0C |
| First Aid - 107 | Room 05 - 206 Currently 2A |
| Assistant Principal 1 - 103 | Room 06 - 206 Currently 2C |
| Assistant Principal 2 - 105 | Room 07 - 207 Currently 2B |
| Business Manager -106 | Principal - 104 |
| Back Administration - 102 | STEM - 231 |

- 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.

## EVACUATION FROM THE SCHOOL SITE:

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, Performing Art, 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 exit 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<br>**Kathy Mourakos** | Assistant Principal – School Operations<br>**Glenn Jenner** | Assistant Principal – Student Engagement & Wellbeing<br>**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 fine, 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.



5.

a. Proceed toward FIRST entry crossover. Turn RIGHT.
b. Proceed down driveway (*Note*: bollards will not be in place during a school day)





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





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





f. 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.




g. Goal posts are located to your right and are circled. Closest to the wetlands.
h. 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.

