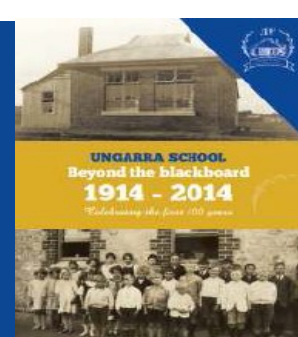


Ungarra Primary School 2020

Respect Resilience Integrity Excellence

Principal | Karl Robst Address | c/ Post Office Ungarra SA 5607 Telephone | 08 86888029
Fax | 08 86888058



EVACUATION (IN THE CASE OF AN INTERNAL EMERGENCY e.g. fire, bomb or other threat)

- Step 1. **The siren is blown for 7 or more short blasts**
- Step 2. Students and staff walk calmly and orderly to the cricket pitch on the school oval through the designated doorways.
- Step 3. Teachers check that all students are present by marking the roll book.
- Step 4. Teachers report back to the Principal that all students are accounted for.

INVACUATION (IN THE CASE OF A BUSHFIRE OR OTHER EXTERNAL THREAT)

- Step 1. **The siren gives one long continuous blast**
- Step 2. Students and staff walk calmly and orderly to the **Safe Refuge** (stone room) through designated doorways
- Step 3. Teachers check that all students are present by marking the roll book.
- Step 4. Teachers report back to the Principal that all students are accounted for.

INVACUATION (IN THE CASE OF AN INTERNAL EMERGENCY REQUIRING STUDENTS TO GO TO THE LIBRARY)

- Step 1. The siren is blown for three long blasts
- Step 2. Admin call the library phone and notify of the lockdown (extension 13).
- Step 2. Staff ensure all doors and windows are locked.
- Step 3. Students and staff walk calmly into the library.
Teachers check that all students are present by marking the roll book and call extension 10 on the phone to contact the office staff to account for all students.

Principal

- Check Playcentre
- Notify emergency Services & Dist. Office
- Check all classrooms in Triple Block
- Check with class teachers to see if all students are accounted for.

Admin Staff

- Check Admin Block
- Check Toilets
- Contact relevant Emergency Service

Monday: Sharon
Tuesday: Lisa
Wednesday: Lisa
Thursday: Lisa
Friday: Sue

Emergency Phone Numbers

EMERGENCY PHONE NUMBERS POLICE, FIRE AND AMBULANCE 000

District Office	8682 0700
POLICE	
Tumby Bay	8688 2188
Cummins	8676 2001
FIRE	
Ungarra	000 8688 8000
Tumby Bay	000 8688 2000
AMBULANCE	
Tumby Bay	000 8688 2550
Poison Information	131 126

Classroom Teachers

- Collect **EMERGENCY PROCEDURE FOLDER**
- Collect roll book
- Call roll at **cricket pitch** or in **Safe Refuge –depending on situation**
- Report any missing students to Principal
- Follow your emergency plan
- Supervise and comfort your class
- **Staff and students return to classrooms only when danger has been removed.**