

CIVIL DEFENCE PROCEDURES

At the beginning of each year Civil Defence procedures are re-visited within the college because your daughter's safety is the most important consideration in any emergency.

A Confidential Student Information form was sent out in the last Greensheet of 2010. If you have not already returned this form to the college, could you please do so **urgently**. Parents can also assist us with advising of any Emergency Contact changes throughout the year.

Another area of preparation by the college for a Civil Defence Emergency is to set the college up for self-sufficiency in the event of an emergency. A supply of food goods and water is stored in the Civil Defence room. All food collected during the previous year is donated to a local Food Bank once new stock has been collected. We now need to re-stock our supplies for 2011 and we need your help.

Please would you give your daughter/s a food item (as outlined below) to bring to the college and deliver to her Tutor Teacher as soon as possible. It would be appreciated if this could be done by **Friday, 25 February 2011**.

McRae House	—	Tinned Fruit/ Tinned Soup
Macfarlane House	—	Baked Beans/ Spaghetti
Rutherford House	—	Tinned Fish/Meat/ Vegetables
Columba House	—	Cracker Biscuits/ Cruskits

Once again, please help us to be prepared in the event of a Civil Defence Emergency.