



Calside Primary School

Calside Road

Dumfries

DG1 4HB

26TH AUGUST 2022

Any enquiries please contact

Louisa Gamble, Head Teacher

Direct Dial (01387) 263594

Dear Parent / Guardian

School Emergency Planning Procedures

Calside Primary School and Dumfries & Galloway Council have a prime responsibility to make sure pupils and staff are safe while in our care. We know that the risk of an emergency is very small: however, we do want to be well prepared to handle any incident. In our school, we have emergency planning procedures to help us respond appropriately to any threat.

We practice evacuating the school during fire drills, so pupils and staff are clear how to leave the building safely in an emergency. In other emergency situations (for example, if there are circumstances in the vicinity of the school that could endanger the safety of the school community) pupils and staff must stay within the school to be safe. As a result, we also practice a pupil safety drill where all pupils return to /stay in classes and doors and windows are closed and locked. This is only for a few minutes until the 'all clear' is sounded. This is undertaken calmly, as we do with fire drills, and young children are told that the school is practicing being 'Safe Inside Together' (a SIT drill). These drills occur on a regular basis.

During a SIT drill, the doors are locked and no one is able to enter or leave the school during the practice procedure. During the drill, there will be signs on the entrance doors and windows indicating that the school is 'Safe Inside Together'. This is the same procedure that will be followed in a real situation.

If one of our drills should occur when you are in the school building or grounds, please be aware that:

- * a persistent continuous alarm indicates an evacuation, and the muster point is at the far end of the playground near the goals. If a second level evacuation is required, staff will direct you.
- * an intermittent alarm indicates that we need everyone inside for safety. Please make your way to the nearest entrance, where staff again will direct you.

I know that thinking about the circumstances where this might be needed is not pleasant, but I hope it is reassuring to parents that we regularly practice what we might need to do to make sure all our children and staff are safe while in school.

Thank you for your support; if you have any concerns or questions please contact me via the school office.

Yours sincerely

Mrs L. Gamble
Head Teacher.