

Nutfield Church (C of E) Primary School



Record of Fire Drills and Instruction

Date and Time of Drill	Persons attending, time taken to evacuate and other considerations	Signed
Tuesday 22 nd November 2022 at 10:34am	Unplanned fire drill. Alarm sounded at 10:34am. FK was not on duty so DWC checked the fire alarm panel to seek the source of the fire/activation. The panel showed the Drum Room detector as the source. On route to the Drum Room DWC carried out his usual checks of the KS2 area to ensure everyone had left the building. Upon arrival at the Drum Room the door was open and steam from the boiler outlet was blowing into the room. DWC checked the room and once satisfied it was safe closed the door. DWC then returned to the alarm panel to silence the alarm and reset the system before heading out to the playground to inform IW it was safe to return. All at fire assembly point lined up, children quiet. All year groups were in the correct positions. The class registers were not given out to teachers so staff had to do headcounts. Staff, students and visitors returned to the building at 10:40am. <u>Actions:</u> 1. Ensure the School Office take the registers and distribute them to Teachers promptly. 2. Test that the mobile in the emergency grab bag works and that it is charged regularly.	Imogen Woods

