

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
Thursday 12 th October 2023 at 9:20am	Unplanned fire drill. Alarm sounded at 9:20am. DWC checked the fire alarm panel to seek the source of the fire/activation. The panel showed the Year 5 classroom detector as the source. On route to Year 5 DWC carried out his usual checks of the KS2 area to ensure everyone had left the building. Upon arrival at the Year 5 classroom there was no obvious reason for the alarm to have been activated and no smell of smoke. FK silenced the alarm and reset the system. After speaking with FK, DWC headed out to the playground to inform AJB it was safe to return. All at fire assembly point lined up, children quiet. All year groups were in the correct positions. All classes had their new emergency grab bags and took the register using the register from within their grab bag. The Office Manager took KS1 medicines with her, as per the updated protocols, along with the Office grab bag. AJB thanked everyone and reminded them of the importance of the alarm and that we need to evacuate whenever we hear it, even if it were to go off more than once in a day. Staff, students and visitors returned to the building at 9:25am. <u>Actions:</u> FK silenced the alarms and disconnected the detector in Year 5. He will clean the sensor during lunch and will re-connect the sensor in the evening to test it.	Imogen Woods