

Nutfield Church (C of E) Primary School



Record of Lockdown Drill and Instruction

Date and time of drill:	Thursday 29 th June 2023 at 9:25am
Timing:	3m 14s

Location	Siren Sounding	Windows Closed	External Door Locked	Blinds Down	Lights Off	Has Grab Bag
Main entrance	N/A	N/A	✓	N/A	N/A	N/A
School Office	✓	✓	N/A	✓	✓	✓
SBM Office	✓	✓	N/A	✓	✓	✓
HT Office	✓	✓	N/A	✓	✓	N/A
Year R	✓	✓	✓	✓	✓	✓
Year 1	✓	✓	✓	✓	✓	✓
Year 2	✓	✓	✓	✓	✓	✓
Year 3	✓	✓	✓	✓	✓	✓
Year 4	✗	✓	✓	✓	✓	✓
Year 5	✗	✓	✓	✓	✓	✓
Year 6	✗	✓	✓	✓	✓	✓
KS2 corridor	N/A	N/A	✓	N/A	✓	N/A
Library	N/A	✓	✓	✓	✓	N/A
Southwark Room	N/A	N/A	✓	N/A	✓	N/A
Southwark Room corridor	N/A	N/A	✓	N/A	✓	N/A
Kitchen corridor	N/A	N/A	✓	N/A	✓	N/A
Kitchen	N/A	✓	N/A	N/A	✓	N/A

Persons attending, time taken to lockdown and other considerations:
A planned, and announced, Lockdown Drill took place on Thursday 29 th June 2023 at 9:25am. The alarm was raised by DWC in the KS1 and KS2 corridors.
All year groups proceeded to the Hall in a timely manner and remained silent. All year groups were in their correct positions with Teachers at the front of the line and TAs at the back. The Hall curtains were drawn and the doors to the Hall were closed and external doors locked.
It was noted by Mrs Cox (Year 6) that she could not hear the alarm from her classroom and after investigation it became apparent that none of the KS2 classrooms, with the exception of Year 3, had not activated their sirens.
All year groups had followed the procedure of closing windows, locking external doors, lowering blinds, turning off lights and all Teachers/TAs has their classrooms Emergency Grab Bag.
All staff and pupils assembled in the Hall in 3 minutes 14 seconds and returned to their classrooms shortly after they were addressed by Miss Woods.

Actions:

1. Teachers/TAs to activate the siren in their classroom upon hearing another siren.

Signed: J. Woods
Imogen Woods