

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
Wednesday 10 th May 2023 at 11:27am	Unplanned fire drill. Alarm sounded at 11:27am. FK was not on duty so 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. DWC then returned to the alarm panel where he was met with FK 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. Not all classes had their new emergency grab bags so staff will be reminded of this. The Office Manager/School Office Assistant didn't take the KS1 medicines with her, as per the updated protocols, and has been reminded of this. It was noted by MN that the fire alarm couldn't be heard on the field. DWC and IW have discussed and don't feel this is an issue but is something they will monitor. Staff, students and visitors returned to the building at 11:35 am.	Imogen Woods

	DWC called Rob at RJ Fire to inform him the alarm had sounded unexplainably. Rob said that the sensors are very sensitive and that if the door was open (which it was) then it could have brought in some dust or dirt from the playground. <u>Actions:</u> 1. Ensure all staff take their emergency grab bags. 2. Ensure the Office Manager/School Office Assistant take the KS1 medicines from the school office cupboard.	
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