

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 21 st September 2022 at 2:02pm	All at fire assembly point lined up, registers checked and called in 2 minutes 35 secs. Children quiet. Years R and 1 were not lined up further towards the field so had to move along to ensure the lower school are a further distance away from the school building. As the new School Office Assistant, Carmela, finishes at 1pm (Monday to Thursday) she was not present for the drill. Serena carried out the lower schools checks in her absence and Serena's usual role of handing out registers was passed to Imogen. In the unlikely event of the fire alarm going off when both Carmela and Imogen are not around, Serena would prioritise handing out the registers and Daniel would sweep the whole building, not just the upper school as he usually does during fire drills. <u>Actions:</u> 1. Class Teachers to bring their own class list on any evacuation/lock down. 2. Years R and 1 to line up closer to the field, on the playground away from the school building.	Imogen Woods