

## 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 7 <sup>th</sup> March 2024 at 10:15am | <p>Unplanned fire drill. Alarm sounded at 10:15am.</p> <p>DWC checked the fire alarm panel to seek the source of the fire/activation. The panel showed the Year 5 cloakroom detector as the source.</p> <p>On route to Year 5 DWC carried out his usual checks of the KS2 area to ensure everyone had left the building.</p> <p>Upon arrival at the Year 5 classroom there was no obvious reason for the alarm to have been activated and no smell of smoke. However, the room did smell of deodorant/perfume.</p> <p>DWC silenced the alarm and reset the system before heading out to the playground to inform AJB it was safe to return.</p> <p>All at fire assembly point lined up, children quiet.</p> <p>All year groups were in the correct positions.</p> <p>All classes had their emergency grab bags and took the register using the register from within their grab bag.</p> <p>The Office Manager took KS1 medicines with her, as per the updated protocols, along with the Office grab bag.</p> <p>Staff, students and visitors returned to the building at 10:25am.</p> <p><u>Actions:</u> None</p> | Imogen Woods |