

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 13th March 2024 at 1:30pm	Unplanned fire drill. Alarm sounded at 1:30pm. 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 went out to the playground and informed IW of the reason for the alarm sounding before returning to the building to silence the alarm and reset the system. All at fire assembly point lined up, children quiet. All year groups were in the correct positions. All classes had their emergency grab bags and took the register using the register from within their grab bag with the exception of Year 1. The Office Manager took KS1 medicines with her, as per the updated protocols, along with the Office grab bag. Staff, students and visitors returned to the building at 1:40pm. <u>Actions:</u> Year 1 to remember emergency grab bag.	Imogen Woods