

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
Tuesday 30 th April 2024 at 11:15am	Unplanned fire drill. Alarm sounded at 11:15am. DWC checked the fire alarm panel to seek the source of the fire/activation. The panel showed the Year 4 cloakroom detector as the source. On route to Year 4 DWC carried out his usual checks of the KS2 area to ensure everyone had left the building. Upon arrival at the Year 4 cloakroom 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. FK silenced 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 The Office Manager took KS1 medicines with her, as per the updated protocols, along with the Office grab bag. The new Office Assistant, Mrs Cosford, was present and shadowed the Office Manager. Staff, students and visitors returned to the building at 11:25am. AJB reported to FK that she could not hear the alarm in the Year 5 classroom. <u>Actions:</u> DWC has contacted RJ Fire for an update on the sensor removed and a price for a replacement.	Imogen Woods