

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 24 th October 2024 at 11:18	Unplanned fire drill. Alarm sounded at 11:18 Teaching and support staff plus all children were on premise at the time of the alarm. Head Teacher was away on compassionate leave, MB was deputizing. FK was on his morning break and was at home at the time of the alarm All staff, children and visitors were immediately evacuated from the building. All at fire assembly point lined up, children quiet. JC carried out checks of the area to ensure everyone had left the building. Class staff had their emergency grab bags and took the register using the register from within their grab bag VC completed a check of staff against the signing in book. All staff and children were present and correct JC checked the fire alarm panel to seek the source of the fire/activation. The panel showed the Drum Room detector as the source. Upon arrival at the Drum Room there was no obvious reason for the alarm to have been activated and no smell of smoke. JC went out to the playground and informed MB of the reason for the alarm. MB gave authorisation to JC to silence the alarm and reset the system.	Maryanne Boon

	Staff, students and visitors returned to the building at 11:27	
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