

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 10th September 2024 at 08:38am	Unplanned fire drill. Alarm sounded at 08:38am prior to the school gate being opened. Teaching and support staff plus Ark children were on premise at the time of the alarm. All staff and children were immediately evacuated from the building. All at fire assembly point lined up, children quiet. FK carried out his usual checks of the area to ensure everyone had left the building. Ark staff had their emergency grab bags and took the register using the register from within their grab bag SF completed a check of staff against the signing in book. All staff and children were present and correct FK checked the fire alarm panel to seek the source of the fire/activation. The panel showed the Tank Room detector as the source. Upon arrival at the Tank Room there was no obvious reason for the alarm to have been activated and no smell of smoke. FK went out to the playground and informed IW of the reason for the alarm. FK silenced the alarm and reset the system. Staff, students and visitors returned to the building at 08:48am. FK Opened the school gates to allow children to enter the premises.	Imogen Woods

