

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 17th September 2024 at 08:38am	Unplanned fire drill. Alarm sounded at 09:15am. Teaching and support staff plus all children were on premise at the time of the alarm. Paul Carman from JCPC was also in attendance on site for his weekly IT visit. FK had begun 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 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. JC went out to the playground and informed IW of the reason for the alarm. IW gave authorisation to JC to silence the alarm and reset the system.	Imogen Woods

	Staff, students and visitors returned to the building at 09:23am.	
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