

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
Monday 14 th October 2024 at 13:40pm	Unplanned fire drill. Alarm sounded at 13:40. 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 afternoon 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 Y3 Cloakroom detector as the source. Upon arrival at Y3 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. Staff, students and visitors returned to the building at 13:59.	Imogen Woods

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