

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
Friday 29 th November 2024 at 10:19	Unplanned fire drill. Alarm sounded at 10:19am Teaching, support staff and children were on premise at the time of the alarm. There was 1 visitor on site at the time of the alarm – Gary Burnell from Total Heating Solutions 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 lined up at fire assembly point, children quiet. JC Carried out checks of the building to ensure everyone had left the building. Staff had their emergency grab bag and took the register using the register from within their grab bag 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. JC Checked the drum room but no cause for the alarm was found 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. Staff, students and visitors returned to the building at 10:27	Imogen Woods

