

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
Wednesday 13 th February 11:20	Unplanned fire drill. Alarm sounded at 11:20 Teaching, support staff and children were on premise at the time of the alarm. There were 3 external contact staff from Carrier working in the boiler room All staff and children were immediately evacuated from the building. FK collected Contractors and escorted them to the muster point 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, children and visitors were present and correct at the muster point. 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 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 11:25	Imogen Woods

