

## Nutfield Church (C of E) Primary School



### Record of Fire Drills and Instruction

| <b>Date and Time of Drill</b>            | <b>Persons attending, time taken to evacuate and other considerations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Signed</b> |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Thursday 13 <sup>th</sup> March<br>11:03 | <p>Unplanned fire drill. Alarm sounded at 10:14am</p> <p>Teaching, support staff and children were on premise at the time of the alarm.</p> <p>FK was on his usual morning break</p> <p>All staff, children and visitors were immediately evacuated from the building.</p> <p>All lined up at fire assembly point, children quiet.</p> <p>JC Carried out checks of the building to ensure everyone had left the building.</p> <p>Staff had their emergency grab bag and took the register using the register from within their grab bag</p> <p>All staff, children and visitors were present and correct at the muster point.</p> <p>JC checked the fire alarm panel to seek the source of the fire/activation. The panel showed the Drum Room detector as the source.</p> <p>JC Checked the drum room but no cause for the alarm was found</p> <p>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.</p> <p>Staff, students and visitors returned to the building at 11:20</p> | Imogen Woods  |