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|--|--------------------------------------|--------------------------|--|
| | Building Name: | Building Address: | |
| | 6-8 Castle Gate, Nottingham, NG1 7AS | | |

(Note - Departments should keep this record to present to the fire brigade, if necessary, as proof of the training and should be updated at every fire drill and be kept of a minimum of 12 months - a copy should be pass to the Health & Safety for his records)

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|--|---|-----------------------|---------------|--------------------|
| Name / Department: | Congregational Federation | | | |
| Address (If different from above): | | | | |
| Date of Fire Drill: | Saturday 13 th April 2024 | | | |
| Location of Fire Drill: (If different from address): | MCP - Front Exit from Cleaves Hall Student Accommodation. | | | |
| Weather Conditions: | Dry and Sunny Spring Weather | | | |
| Time Alarm Activated: | 12:30 | | | |
| Time - All Persons Accounted for: | 12:39 | | | |
| Persons in Attendance: (Names of Fire Drill Supervisors) | Philip Stainer | | | |
| | Catherine Booton | | | |
| | Oliver Kinchin | | | |
| | Keith Smith | | | |
| Overall Standard of fire Drill: | *Unsatisfactory: | *Satisfactory: | *Good: | *Very Good: |
| | | | ✓ | |
| *Tick (☐): | | | | |

| Comments: | Action Required / Responsibility: | Date of Action Cleared & by Whom? |
|---|--|--|
| <p>The Evacuation Test was preplanned to coincide with the CIPT Training weekend.</p> <p>A register was taken of CIPT students and tutors. All persons were accounted for 3 mins 47 secs. This was well managed.</p> <p>Exits used, No8 Library, No6 Cleaves Conference Front Door and No6 Rear Exit, via Hounds Gate.</p> <p>The CIPT team were permitted to reenter, although the Cleaves Hall students remained outside as there people were unaccounted for.</p> <p>Philip concluded the test at 6 mins and 59 secs. Alarm silenced at 12:39.</p> | <p>Philip to debrief with L&D Manager, particularly regarding Hounds Gate, do we need to have assigned a marshal for that area?</p> <p>All users were reminded of the precise gathering place.</p> | <p>Philip & Catherine to reflect with 14 days.</p> <p>Property Team as necessary</p> |

| Signature Block (Name and Position) | | |
|--|------------------|--|
| Name: | Philip Stainer | Signature: |
| Position: | Property Manager | Date: 13 th April 2024 |