

# Fire/Emergency Evacuation Policy



<b>Approved by:</b>	Trustee Board	<b>Date:</b> January 2026
<b>Signed by:</b>		<b>Position:</b> Chair of Trustees
<b>Last reviewed:</b>	January 2026	<b>Next review due:</b> December 2026

## Monitoring arrangements

All Health and Safety policies will be reviewed annually to ensure all current compliance is met and any changes to our current processes are updated. The Trustees Board will approve amendments as required.

Author: KJ	Title: Fire Evacuation Policy – Inclusion Education	Ref: INEDN002	Date: Jan 26
Review Date: Jan 26		Version: 0.3	

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The safety of all students, visitors and staff at Inclusion Education is paramount. The Head and nominated staff will ensure procedures are in place for the safe evacuation of students, visitors and staff, including those who may need additional assistance.

*Note: the safe evacuation of Inclusion Education premises is not the responsibility of the fire service.*

## 1. Staff Responsibilities and Training

Information and training will be provided to **all** members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- 1.1 Raising the alarm.
- 1.2 Action to be taken on hearing the alarm.
- 1.3 The exit routes available to staff at various points in the building.
- 1.4 The practical use and location of portable fire-fighting equipment.
- 1.5 The assembly points around the building and roll-call procedures.
- 1.6 The procedure for re-entry to the building.
- 1.7 Good housekeeping practices.
- 1.8 Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.
  - 1.8.1 Members of staff, including the Headteachers have received Fire Warden in Education training, this is in addition to, Head of Business Operations and Site and Construction Manager:
    - 1.8.1.1 The nominated Health & Safety and Fire lead at Inclusion **College** (Unit 5, Meridian Office Park, Osborn Way, Hook, Hampshire, RG27 9HY) is **Chris McShane**, Interim Head of Setting (in their absence: **Sharon Moores** Senior Administrator).
    - 1.8.1.2 The nominated Health & Safety and Fire lead at Inclusion **School Basingstoke** (Jays Close, Viables Business Park, Basingstoke RG22 4BS) is **Matthew Atkinson**, Headteacher (in their absence: **Paula Ball**, School Business Manager).
    - 1.8.1.3 The nominated Health & Safety and Fire lead at **EB8** (EB8 Belvedere House Basing view Basingstoke RG21 4HG) is: **Alex Edwards**, Head, (in their absence: **Sherrelle-Jade Munns**, Mental Health Support).

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1.8.1.4 The nominated Health and Safety and fire Lead at Inclusion **School Aldershot** (Auchinleck Way, Aldershot, GU11 IWT) is **Paul Blake**, Head of Setting (in their absence: **Marjatta Charles**, Administrator)

1.9 Hi-Viz Fire Warden garments must be provided for the trained Fire Wardens.

1.10 ALL staff must ensure that they sign in and out using the designated application.

*Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.*

## 2. Protective Equipment – Fire Extinguishers

2.1 Firefighting equipment is provided throughout the building and is marked with the appropriate signage.

2.2 Only persons who have received training in the use of extinguishers and feel confident should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

## 3. Inspection Procedures/Good Housekeeping Practices

3.1 Regular inspections of fire safety equipment, exit routes etc will be carried out by the Site and Construction Manager. Any defects or shortcomings should be brought to the attention of the Health and Safety/Fire lead at each location who will ensure the arrangements for replacement or replenishment.

3.2 The Health and Safety/Fire lead will ensure that a fire risk assessment is conducted and reviewed annually. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term. A record must be kept of the results of these tests and which members of staff attended them. Members of the Senior Leadership Team at each site will be told beforehand of the drill.

3.3 The Site and Construction Manager will undertake a weekly visual inspection of all firefighting equipment to ensure that it is in the correct location and has not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. The Site and Construction Manager will conduct a weekly visual check of ALL fire doors. Both weekly visual checks will be recorded.

3.4 Daily visual checks will be carried out as a matter of course by all staff as follows:

3.4.1 On the physical state of fire extinguishers.

3.4.2 Checking that the exit routes are free from obstruction and are left unlocked.

3.4.3 Reporting all defects to the Health and Safety/Fire lead who will ensure that any remedial action is taken.

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- 3.5 Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier and will be recorded on each premises extinguisher and logbook.

## 4. The Evacuation Procedure

- 4.1 The individual premises Emergency Plans are in INEDN001 Appendix 5 (and attached to this document) Every occupied floor will have a fire action notice. A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed on all floors at exit points.

The following sequence of actions should take place when a fire is detected.

- Alarm
- Evacuation of premises
- Call the fire brigade
- Report to the assembly point
- Tackle the fire (if it is safe to do so)
- Duties and Identities of employees with specific responsibilities
- Procedures for liaison with the fire brigade.

## 5. Alarm

**ANYONE** discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Students should be taught to report to a member of staff.

- 5.1 The alarm is tested weekly by the Site and Construction Manager or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the Health and Safety/Fire lead at the relevant premises. Records of such tests must be maintained.

## 6. Evacuation of Premises

On hearing the alarm ALL building occupants will exit the building following the route indicated on the fire drill procedure. Bags and coats are NOT to be collected on the way out. The tutor/member of staff will ensure that all doors are closed behind them as they leave the premises. Staff who have animals in their offices may take them, **but only if safe to do so**.

- 6.1 Inclusion Education employees are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.
- 6.2 The evacuation should take place in a quiet and orderly manner so that instructions can be heard.
- 6.3 Evacuation Chairs have been installed and staff have been sent a “video” of how to use the chairs. Formal training has been planned and will be ongoing.

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- 6.4 Refuge areas are available on the first and second floors to assist with the evacuation of those that require additional assistance, as documented in their Personal Emergency Evacuation Plan (PEEP).

## 7. Calling the Fire Brigade

All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Senior staff member on site (if Health and Safety/Fire lead) to make the call before vacating the premises, and to meet the fire services on their arrival.

## 8. Report to Assembly Point

The designated assembly points are detailed in INEDN001 Appendix 5 and displayed in each Inclusion Education demise.

All employees to stand calmly and learners/students to stand with their tutor for that session. The Senior staff member available will ensure all staff and students are present class by class. The Health and Safety/Fire lead (or any SLT who is present) will activate the evacuation app and check all persons are accounted for. The Health and Safety/ fire lead (or other fire warden) will check all staff and any visitors are accounted for.

## 9. Tackling the Fire

The overriding duty of the staff is to ensure the safety of the persons in the demise and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so and they feel confident. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

## 10. Duties and Identities of Employees with Specific Responsibilities

- 10.1 Senior staff member on site (if absent – the Health and Safety/Fire Lead) – On hearing the alarm will contact the fire brigade using the 999 telephone system.
- 10.2 **Delivery staff** - to account for and stand with their learners/students for that session. The Senior staff member available will ensure all employees and students are present class by class.
- 10.3 **Senior Team Member** – When at the assembly point will liaise with the tutors/teaching assistants/administrators/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

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## 11. Procedures for Liaison with the Fire Brigade

The Senior staff member present will meet the fire brigade on their arrival and give them details of any persons missing; staff and disabled learners/students/staff/visitors requiring assistance; the location of the fire (if known) and access points into the building. A copy of the PEEP (if appropriate) will be given to the Fire Brigade).

### 11.1 Key Points for Staff and Learners/Students:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point
- Remain calm and with your tutor / students at all times.

### 11.2 Evacuation of disabled persons – learners/students, staff or visitor

- 11.2.1 The Health and Safety/Fire Lead will ensure plans have been made so that any person(s) with a disability experiencing difficulty in evacuating the building are properly escorted.
- 11.2.2 Personal Emergency Evacuation Plans (PEEP) will be developed by Health and Safety/Fire Lead in consultation with learners/students and staff with a disability. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the person's ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required, staff will be identified with the specific responsibility of escorting the student or staff member to the assembly point. The use of evacuation chairs if appropriate will be included in the PEEP.
- 11.2.3 In the case of persons who may require less assistance once the initial surge of evacuating persons has past its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Senior staff member should be made aware of any difficulty being encountered.

## 12. Fire Evacuation Logbook

12.1 The Fire Evacuation Logbook is located in the Individual demise.

12.2 Any Fire alarm activations or servicing are recorded in the Fire Logbook.

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## 13. Out of Hours Use

Open evenings etc., taking place outside a normal day. In this event Inclusion Education staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building.

## 14. Fire Alarm System

(All checks/tests must be recorded)

Daily Indicator Panel Checks:

- 14.1 To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by the User:

- 14.2 The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this, it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test:

- 14.3 The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be recorded and paperwork kept on file.

## 15. Fire Extinguishers

- 15.1 All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturer's requirements.
- 15.2 It is also advisable that a nominated person inspects all firefighting equipment once per week to ensure that it is not obstructed and is readily available. These checks must be recorded.

## 16. Records of Fire Frills and Training

- 16.1 These checks must be recorded.
- 16.2 Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire.

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## 17. Emergency Lighting These checks must be recorded.

- 17.1 The emergency lighting should be tested in accordance with the relevant British Standard and Manufacturer's instructions.
- 17.2 Fixed firefighting equipment (sprinklers) and smoke detection equipment inspections must be carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.
- 17.3 The Fire Alarm Systems vary greatly in their design and application therefore any servicing, tests, and maintenance must be carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.
- 17.4 Gas and Electrical supply - isolation/shut off.
  - 17.4.1 The Site and Construction Manager is to ensure that reception at all Inclusion Education premises have a list of the location of ALL Gas/Electricity/Water cutoff switches/valves. They must also be labeled appropriately.

## 18. Further Information

- 18.1 Fire Regulatory Reform Act (Fire) 2005
- 18.2 Fire Precautions (Workplace) Regulations 1997
- 18.3 Fire Safety at Work (HMSO) 1989 – ISBN: 0 11 3409052
- 18.4 Fire Precautions Register (Greater Manchester County Fire Service) – Reference FP GEN 19
- 18.5 [www.hsedirect.com](http://www.hsedirect.com) (for copies of publications)

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# Appendix A: General Fire Procedure

**THE PERSON DISCOVERING A FIRE WILL:** Activate the nearest fire alarm call point

**Learners/Students - ON HEARING THE FIRE ALARM:**

When in class

THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TEACHER/TUTOR, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.

When not in class

FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY.

**AT ALL TIMES:**

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

**FIRE ASSEMBLY MUSTER POINT:**

The Fire Assembly area is detailed in INEDN001 Appendix 5 and displayed in each demise.

On leaving the school/college building you must make your way to this area in a quiet and orderly manner and await further instructions. Please remain with your teacher/tutor for that session.

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## STAFF FIRE DRILL PROCEDURE

1. **WARNING** – CONTINUOUS SOUND OF THE COLLEGE FIRE ALARM

2. **EVACUATION OF PREMISES IN A QUIET AND ORDERLY MANNER**

**All students, staff and visitors** – via the nearest fire door leading to the stairs, directly out and follow the pre-arranged route to assemble as detailed in: INEDN001 Appendix 5

3. **REGISTER**: Teachers/Tutors/delivery staff will account for their students at the assembly point.

4. **UNACCOUNTED FOR PERSONS**: Teacher/Tutor to inform Senior staff member immediately

5. **STAFF LOCATED NEXT TO TOILETS OR UNUSED ROOMS MUST CHECK THEM BEFORE LEAVING THE BUILDING.**

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# Appendix B: Emergency Plans

College, Hook:

## Emergency Evacuation Plan

<b>EMERGENCY EVACUATION PLAN:</b>	<b>INCLUSION COLLEGE</b> <b>Unit 5, Meridian Office Park, Osborn Way,</b> <b>Hook</b> <b>RG27 9HY</b>
<b>Tel: 01256 587718</b>	
Date: 1 <sup>st</sup> January 2026	Review Date: December 2026

<b>SOUND OF THE ALARM:</b>	<b>A CONTINUOUSLY RINGING BELL</b>
<b>RAISING THE ALARM:</b> If the fire is discovered by a staff member or a Learner/Student/Visitor notifies a staff member of a fire, the alarm will be raised by the activation of the nearest call point. Automatic detectors will trigger the fire alarm	

<b>ACTION TO BE TAKEN ON HEARING THE ALARM</b>
The most Senior member of staff on site will take charge and lead in the fire evacuation, assisted by the senior team. <b>LEARNER/STUDENTS: When in class</b> THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TEACHER/TUTOR, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED. <b>LEARNER/STUDENTS: When not in class</b> FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE ASSEMBLY AREA AT THE: <b>UNIT 4 BIN STORE</b> <b>AT ALL TIMES:</b> ACT QUIETLY DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS. DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY. DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO <b>STAFF AND VISITORS</b> – LEAVE via the nearest fire door leading to the stairs, out of the building, follow the route to the assembly area at the: <b>UNIT 4 BIN STORE</b> <b>TEACHERS/TUTORS/STAFF</b> will account for their Learner/Students/staff at the assembly point. Staff with animals in the room will take them, but <b>only if safe to do so</b> . <b>THE SENIOR MANAGER</b> on site will liaise with the Fire Service and also ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service

<b>ESCAPE ROUTES</b>
The escape routes from the building are: <ol style="list-style-type: none"><li>1. Via the front stairwell and through the main entrance.</li><li>2. Via the emergency exit doors and external staircase on each floor</li></ol>

**THE ASSEMBLY POINT IS:**  
**UNIT 4 BIN STORE**

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## EMERGENCY EVACUATION PLAN

<b>EMERGENCY EVACUATION PLAN:</b>	<b>INCLUSION SCHOOL BASINGSTOKE</b>
<b>Tel: 01256 760800</b>	<b>JAYS CLOSE</b>
	<b>VIABLES BUSINESS PARK</b>
	<b>BASINGSTOKE</b>
	<b>RG22 4BS</b>
Date: 01 January 2026	Review Date: December 2026

<b>SOUND OF THE ALARM:</b>	<b>A CONTINUOUSLY RINGING BELL</b>
<b>RAISING THE ALARM:</b> If the fire is discovered by a staff member or a learner/visitor notifies a staff member of a fire, the alarm will be raised by the activation of the nearest call point. Automatic detectors will trigger the fire alarm	

<b>ACTION TO BE TAKEN ON HEARING THE ALARM</b>
The most Senior member of staff on site will take charge and lead in the fire evacuation, assisted by the senior team.
<b>LEARNERS: When in class</b>
THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TEACHER/TUTOR, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.
<b>LEARNERS: When not in class</b>
FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE ASSEMBLY AREA AT THE <b>CHILLER/BIN STORAGE AREA</b>
<b>AT ALL TIMES:</b>
ACT QUIETLY
DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.
DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.
DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO
<b>STAFF AND VISITORS</b> – LEAVE via the nearest fire door leading to the stairs, out of the building, follow the route to the assembly area at the <b>CHILLER/BIN STORAGE AREA</b>
<b>TEACHERS/TUTORS/STAFF</b> will account for their learners/staff at the assembly point.
<b>THE SENIOR MANAGER</b> on site will liaise with the Fire Service and also ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service

<b>ESCAPE ROUTES</b>
The escape routes from the building are:
1. Via the front stairwell and through the main entrance.
2. Via the emergency exit doors and external staircase on each floor
3. Evac chairs are provided for those that require assistance

**THE ASSEMBLY POINT IS:  
CHILLER AND BIN STORE IN THE CAR PARK**

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## EMERGENCY EVACUATION PLAN

<b>EMERGENCY EVACUATION PLAN:</b>	<b>INCLUSION SCHOOL ALDERSHOT</b>
	<b>AUCHNEICK WAY</b>
	<b>ALDERSHOT</b>
<b>Tel: 01252 597488</b>	<b>GU11 1WT</b>
Date: 01 January 2026	Review Date: December 2026

<b>SOUND OF THE ALARM:</b>	<b>A CONTINUOUSLY RINGING BELL</b>
<b>RAISING THE ALARM:</b> If the fire is discovered by a staff member or a learner/visitor notifies a staff member of a fire, the alarm will be raised by the activation of the nearest call point. Automatic detectors will trigger the fire alarm	

### ACTION TO BE TAKEN ON HEARING THE ALARM

The most Senior member of staff on site will take charge and lead in the fire evacuation, assisted by the senior team.

#### **LEARNERS: When in class**

THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TEACHER/TUTOR, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.

#### **LEARNERS: When not in class**

FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE ASSEMBLY AREA **AT THE RAILINGS AT THE FRONT OF THE BUILDING**

#### **AT ALL TIMES:**

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO

**STAFF AND VISITORS** – LEAVE via the nearest fire door leading to the stairs, out of the building, follow the route to the assembly area at the **AT THE RAILINGS AT THE FRONT OF THE BUILDING**

**TEACHERS/TUTORS/STAFF** will account for their learners/staff at the assembly point.

**THE SENIOR MANAGER** on site will liaise with the Fire Service and also ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service

### ESCAPE ROUTES







The escape routes from the building are:

4. Via the front stairwell and through the main entrance.
5. Via the emergency exit doors and external staircase on each floor

**THE ASSEMBLY POINT IS:  
THE RAILINGS AT THE FRONT OF THE BUILDING**

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## Emergency Procedures

Discovering a Fire		
1	If you discover a fire, you must first operate the nearest fire alarm call point.	
2	Summon the emergency services by dialling (999)	
3	<p>If you have received suitable training, and it is safe to do so, use the nearest suitable fire extinguisher.</p> <ul style="list-style-type: none"> <li>• DO NOT PUT YOURSELF AT RISK</li> <li>• ENSURE YOUR ESCAPE ROUTE IS AVAILABLE</li> <li>• IF THE FIRE CANNOT BE EXTINGUISHED IMMEDIATELY, WITHDRAW CLOSING ALL DOORS BEHIND YOU</li> </ul>	
4	Evacuate the building by the nearest available exit and proceed to the assembly point.	
5	<p>Assembly point:</p> <p><b>FOOTPATH OPPOSITE BELVEDERE HOUSE</b></p>	
6	<ul style="list-style-type: none"> <li>• DO NOT RUN</li> <li>• DO NOT USE LIFTS</li> <li>• DO NOT STOP TO COLLECT BELONGINGS</li> <li>• DO NOT RE-ENTER BUILDING UNTIL TOLD TO DO SO</li> </ul>	

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