

FIRE EVACUATION PLAN 2026



AccXel Limited

Whimsey Industrial Estate, Steam Mills Road, Cinderford, GL14 3JA

1 PURPOSE

This plan provides the immediate actions to be followed if the fire alarm sounds or a fire is discovered. Life safety is the priority. No one should put themselves at risk.

2 IF YOU DISCOVER A FIRE

- Raise the alarm immediately using the nearest fire alarm/manual call point and by shouting “Fire”
- Evacuate immediately by the nearest safe route.
- Close doors behind you where safe to do so.
- Go directly to the main assembly point in the car park.
- Do not stop to collect belongings and do not re-enter either building.
- Inform the designated fire marshal of the location of the fire and any relevant information.
- Call 999 and give the AccXel site address:
 - Whimsey Industrial Estate, Steam Mills Rd, Cinderford, GL14 3JA.
- State which building is affected, if known

3 WHEN THE ALARM SOUNDS – ACTIONS FOR EVERYONE

- Stop work and leave immediately by the nearest safe exit.
- Do not use lifts
- Do not run, push or delay your evacuation.
- Close doors behind you where safe.
- Go directly to the car park assembly point.
- Report it to your manager/Fire Marshal and remain at the assembly point.
- Keep emergency access routes clear.

4 FIRE MARSHAL ACTIONS

Interim measure due to low number of fire marshals:

- When the alarm is sounding, all marshals, DSL and DDSL's must report to the fire panel in reception.
- DSL and DDSL to take registers and **FIRE FOLDER** to assembly point.
- DSL and DDSL to Identify any missing persons and call fire service to report incident
- Fire marshals to locate source of fire and attend relevant building
- Fire marshals to ensure evacuation is underway and people are directed towards safe exits.
- Fire marshals to conduct a systematic sweep of your allocated area, if **SAFE**.
- Once sweep has been completed meet at assembly point in car park

AccXel Main Site Fire	AccXel Trade Site Fire
Charlotte – sweep first floor; computer room, offices, toilets and engineering room. Bottom classroom, staff kitchen and stair well.	Charlotte – sweep mezzanine, toilets/showers, reception area and middle class room
Nicole – sweep lecture rooms, toilets, kitchen, café area, reception, executive suite and offices.	Nicole – sweep workshop area and rear classroom

Standard Designated Fire Marshall Areas:

Assembly point:

- Fire marshal 1 - take registers and **FIRE FOLDER**, identify missing persons and liaise with fire service.

AccXel Main Site:

- Fire marshal 2 - 1st Floor
- Fire marshal 3 - Reception and lecture rooms
- Fire marshal 4 - Bottom classroom, kitchen and stair wells

AccXel Trade Site:

- Fire marshal 5 – Mezzanine, reception and middle classroom
- Fire marshal 6 – Workshop and rear Classroom

AccXel Mock Live Site:

- Fire marshal 7

Standard Procedure:

- Ensure evacuation is underway and people are directed towards safe exits.
- If SAFE, conduct a systematic sweep of your allocated building.
- Check offices, meeting/training rooms, work areas, toilets, kitchens/break areas, storage and other normally occupied areas.
- Do not enter areas affected by fire, smoke, excessive heat or other immediate danger.
- Exit the building once the sweep is complete or it becomes unsafe to continue.
- Go to the assembly point and report the building status.

5 AFTER THE BUILDING HAS BEEN SWEEP

A building sweep does NOT mean the emergency is over.

- Confirm your building status: CLEAR / NOT FULLY CHECKED / PERSON(S) UNACCOUNTED FOR.
- Account for staff, visitors and contractors.
- Check signing-in/visitor information where available.
- Identify anyone missing, including their last known location and building.
- Give all missing-person information immediately to the Fire and Rescue Service.
- Keep everyone at the assembly point and keep emergency access routes clear.
- Do not allow anyone to return to either building.

6 WHEN THE FIRE & RESCUE SERVICE ARRIVES

- Tell them which building is affected and whether both buildings have been evacuated.
- Confirm whether each building has been swept.
- Identify any areas that could not be checked.
- Provide details and last known locations of anyone unaccounted for.
- Identify any known hazards or dangerous substances.
- Follow the instructions of the Fire and Rescue Service.

NO ONE MUST RE-ENTER EITHER BUILDING
Re-entry is only permitted when authorised by the Fire and Rescue Service.

7 POST-EVACUATION / MANAGEMENT ACTIONS

- Maintain control of the assembly point and keep people together.
- Record staff, visitors and contractors accounted for and any missing persons.

- Record any areas that could not be swept and any issues encountered.
- Cooperate with emergency services and do not permit re-entry until authorised.
- Following the incident or drill, review what happened and update the Fire Risk Assessment/Evacuation Plan where necessary.

5 PROCEDURE REVIEW

This procedure will be reviewed annually to ensure it remains effective, compliant and aligned with AccXel's commitment to staff and learner safety.

Date Last Reviewed	04/09/2026
Date Effective From	04/09/2026
Date of Next Planned Review	December 2026
Signed	Natalie King, Managing Director