PPS EMERGENCY RESPONSE PLAN

2026-2027

Phoenix Private School, Doha – For Students, Staff, Visitors

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

2. Purpose

The purpose of this Emergency Response Plan (ERP) is to ensure the safety and wellbeing of all students, staff, visitors, and the wider school community during emergencies. The plan provides clear procedures, defined roles, and effective communication strategies to minimise risk and ensure a coordinated response.

3. This plan applies to:

- All students
- Teaching and support staff
- Visitors, contractors, and volunteers during school hours, school events, and off-site activities where applicable.

4. Emergency Management Team (EMT)

Principal (Incident Commander)

- Overall authority during emergencies
- Liaises with emergency services and governing bodies

Key Stage Leads

- Supports coordination and student accountability

Facilities Manager

- Oversees evacuation, site safety, and risk assessment

Wellbeing Team, First Aid, Fire Marshalls

- Ensures student welfare, emotional support, and safeguarding procedures

Admin & Communications Lead

- Manages contact with parents and external agencies

Security

- Secures premises and controls access points

5. Communication Procedures

- Emergency alarms, bells, used for immediate alerts
- Staff briefed on emergency codes and signals
- Parents informed via SMS, email, or official school platform
- Media communication handled only by the Principal or authorised delegate

6. General Emergency Procedures

In any emergency:

1. Remain calm and follow instructions
2. Ensure student supervision at all times
3. Do not spread unverified information
4. Take registers immediately when safe
5. Report missing or injured persons to EMT

7. Emergency Scenarios & Responses

7.1 Fire

- Activate fire alarm immediately
- Evacuate using designated routes
- Teachers lead students to assembly points
- Take registers and report to EMT
- Do not re-enter buildings until cleared

7.2 Medical Emergency

- Notify school nurse/first aider immediately
- Call emergency services if required
- Keep student comfortable and supervised
- Inform parents as soon as practicable
- Complete incident report

7.3 Lockdown (Intruder or External Threat)

- Lock classroom doors and turn off lights
- Move students away from windows
- Maintain silence
- Await official “all clear” from leadership

7.4 Evacuation (Gas Leak / Structural Risk)

- Evacuate calmly following marked exits
- Avoid affected areas
- Assemble at designated safe location
- Account for all students and staff

7.5 Severe Weather / Environmental Hazard

- Move students indoors away from windows

- Suspend outdoor activities
- Follow guidance from authorities

7.6 Missing Child

- Notify Principal immediately
- Secure school exits
- Conduct systematic search
- Inform parents and authorities if required

7.7 Transportation / Trip Emergency

- Lead teacher contacts school leadership immediately
- Admin informs parents
- Follow first aid and safeguarding procedures
- Incident report completed upon return

8. Roles of Staff

- **Teachers:** Supervise students, take registers, follow instructions
- **Support Staff:** Assist evacuation, first aid, communication
- **Admin Team:** Parent communication and record keeping
- **Security/Site Staff:** Control access and site safety

9. Student Accountability

- Class registers carried during evacuations
- Visitors and contractors signed in/out
- Roll call conducted at assembly points

10. Training & Drills

- Fire drills conducted termly
- Lockdown drills conducted annually
- First aid and safeguarding training provided regularly
- Staff induction includes emergency procedures

11. Review & Monitoring

- Plan reviewed annually or after any major incident
- Feedback from drills and incidents used to improve procedures
- Updates communicated to all staff

12. Key Emergency Contacts

(To be completed and displayed prominently)

- Emergency Services: **999**
- School Nurse: **6646 9392**
- Principal: **72059858**
- Admin: **5504 95 63**
- Facilities Manager: **30593926**