FIRE SAFETY POLICY 2026-2027

Phoenix Private School, Doha – For Students and Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

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

1.0 Fire Safety:

The priority of The Phoenix Private School is to minimise the risk to life and to reduce the risk of injury by maintaining the physical fire safety integrity of the school, ensuring that staff, pupils and visitors do not add to the fire risk, and through safe evacuation of our buildings should a fire break out. The fire safety policy, procedures and risk assessments at Phoenix Private School are designed to help all staff, students and visitors to respond calmly and effectively in the event that a fire breaks out in one of our buildings.

2.0 Role of the Fire Safety Officer:

The Facilities Coordinator is the designated fire officer who has overall responsibility for ensuring that:

2.1 The Fire Safety Policy is kept under regular review by the Fire Safety Office and Principal.

2.2 The information contained within the Fire Safety Policy is made available to all staff.

2.3 Clear, written instructions on the course of action to be taken in the event of an emergency are clearly displayed in all areas of the school, with the additional information being given when large numbers of visitors are on site. i.e. play performances.

2.4 Contractors for the school will be given written documentation detailing the procedures that they should follow whilst working in the school, and also informing them of the school procedures in an emergency situation.

2.5 Basic fire training is to be given to all employees at least annually and working with the School's Fire Officer to ensure that fire training is given to all new employees commencing work at the school.

2.6 Emergency evacuations and fire practices are carried out on a regular basis.

2.7 The Phoenix Private School fire risk assessment undertaken for the individual buildings, are regularly reviewed. These will incorporate any alterations to the layout, systems installed or operational use of the premises.

2.8 The integrity of all fire prevention systems and equipment is maintained in good working order.

3.0 Procedures in the event of a fire:

3.1 When you hear the alarm sound please remain calm. Teachers to reassure younger children as the sound might be overwhelming to them.

3.2 Teaching assistants - please check all areas of your class/toilets (especially blind spots) for children whilst the Class Teacher lines up the children.

3.3 Leave all belongings and bags where they are. Close all windows and doors as you leave. Please follow the exit procedures as shown on the diagram on the wall.

3.4 Class teachers please take the classroom attendance register and upon reaching the assembly point area, if the master attendance register is not available, please use the classroom register to check pupils, until the master classroom register arrives.

3.5 Walk out at a fast pace, in an orderly line, but **do not run**. In a few minutes you should be in the car park area. If staff are on their break, they will join their tutor group or class.

3.6 If any pupil, staff member or visitor is not accounted for please inform a senior staff member and point out the last position they were seen on the school floor plan.

3.7 Once in the car park, gather your class in the allocated area and check against the attendance list.

3.8 Await further instructions.

3.9 Designated Fire Marshals will check Primary and Secondary School buildings.

3.10 School Nurse to bring out First Aid Box to the car park area and attend to anyone who is hurt.

3.11 The School receptionist is to bring out school mobile phone to contact Civil Defence (Fire Brigade) and ambulances if necessary.

3.12 Receptionist to take out staff attendance/pupil registers/visitors log book and floor plan of the School to ensure all those present have evacuated the buildings.

3.13 Fire Officer to do a final check of Primary School and Deputy Fire Officer to do a final check of Secondary School.

3.14 Principal to do final check of all pupils, staff and visitors.

Please note:

- In the event of a fire being in the area you need to check, if it is a very small scale fire, use fire extinguishers to put it out. If it is a large scale fire – **STAY AWAY** from it and wait for Civil Defence (Fire Brigade) to deal with it.
- In the event of fire being in the assembly area where you would normally line up, then please use the alternative fire evacuation procedure. Head towards the other entrance gate at the school and line up outside the gate on the sidewalk.
- **STAFF ARE NOT ALLOWED TO LEAVE STUDENTS UNATTENDED AT ANY TIME**.

4.0 Summoning of the Fire Brigade:

4.1 The master panel, which shows the location of all alarm call points in the networked alarm system in the school building, is physically located on the wall by the main entrance door.

4.2 All staff will be given advance warning of planned fire practices/drills.

4.3 If the alarm sounds for any other reason, the most senior member of staff, or the member of staff who has discovered the fire, will have standing instructions to summon the Civil Defence Service (Fire Brigade) immediately.

4.4 The Principal/various other members of staff will have standing instructions to summon the Civil Defence Service (Fire Brigade) if the alarm sounds outside the hours that the school is open, unless warned of a planned fire practice.

5.0 Responsibilities of the teaching staff:

5.1 Teaching staff are responsible for escorting their pupils safely out of the building quietly and in a safe and orderly fashion. They are responsible for conducting a head count on arrival at the safety point and ensuring that everyone is accounted for. If any pupil, visitor, staff member, etc. is not accounted for, this information is then to be passed immediately to the Principal, to ensure that the information is relayed to Civil Defence Officers (Fire Brigade), along with a copy of the layout of the school building, and if possible the likely location of the missing person indicated.

On no account should anyone return to a burning building.

6.0 Emergency notices:

6.1 Fire evacuation plan/diagram, adapted specifically for each building and backed up by compliant fire signage will be used to facilitate the safe evacuation of the buildings.

6.2 The fire evacuation plan will be displayed in prominent positions throughout the buildings.

7.0 Briefing of new members of staff, pupils, contractors and visitors to the school:

Phoenix Private School recognises the importance of making sure that all those on the school premises are aware of how they should respond in an emergency situation.

7.1 All new members of staff and all new pupils will be given a briefing on the school's emergency procedures on their first day at the school.
This briefing will include:

- The importance of ensuring that individuals are familiar with the routes of escape and the emergency exits in the building in which they work.
- The importance of adhering to the evacuation procedures and how the safe evacuation of everyone is the first priority.
- The importance of good housekeeping in all buildings and the system in place to draw to the attention of the fire officer any issues that may be of concern.

7.2 For open days, plays, etc. when there are large numbers of visitors to the school, the organizer of the function will undertake to ensure that a brief safety announcement is made prior to the start of any performance, detailing the location of emergency exits and the action to be taken in the event of the alarm sounding.

7.3 Contractors to the school will be given detailed Health and Safety documentation upon being awarded the contract. This will include specific information on the course of action to be taken by them or their operatives in the event of an emergency situation developing whilst they are on site. Contractors will also be required to ensure that their work practices do not compromise any aspect of any fire safety system in place.

7.4 All visitors and contractors are required to sign in at security. They will then be issued with a visitor's badge which must be worn at all times.

8.0 Training:

8.1 All employees will receive basic fire training annually.

8.2 Specific employees, (ie maintenance department), will be given additional training in basic firefighting techniques. Additional training of individuals will be given as necessary and as determined by risk assessment.

8.3 Fire practices will be held in the school buildings at least 6 times per year. Lessons learned will be acted upon.

8.4 Key Stage Leaders are the designated building managers of their respective departments and should liaise closely with the school fire officer to ensure the actions/operations of their department does not, at any time or in any way, compromise the integrity of the fire safety of the building that they occupy.

9.0 Fire prevention measures:

9.1 There are clear and unobstructed escape routes in all buildings.

9.2 Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.

9.3 Fire extinguishers are located in all school buildings and are maintained in good working order by a professional company contracted by the school. The location of such equipment is to be defined by Civil Defence Officials (Fire Brigade).

9.4 Emergency lighting systems installed to all emergency exits and escape routes and these are to be regularly tested.

9.5 All installed fire systems are tested weekly by the maintenance department and logged in individual log books held in each building.

9.6 The Principal will make regular room by room 'walk about' checks in all school buildings to monitor any defects in the system. All employees can submit a work request form to the facilities manager if they notice anything of concern. The maintenance of the fire safety integrity of the building is given priority over other works that may be in progress.

9.7 Comprehensive information is kept by the facilities manager with regards to information on the location of the emergency electricity shut off point, etc. The individual fire risk assessment undertaken for the main school buildings contains detailed information of the services and utilities.

9.8 The school will undertake fixed electrical installation tests to all buildings on a rolling programme.

9.9 Flammable rubbish is not allowed to accumulate in the school buildings and the processing of general waste and storage of recycled goods is away from the buildings.

9.10 The works department/night security will operate a 24/7 emergency call out for emergency situations.

9.11 Safe storage of all flammable materials, such as solvents, paints, etc. used in teaching or maintenance are to be locked in purpose-made, flame proof containers at the end of every working day.

10.0 Fire Risk Assessment:

All fire risk assessments are to be held by the facilities manager. Assessments will be updated regularly and shared with staff.

11.0 Record keeping:

11.1 Whilst the priority is that any fire systems in place should be properly installed and maintained, Phoenix Private School also recognises that it is important to keep proper records to demonstrate that this is so.

11.2 All records relating to fire and safety are retained in the Facilities Manager's office and are available to view during normal office hours.

11.3 Records retained include those in relation to:

- Fire system testing.
- Firefighting appliances service records.
- Electrical installation testing, including minor works certificates.
- Fire practices.
- Training records.