FIRE EVACUATION PROCEDURE
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

FIRE EVACUATION PROCEDURE

Responsibilities:

1. When you hear the alarm sound please remain calm. Teachers to reassure younger children as the sound might be overwhelming to them.
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. 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.
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.
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.
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.
7. Once in the car park, gather your class in the allocated area and check against the attendance list.
8. Await further instructions.
9. School Nurse to bring out First Aid Box to the car park area and attend to anyone who is hurt.

10. The School receptionist is to bring out school mobile phone to contact Civil Defence (Fire Brigade) and ambulances if necessary.
11. 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.
12. Principal to do a final check of Primary School and Fire Officer to do a final check of Secondary School.
13. 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**.