



Phoenix Primary School Emergency Evacuation Plan

Purpose

The purpose of this Emergency Evacuation Plan is to ensure the safe and efficient evacuation of all pupils, staff, and visitors from Phoenix Primary School in the event of a fire or other emergency requiring immediate evacuation.

Immediate Action on Discovery of Fire or Hazard

1. Raise the Alarm

- Upon discovering a fire or other serious hazard, **activate the nearest fire alarm call point immediately** to initiate a full school evacuation.
- Do not attempt to tackle the fire unless trained and it is safe to do so.

2. Contact Key Personnel

- Immediately inform:
 - **Jason Peters, Site Manager**
 - **Terri Cheung, Headteacher**
- Notify them of the situation and location of the incident if known.

Evacuation Procedure

On Hearing the Alarm:

- **All Staff and Pupils** must stop activities and prepare to evacuate the building calmly and quickly.
- **Staff must escort pupils to the designated assembly point**, following the nearest safe evacuation route.
- **Do not stop to collect personal belongings.**

Staff Responsibilities:

- **Teachers and Support Staff:**
 - Lead pupils out of the building via the nearest safe exit.
 - Take the class register if it is readily accessible.
 - Ensure no child is left behind in classrooms, toilets, cloakrooms, or corridors.
 - Close doors behind you where possible to contain the fire.
- **Office Staff:**
 - Bring out pupil registers, staff signing-in sheets, and visitor logs.
 - Support checking attendance at the assembly point.
- **Designated Fire Wardens / Site Staff:**
 - Sweep their designated areas to ensure all individuals have evacuated.
 - Check toilets, halls, and communal areas.
 - Report any missing persons or hazards to the Headteacher immediately.

Assembly Point

All staff, pupils, and visitors must assemble in the **designated Fire Assembly Area** on the school playground in the area by the MUGA. (or alternative agreed location if this is not accessible).

At the Assembly Point

- Teachers must carry out a **headcount and register check** of their class.
- Report any missing pupils immediately to **Terri Cheung (Headteacher)** or the **senior leader on site**.
- Office staff to check off all staff and visitors.
- Await further instructions—**do not return to the building** until declared safe by the Headteacher, Site Manager, or emergency services.

Roles of Key Personnel

Headteacher – Terri Cheung

- Take overall command of the evacuation.
- Liaise with emergency services upon arrival.
- Confirm if re-entry is permitted.

Site Manager – Jason Peters

- Investigate the cause of the alarm (if safe to do so).
- Provide information to the Headteacher and emergency services.
- Assist with area sweeps and confirm building status.

Additional Notes

- Ensure all staff, including new starters and supply staff, are familiar with the evacuation procedure.
- Fire drills will be conducted at least once per term to reinforce the process and ensure readiness.
- All fire exits, routes, and assembly areas must be clearly always marked and unobstructed.

This Emergency Evacuation Plan will be reviewed annually and updated in accordance with changes to school layout, staffing, or safety procedures.

Review Date: 2/9/2025

Approved by: Terri Cheung, Headteacher

Site Manager: Jason Peters