FIRE DRILL CHECKLIST

Address: 37-39 Benabrow Avenue, Bellara, QLD
Emergency Assembly Point: 1/43 Benabrow Avenue, Bellara, QLD (towards Ariana Doolan Office)
Emergency Contact: 000

Legislative Alignment (Australia)

This Fire Drill Checklist aligns with:

- Work Health and Safety Act 2011 (Cth & State/Territory equivalents)
- Work Health and Safety Regulations 2011
- AS 3745–2010: Planning for Emergencies in Facilities
- State/Territory Fire & Emergency Services guidance

Fire drills should be conducted **at least annually**, and more frequently where children, high occupancy, or casual staff are present.

🚒 DURING THE FIRE DRILL

☐ Alarm activated or drill verbally announced clearly
☐ Music stopped immediately
☐ Instructors take control of class
☐ Dancer's line up calmly (no running)
☐ Personal belongings left behind (except medical aids)
☐ Nearest safe exit used
☐ Instructors lead students to assembly point
☐ Toilets, changerooms, storage rooms checked
☐ Doors closed where safe to do so
☐ Reception checks waiting areas and entry points

👥 ASSEMBLY POINT PROCEDURE

☐ All classes remain together with their instructor
☐ Attendance roll called immediately
☐ Missing persons reported to Teacher in Charge
☐ Children always supervised
☐ Parents instructed not to leave until all-clear
☐ No one re-enters building until authorised

FIRE DRILL CHECKLIST

TEACHER IN CHARGE RESPONSIBILITIES

☐ Confirm full evacuation of premises
☐ Liaise with emergency services if applicable
☐ Manage communication with staff and patrons
☐ Declare all-clear when appropriate
☐ Ensure drill is documented

POST-DRILL REVIEW

☐ Drill date and time recorded
☐ Total evacuation time recorded
☐ Issues identified (eg blocked exits, delays, confusion)
☐ Corrective actions assigned
☐ Staff feedback collected
☐ Emergency procedures updated if required

FIRE DRILL RECORD

Date: _____
Time: _____
Evacuation Time: _____

Issues Identified:

_____

_____

_____

Corrective Actions:

_____

_____

_____

Reviewed By (Name): _____
Signature: _____ **Date:** _____

This document forms part of the studio's Work Health & Safety Management System.