FIRE DRILL PROCEDURE

Emergency Number: 000
Assembly Point: 1/43 Benabrow Avenue, Bellara, QLD (towards Ariana Doolan Office)

WHEN ALARM SOUNDS

- Stop all music immediately
- Remain calm – no running or pushing
- Leave belongings behind (except medical aids)

INSTRUCTORS

- Take control of your class
- Line dancers up calmly
- Lead students to **nearest safe exit**
- Check toilets, changerooms & store rooms if safe
- Close doors where possible
- Take attendance roll at assembly point

RECEPTION STAFF

- Check waiting areas & entry points
- Direct all persons to exits

ASSEMBLY POINT

- Classes stay together with instructor
- Conduct headcount immediately
- Report missing persons to Teacher in Charge
- Supervise children at all times
- **Do not re-enter** until all-clear given

TEACHER IN CHARGE

- Confirm all areas cleared
- Liaise with emergency services if required
- Authorise all-clear

This studio operates in accordance with Australian WHS laws and AS 3745 Emergency Planning.