



Procedure: Evacuation

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Version	1
Drafted by	Anne Stewart
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Reviewed on	

Purpose

To ensure the safe and orderly evacuation of all staff, students, and visitors from the premises in the event of an emergency.

Evacuation Triggers

Immediate evacuation is required in any of the following situations:

- Fire or visible smoke
- Gas leak or chemical hazard
- Threatening behaviour or bomb threat
- Earthquake or natural disaster ¹
- Any emergency as instructed by emergency services

Studio Layout Overview

- **Main Exit:** Reception area (only exit)
- **Rooms:** 2 large dance studios, 1 office, 1 storeroom, 4 bathrooms

Checklist

1	Alert - Emergency recognised and alarm is sounded.
2	Call – Most senior staff member present calls emergency services (000).
3	Optional use of fire extinguisher – only if safe, trained, and conditions allow (eg minor fire-
4	Evacuate – Staff direct all individuals out via reception area.
5	Search – Staff quickly check toilets, storeroom, office, kitchen, studios
6	Assemble – All persons proceed to the Eastern front carpark .
7	Account – Account for all staff, clients, and visitors
8	Report – Any missing individuals must be reported to emergency responders.
9	Wait – Do not re-enter the building until cleared by emergency services.
10	Notify Studio Owner and/or backup

Note on fire extinguishers and fire hose

The fire hose is located in the kitchen area

There are two fire extinguishers, located in the kitchen area and between the office and first toilet

Only attempt to use them if:

- You are trained in their use
- The fire is small and contained
- You have a clear evacuation path
- It is safe to do so without delaying evacuation

Do not attempt to fight large or spreading fires. Evacuation is the priority.

Steps

1	Raise the alert	Recognise signs of emergency (eg fire, gas, threat, or structural hazard) and clearly raise the alarm by: <ul style="list-style-type: none"> • Verbally alerting everyone in the space • Calling loudly through the studio areas • Shouting 'evacuate now!' if needed
		Responsibility: <ul style="list-style-type: none"> • Business services staff, if present (Monday to Friday, 9am-5pm) • Teaching staff, if no Business Services staff are present • Venue hirers, if no staff are present
2	Call Emergency Services (000)	<ul style="list-style-type: none"> • Call 000 • Specify the type of emergency: <ul style="list-style-type: none"> • Request for 'Fire' if fire or visible smoke, gas leak or chemical hazard • Request 'Police' if threatening behaviour or bomb threat
		Responsibility: <ul style="list-style-type: none"> • Any trained staff member or venue hire
3	Decide whether to use fire extinguisher (if safe and trained)	Only use if: <ul style="list-style-type: none"> • The fire is small and contained • You are trained in its use • You have a clear escape route • It is safe to do so
		<p>If in doubt, prioritise evacuation</p> <p>Responsibility:</p>

		<ul style="list-style-type: none"> Any trained staff member or venue hirer
3	Evacuate the Building	<ul style="list-style-type: none"> Calmly stop class and direct all students and visitors to exit via the front reception door Do not collect belongings Bring your mobile phone Check the studio is clear <p>Do not attempt to force evacuation. Prioritise your own safety. If someone refuses to leave, report their location to emergency services once outside.</p>
		<p>Responsibility:</p> <ul style="list-style-type: none"> Teaching staff in each studio Venue hirers if no staff are present
4	Search the building (if safe to do so)	<ul style="list-style-type: none"> Visually inspect each area Shout into rooms, knock on doors, and listen for responses Check bathrooms, kitchen, storeroom, office, and staff room Look for anyone left behind, unconscious or needing assistance If someone refuses to leave or cannot be moved safely, report their location to emergency services immediately after existing Direct people from front door to assembly point
		<p>Responsibility</p> <ul style="list-style-type: none"> Teaching staff, split by studio, if present Venue hirers, if no staff present
5	Direct everyone to the assembly point	<p>Everyone to assemble at the evacuation (gathering) point, which is the carpark corner closest to Anzac Highway and the funeral home building</p>
		<p>Responsibility</p> <ul style="list-style-type: none"> Staff or venue hirers
6	Account for all individuals	<p>Teachers account for all students and staff via Mindbody app on mobiles</p> <p>Note any missing individuals</p>
		<p>Responsibility:</p> <ul style="list-style-type: none"> staff using Mindbody app (if available) Venue hirers perform a headcount if no access to app

7	Report missing persons to emergency services	Teacher in Studio 1 to report any missing individuals to emergency responders. Provide name, last known location, and any relevant details
		Responsibility: most senior person present
8	Wait for clearance	Do not re-enter the building until cleared by emergency services.
		Responsibility: All individuals
9	Notify Studio Owner	<ul style="list-style-type: none"> • Call Studio Owner on 0402 070 021 • If no answer, leave a voicemail and send a follow up text message, then contact back up contact (same protocol if no answer)
		Responsibility <ul style="list-style-type: none"> • Any staff member or hirer present
10	Complete emergency recovery tasks	To be completed as soon as building is accessible or next day after emergency <ul style="list-style-type: none"> • Speak with emergency services • Confirm building safety and security requirements, if and when the building is safe to enter and if security is required to secure building until morning • confirm with staff to close studio once cleared to return to building. • notify Business Support Manager • complete the emergency management recovery checklist as soon as building is accessible or next day after emergency
		Responsibility: Studio Owner or Backup

Evacuation responsibilities for venue hirers

When no staff are present, such as during venue hire on Sundays, the hirer is responsible for managing emergency evacuations.

Hirers must:

- Familiarise themselves with the evacuation procedure and exits.
- Guide all occupants to evacuate immediately in an emergency.
- Call 000.
- Direct everyone to the assembly point.
- Report any unaccounted persons to emergency responders.

Hirers are provided with this information at the time of booking and must agree to follow all safety procedures.

Drills

- Evacuation drills will be conducted **at least twice per year**.
- The Business Services Manager is responsible for setting dates for drills with the Studio Owner at the beginning of the year and scheduling them at approved times.
 - One drill to be completed during a team meeting
 - One drill to be completed when classes are running and will be scheduled as per the Business Services Manager's instructions
- Drills are noted on the back of the fire evacuation plan at the front door of the studio for ease of checking and any industry reviews required.
- Drills are also checked in the quarterly OH&S checklist of the studio and form part of the facility maintenance yearly schedule

Emergency contact

Primary contact

Jo McDonald
Studio Owner
Phone 0402 070 021

Backup contact

Anne Stewart
Business Services Manager
Phone

Related documents

- Evacuation policy
- Injury and Incident policy
- Injury and Incident procedure

Review

- The Business Services Manager will review this procedure annually (or when there are changes that impact this policy) and update contact lists and responsibilities as needed.
- Staff will review this procedure regularly and update contact lists and responsibilities as needed.