



# Emergency & Evacuation Policy

**Version 4**  
**March 15, 2025**

**TCDA Pty Ltd**  
ACN 617 607 253  
ABN 93 656 571 166

**TCDA Director:** Paul Singh  
**Workplace Safety Officer:** Paul Singh  
**Signed:**

A handwritten signature in black ink, appearing to be 'Paul Singh', is written over a light blue circular stamp.

**Date:** March 15, 2025  
**Revision:** 1

## 1. POLICY STATEMENT

Emergency and evacuation situations in a dance studio can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families, and visitors to the studio are paramount.

TCDA is committed to identifying risks and hazards of emergency and evacuation situations, planning for their reduction or minimization, and ongoing review of planned actions around handling these situations.

## 2. LEGISLATIVE FRAMEWORK

This policy operates within and complies with the following legislative framework:

- Work Health and Safety Act 2011 (NSW)[<sup>1</sup>]
- Work Health and Safety Regulation 2017 (NSW)[<sup>2</sup>]
- Australian Standard AS 3745-2010: Planning for emergencies in facilities[<sup>3</sup>]
- Education and Care Services National Regulations 2011, regulations 97 and 168[<sup>4</sup>]

- Children's Guardian Act 2019 (NSW) and Child Safe Standards (particularly Standard 9 regarding physical safety)[<sup>5</sup>]
- Disability Discrimination Act 1992 (Cth), particularly regarding accessible evacuation procedures[<sup>6</sup>]

### **3. WHO IS AFFECTED BY THE POLICY?**

1. Students
2. Staff
3. Management
4. Parents/Carers
5. Visitors
6. Contractors

### **4. ROLES AND RESPONSIBILITIES**

#### **4.1 Workplace Safety Officer**

Paul Singh, as the designated Workplace Safety Officer, is responsible for:

- Conducting risk assessments related to emergency and evacuation situations
- Formulating and regularly reviewing emergency policies and procedures
- Ensuring all staff understand emergency procedures
- Ensuring emergency equipment is maintained and tested
- Leading the review of emergency incidents and drills
- Ensuring compliance with relevant legislation and regulations
- Maintaining emergency documentation and records

#### **4.2 Teachers and Staff**

All TCDA teachers and staff are responsible for:

- Executing this policy and associated procedures during emergencies
- Ensuring the safety of students under their supervision during emergencies
- Being familiar with all emergency exits and assembly points
- Participating in emergency drills
- Providing feedback for improvement of emergency procedures
- Reporting hazards that might lead to emergency situations
- Maintaining current first aid certifications as required for their role

#### **4.3 Junior Teachers and Teaching Assistants**

Junior teachers and teaching assistants are responsible for:

- Acting on instructions from teachers and staff during emergencies
- Assisting with student supervision during evacuations
- Providing feedback on emergency procedures
- Participating in emergency drills
- Reporting potential hazards to senior staff

## 4.4 Students

Students are responsible for:

- Listening to and obeying all instructions during emergency situations
- Becoming familiar with emergency procedures as explained by teachers
- Reporting any potential hazards or emergency situations to staff

## 4.5 Volunteers and Visitors

Volunteers and visitors are responsible for:

- Listening to and obeying all instructions during emergency situations
- Signing in when entering the premises to ensure accountability during evacuations
- Familiarizing themselves with emergency evacuation plans displayed at entry/exit points

# 5. INTEGRATION WITH OTHER POLICIES

This Emergency and Evacuation Policy works in conjunction with the following TCDA policies:

- **Safe Workplace Policy:** Provides the overarching framework for workplace safety, with this policy addressing specific emergency procedures.
- **Injury Management Procedure:** Details the steps to be taken in case of injuries during an emergency.
- **Risk Management Plan:** Identifies potential emergency hazards and outlines control measures.
- **Child Safe Child Friendly Policy:** Ensures the specific needs of children are considered in emergency planning and response.
- **Code of Conduct:** Establishes expectations for staff behaviour, including during emergencies.
- **Complaint Handling Policy:** Provides mechanisms for addressing concerns about emergency management.
- **Diversity and Inclusion Policy:** Ensures emergency procedures accommodate the needs of all individuals.

# 6. TYPES OF EMERGENCIES

TCDA has procedures in place for the following types of emergencies:

## 6.1 Fire Emergencies

- Procedures for alerting staff and students
- Evacuation routes and assembly points
- Fire extinguisher locations and usage guidance
- Coordination with fire emergency services

## **6.2 Medical Emergencies**

- First aid response procedures
- Staff roles during medical emergencies
- Communication protocols with emergency services
- Documentation requirements

## **6.3 Severe Weather Events**

- Monitoring procedures for weather warnings
- Shelter-in-place protocols
- Communication with parents during weather events
- Building security during severe weather

## **6.4 Lockdown Procedures**

- Circumstances requiring lockdown (external threats, volatile persons)
- Lockdown notification methods
- Lockdown muster point (Main Hall - Studio C)
- Securing entry points
- Communication during lockdowns

## **6.5 Active Threat Response**

- Notification procedures
- Evacuation vs. lockdown decision-making
- Communication with emergency services
- Staff roles and responsibilities

## **6.6 Natural Disasters**

- Procedures specific to Tamworth region risks (floods, storms, bushfires)
- Building safety assessment post-disaster
- Communication with families
- Return to operations protocols

## **7. EMERGENCY PROCEDURES - EVACUATION**

### **7.1 Evacuation Plan**

In the event of an emergency requiring evacuation:

1. The person discovering the emergency will alert the senior staff member present
2. The senior staff member will:
  - Assess the situation and determine if evacuation is necessary
  - Sound the evacuation signal (continuous bell)
  - Call emergency services (000) if necessary
  - Direct staff to begin evacuation procedures
3. Teachers will:
  - Collect attendance registers/rolls
  - Lead students out of the building via the nearest safe exit
  - Direct students to the designated assembly area (TCDA Pylon Sign on Peel Street)
  - Take attendance at the assembly area to ensure all students are accounted for
4. The Workplace Safety Officer or senior staff member will:
  - Check all rooms to ensure complete evacuation
  - Assist any individuals with mobility challenges
  - Take the emergency kit and visitor sign-in book
  - Proceed to the assembly area
  - Liaise with emergency services upon arrival
  - Determine when it is safe to return to the building

### **7.2 Evacuation Routes and Assembly Points**

- Primary evacuation routes are marked on the evacuation maps displayed at both exit doors
- The designated assembly area is the TCDA Pylon Sign on Peel Street
- Alternative assembly area in case the primary area is compromised: Viaduct Park Amenities Block

## **8. EMERGENCY PROCEDURES - LOCKDOWN**

### **8.1 Lockdown Plan**

In the event of a situation requiring lockdown:

1. The person identifying the threat will notify the senior staff member present
2. The senior staff member will:
  - Sound the lockdown signal (intermittent bell)
  - Call emergency services (000) if necessary
  - Direct staff to begin lockdown procedures
3. Teachers will:
  - Move all students to the lockdown muster point (Studio C - Main Hall)
  - Lock all doors and windows
  - Turn off lights and keep students calm and quiet

- Keep students away from doors and windows
  - Maintain communication with the Workplace Safety Officer via mobile phone
  - Take attendance to ensure all students are accounted for
4. The Workplace Safety Officer or senior staff member will:
- Coordinate the lockdown process
  - Maintain communication with emergency services
  - Determine when it is safe to end the lockdown

## **9. EMERGENCY EQUIPMENT AND RESOURCES**

### **9.1 Emergency Equipment**

TCDA maintains the following emergency equipment:

- Fire extinguishers (locations marked on evacuation plan)
- Fire hydrant hose (locations marked on evacuation plan)
- First aid kits (located in the Office and outside Studio D)
- Emergency lighting throughout the building
- Illuminated exit signs at all exits
- Fire sprinkler system at front window

All fire safety systems are inspected at set compliance periods and managed by Dynamic Fire Tamworth. This includes emergency lights, illuminated exit signs, fire hoses, deluge systems, and fire extinguishers.

### **9.2 Emergency Contact Information**

Emergency contact information is prominently displayed at both studio doors and includes:

- Emergency services: 000
- Police (non-emergency): 131 444
- Poison Information Center: 13 11 26
- TCDA Director: 0438 621 440
- TCDA Studio address and coordinates for emergency services

### **9.3 Emergency Documentation**

The following documentation is maintained for emergency preparedness:

- Evacuation diagrams (displayed at both exits)
- Emergency procedure manual (located in the office)
- Student emergency contact information (available through Dancebiz)
- Staff emergency contact information
- First aid/CPR certification register
- Emergency drill records
- Incident report forms

## **10. TRAINING AND DRILLS**

### **10.1 Staff Training**

All staff will receive training in emergency procedures:

- During initial induction
- Annually at the staff meeting
- When significant changes are made to emergency procedures
- When new emergency equipment is installed

Training will include:

- Evacuation procedures
- Lockdown procedures
- Fire extinguisher use
- First aid response
- Communication during emergencies
- Special considerations for children and individuals with disabilities

### **10.2 Emergency Drills**

- Evacuation drills will be conducted every 3 months
- Lockdown drills will be conducted every 6 months
- All drills will be documented using the Emergency Drill Record Form
- Documentation will include:
  - Date and time of drill
  - Type of drill
  - Staff present
  - Number of students/visitors present
  - Time taken to complete evacuation/lockdown
  - Issues identified
  - Corrective actions required

### **10.3 Communicating Emergency Procedures**

Emergency procedures will be communicated to:

- Staff through induction, training, and regular updates
- Students through brief explanations at the beginning of terms
- Parents through the parent handbook and newsletters
- Visitors through signage and evacuation maps
- Contractors through site inductions

# **11. CHILD SAFETY DURING EMERGENCIES**

## **11.1 Child-Specific Considerations**

TCDA recognizes the specific needs of children during emergencies:

- Teachers will maintain calm and provide age-appropriate instruction
- Children will be accounted for using class attendance records
- Special attention will be given to younger children who may need additional support
- Alternative communication methods will be used for children with communication difficulties
- Age-appropriate explanations will be provided after emergency events

## **11.2 Children with Disabilities**

For children with disabilities:

- Personal emergency evacuation plans (PEEPs) will be developed for children with mobility, sensory, or cognitive impairments
- A buddy system will be implemented where appropriate
- Specialized evacuation equipment will be available if needed
- Staff will receive specific training on assisting children with disabilities during emergencies

## **11.3 Reunification Procedures**

Following an evacuation:

- Children will only be released to authorized parents/guardians
- Staff will use Dancebiz records to verify authorized persons
- Parents will be notified of the evacuation and pickup location via SMS and email
- A designated staff member will coordinate the reunification process
- Documentation of all child releases will be maintained

# **12. ACCESSIBILITY CONSIDERATIONS**

TCDA's premises comply with all features of a Class 9 building (Public Assembly Venue) with multiple points of entry and egress. Additional accessibility considerations include:

- Evacuation procedures accommodate people with limited mobility
- Visual and audible alarms are present
- Evacuation routes are wheelchair accessible
- Assembly areas are accessible to all
- Alternative communication methods are available for those with hearing or vision impairments
- Staff are trained in assisting people with disabilities during evacuations



## **13. PSYCHOLOGICAL SUPPORT**

### **13.1 Post-Emergency Support**

Following a significant emergency:

- Age-appropriate debriefing will be provided to students
- Staff debriefing sessions will be conducted
- Signs of trauma or distress will be monitored
- Referrals to professional support services will be made as needed
- Follow-up communications will be sent to families

### **13.2 Support Resources**

The following support resources are available:

- Kids Helpline: 1800 55 1800
- Lifeline: 13 11 14
- Beyond Blue: 1300 22 4636
- Other counselling services - please see appendix A for a full list

## **14. INCIDENT REPORTING AND REVIEW**

### **14.1 Emergency Incident Reporting**

All emergency incidents will be documented using the TCDA Incident Report Form, which includes:

- Date, time, and location of the incident
- Type of emergency
- Actions taken
- Staff and emergency services involved
- Any injuries or property damage
- Witness statements
- Follow-up actions required

### **14.2 Post-Emergency Review**

Following any emergency or drill:

- A review meeting will be conducted within 7 days
- Effectiveness of emergency procedures will be evaluated
- Identified issues will be documented
- Corrective actions will be assigned with timelines
- Policy and procedure updates will be made as needed

## **15. POLICY REVIEW AND IMPROVEMENT**

This Emergency and Evacuation Policy will be reviewed:

- Annually, with the next review scheduled for March 2026
- After any actual emergency event
- When changes occur to relevant legislation or regulations
- When changes are made to the studio layout or operations

The Workplace Safety Officer is responsible for coordinating the review process and ensuring updates are communicated to all staff.

## **16. EVACUATION DIAGRAM**

The current evacuation floor plan is displayed at both exits. The diagram shows the layout of the studio, including all rooms, exits, and the location of fire safety equipment. It clearly marks primary and secondary evacuation routes and the assembly point at the TCDA Pylon Sign on Peel Street.

Please see Appendix E for Evacuation Diagram

## **17. APPENDICES**

**Appendix A: Emergency Contact List**

**Appendix B: Emergency Drill Record Form**

**Appendix C: Incident Report Form**

**Appendix D: Personal Emergency Evacuation Plan Template**

**Appendix E: 184 Peel Street Evacuation Plan**

## **18. REFERENCES**

[^1]: Work Health and Safety Act 2011 (NSW), available at <https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010> [^2]: Work Health and Safety Regulation 2017 (NSW), available at <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404> [^3]: Australian Standard AS 3745-2010: Planning for emergencies in facilities [^4]: Education and Care Services National Regulations 2011, regulations 97 and 168 [^5]: Children's Guardian Act 2019 (NSW), available at <https://legislation.nsw.gov.au/view/html/inforce/current/act-2019-025> [^6]: Disability Discrimination Act 1992 (Cth), available at <https://www.legislation.gov.au/Details/C2018C00125>

## Appendix A: Emergency Contact List

### • Internal contacts:

- TCDA Director and Workplace Safety Officer - Paul Singh 0438 621 440
- TCDA Principal - Kellie Singh 0448 621 383
- TCDA Head Teacher – Lily Singh
- Teachers Jaydah McKnight & Danielle Harvie
- First aid trained TCDA personnel
  - Kellie Singh
  - Paul Singh
  - Lily Singh
  - Leyna Stass
  - Jaydah McKnight
  - Danielle Harvie
  - Milan Kam
  - Ciana Mann
  - Stella O’Shea

### • External emergency contacts:

- Emergency services (000) or from mobile 112
- Tamworth police station (non-emergency number) 02 6768 2999
- Tamworth fire station 02 6728 2252
- Tamworth hospital/emergency department 02 6767 7700
- Poison Information Centre 13 11 26
- Local SES (State Emergency Service) 132 500
- Dynamic Fire Tamworth (our fire safety system maintenance provider) 1300 896 499

### • Support services:

- Mental health support resources
  - Local counselling services
  - Kids Helpline: 1800 55 18 00
  - Lifeline: 13 11 14
  - Beyond Blue: 1300 22 4636
  - SANE Helpline: 1800 187 263
  - Suicide Prevention and Crisis Intervention 1300 363 622
  - Salvo Care Line 02 9331 6000
  - DOCS Helpline 132 111
  - Domestic Violence & Sexual Assault Helpline 1800 200 526
  - NSW Rape Crisis Centre 02 9819 7357
  - NSW Rape Crisis Counselling 1800 424 017
  - NSW rape Crisis Victims Support Line 1800 633 063
  - NSW Rape Crisis Youthline 02 9633 3666

## Appendix B: Emergency Drill Record Form

1. Drill Date & Time:
2. Drill Type: EVACUATION / LOCKDOWN / FIRE / LOCK OUT
3. Person Coordinating:
4. Number of Participants:
 

a. Staff:	b. Students:	c. Total
-----------	--------------	----------
5. Areas / Studios involved:
6. Evacuation / Response Time:
7. Assemble Point Used:
8. Issues Identified:
  
  
  
  
  
  
  
  
  
  
  
9. Corrective Actions Required:
  
  
  
  
  
  
  
  
  
  
  
10. Person Responsible:
11. Target Completion Date:
12. Actual Completion Date:
13. Follow Up Review

## **Appendix C: Incident Report Form**

### **Incident Details**

1. **Date of Incident -**
2. **Time of Incident -**
3. **Location -**
4. **Type of Incident -**

### **People Involved**

5. **Reported by -**
6. **Affected Person(s) -**
7. **Witnesses -**
8. **First Aid Provider (if applicable) –**

### **Incident Description**

9. **Description of Incident -**
10. **Immediate Actions Taken -**
11. **Emergency Services Contacted -**
12. **Injuries Sustained -**
13. **Treatment Provided -**

### **Follow-up**

14. **Parent/Guardian Notification -**
15. **Risk Assessment -**

16. **Preventive Measures -**

17. **Responsible Person -**

18. **Completion Date -**

## **Additional Information**

19. **Supporting Documentation -**

20. **Reported to Authorities -**

21. **Follow-up Required -**

## **Signatures**

22. **Report Completed by –**

1. Name,
2. signature,
3. date

23. **Reviewed by –**

1. Manager's name,
2. signature,
3. date

24. **Follow-up Completed –**

1. Name,
2. signature,
3. date

## **Appendix D: Personal Emergency Evacuation Plan (PEEP) Template**

### **Personal Information**

1. **Student/Staff Name -**
2. **Date of Birth -**
3. **Class/Position -**
4. **Contact Details -**
5. **Plan Creation Date -**
6. **Review Date -**

### **Individual Requirements**

7. **Nature of Requirement -**
8. **Specific Limitations -**
9. **Assistance Required -**
10. **Equipment Needed -**
11. **Medication Considerations -**

### **Evacuation Strategy**

12. **Designated Assistants -**
13. **Backup Assistants -**
14. **Preferred Evacuation Route -**
15. **Alternative Routes -**
16. **Evacuation Method -**
17. **Assembly Point Considerations -**

## **Communication**

18. **Preferred Communication Method** -

19. **Alert System** -

20. **Signal for Help** -

## **Training and Familiarization**

21. **Equipment Training Required** -

22. **Route Familiarization** -

23. **Drill Participation Notes** -

## **Agreement**

**Individual Agreement** - Signature of person (or guardian) confirming understanding

**Assistants' Acknowledgment** - Signatures of designated assistants

**TCDA Approval** - Signature of Workplace Safety Officer or appropriate manager



# TCDA FIRE AND EVACUATION PLAN

DIAL 000 FOR  
POLICE, FIRE OR  
AMBULANCE

Tamworth Police Station 6768 2999  
Poisons Info Centre 13 11 26

184 Peel Street, North Tamworth  
(GPS -31.082882, 150.923525)

LISTEN TO INSTRUCTIONS FROM  
YOUR TEACHERS AND STAFF

The Emergency Assembly Area in case of  
evacuation is located at the Peel street studio  
frontage

## KNOW YOUR WAY OUT

Emergency exit paths are highlighted in  
**RED** on the adjacent diagram.

-  ILLUMINATED EXIT SIGN
-  FIRE HOSE REEL
-  FIRST AID KIT
-  FIRE EXTINGUISHER
-  WINDOW DRENCHER

