

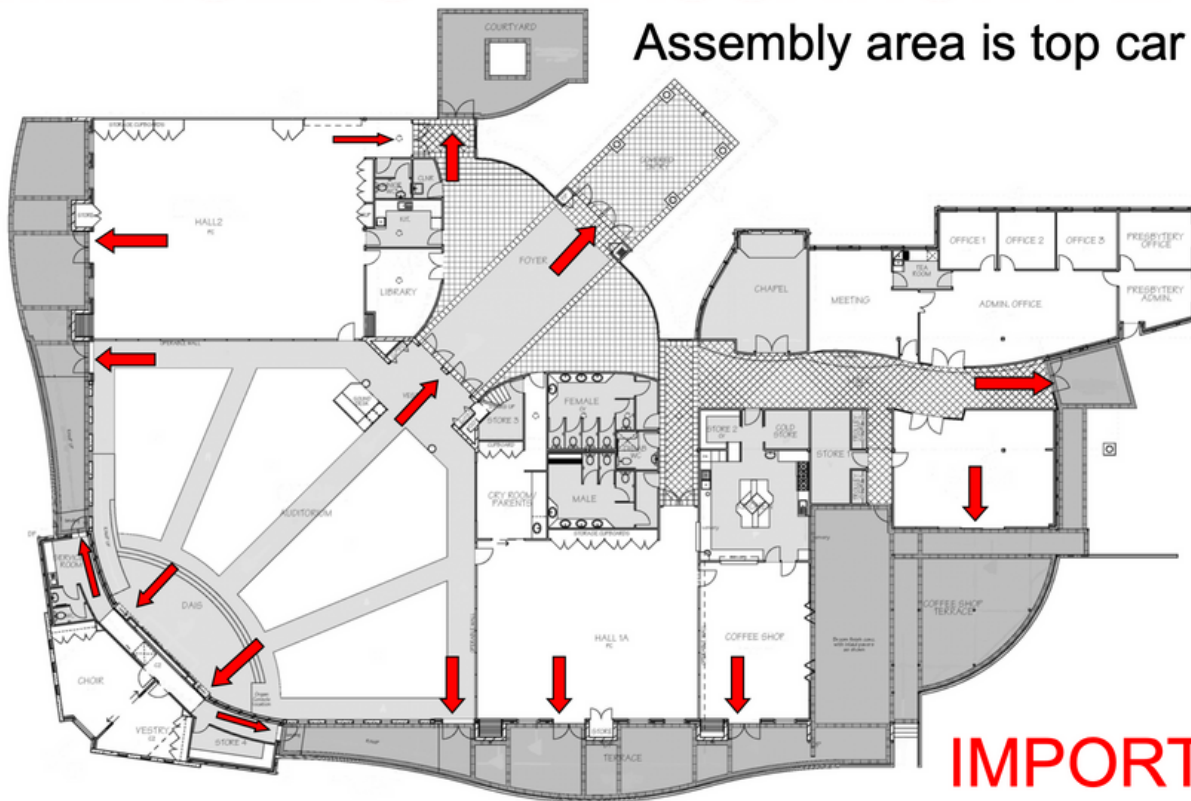


# Venue Hire Emergency Procedures

## EMERGENCY EXITS

Please keep all emergency exits and exit doors clear. Do not stack chairs or tables across these doors.  
 Please familiarise yourself with the Emergency Evacuation Plan below. In the event of an emergency, contact emergency services 000 and CKCC (office phone 9am-2pm Mon- Fri, or emergency mobile outside these hours).

# EMERGENCY EVACUATION PLAN



**IMPORTANT**

- 1 In an Emergency, evacuate the building quickly through the **EXITS** shown with red arrows.
- 2 Assemble in the top car park.
- 3 Do not re-enter building until instructed to do so.

## CONTACT DETAILS

Office Administrator: office@ckcc.org.au  
 After Hours Emergency Phone No.: 0404 570 649