

# Emergency evacuation plan

Dial **000** in the event of a siren or an emergency.

If after hours, please report the incident to the City of Karratha on 9186 8555 **after** notifying emergency services.

If evacuation is required, please follow the directions below:

- Stop what you are doing
- Stay calm, do not rush and do not panic.
- Gather your personal belongings **if safe** to do so
- If safe, close doors and windows as you go, but **do not lock** them
- Proceed to the nearest **safe exit**
- Proceed to the **primary muster** point and **wait** for instruction from either the person in charge or emergency services.
- **Primary – Muster Point 1:**  
Entrance to main car park of Wickham Community Hub (near rugby oval)
- **Secondary – Muster Point 2:**  
Wickham Recreation Precinct car park

**Do not re-enter** the building area until you have been instructed to do so by emergency services.

I have read and understand the City of Karratha requirements for an incident or evacuation of the building. I take responsibility to ensure this is followed.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_