

**HEATHFIELD AND WALDRON PARISH COUNCIL**  
**Meeting Room at 73 High Street, Heathfield**

**EMERGENCY PROCEDURE FOR HIRERS**

*Hirers should make sure they are familiar with these instructions and have them to hand during periods of hire.*

If Fire Alarm sounds (continuous bell), call FIRE SERVICE by ringing 999 or 112. The Address is Heathfield and Waldron Parish Council, 73 High Street, Heathfield, TN21 8HU.

Evacuate the building as quickly as possible via the main entrance and foyer in an orderly and safe manner. If this route is inaccessible because of the fire, a member of staff will point out the access to the side of the building. Please assemble in the car park at the rear of the building at a safe distance from the point of fire. Do not attempt to re-set the fire alarm.

There is a fire alarm point in the main foyer. A Fire extinguisher is situated in the main office but should only be used if it is safe to do so, the fire is very small and has not taken hold.

Do not re-enter the building until told to do so by the fire service or staff.

**The Hirer must ensure that a designated person is present during the period of hire who will be responsible for emergency evacuation of the Meeting Room**