**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**