

**Please leave this booklet in the  
room for other users.**

**Welcome to**

# **FORESTERS HALL**

## **EMERGENCY PROCEDURES and HOUSEKEEPING NOTES**

**Thank you for choosing Foresters Hall, Harcourt Road, TN22 5DT for your event.**

**In the interest of your safety and comfort, please ensure that all users are aware of our evacuation procedures and housekeeping notes for the duration of your time.**

**If you require assistance during your function or event, please contact: Bookings Line 01825 762774.**



**UCKFIELD TOWN COUNCIL**  
Civic Centre  
Uckfield  
East Sussex.  
TN22 1AE

**Tel: 01825 762774**

**[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)  
[www.civiccentreuckfield.com](http://www.civiccentreuckfield.com)  
[www.facebook.com/uckfieldtowncouncil](https://www.facebook.com/uckfieldtowncouncil)  
Twitter: @uckfieldtc  
Instagram: @civiccentreuckfield**



## **FIRE EVACUATION PROCEDURE**

### **On discovering a fire in any of the rooms:**

- 1. Sound the fire alarms by breaking the glass of the nearest alarm point.**
- 2. Evacuate the building immediately. Do not stop to collect your personal belongings.**
- 3. Phone 999 and ask for FIRE. The address of the building is FORESTERS HALL, HARCOURT ROAD, UCKFIELD TN22 5DT.**
- 4. Ensure that the people around you evacuate the building.**
- 5. The fire assembly point is outside the front of the building, on the left hand side as you exit.**

### **On hearing the fire alarms:**

- 1. Evacuate the building as quickly as possible.**
- 2. Do not stop to collect your personal belongings.**
- 3. Ensure that the people around you evacuate the building.**
- 4. Ensure that all fire doors are closed behind you as you leave.**
- 5. The fire assembly point is outside the front of the building on the left hand side as you exit.**
- 6. The person responsible for your event should take a roll call at the assembly point. Any missing persons should be reported to the Fire Officer in charge.**
- 7. Do not re-enter the building until informed by the Fire Officer in charge or a member of the Town Council staff that it is safe to do so.**

**Fire exits, fire extinguishers, first aid kits and other facilities are shown on the maps on the following pages.**

