



Foresters Hall

Fire Evacuation Procedure: Hirers and Visitors



Thank you for choosing the Uckfield Foresters Hall's facilities for your event.

In the interests of safety and comfort, please ensure that all your colleagues are aware of our evacuation procedure and housekeeping notes at the start of your booking.

Please keep corridors clear at all times due to safety reasons.

- **On discovering a fire in any room:** Sound the fire alarm by breaking the glass of the nearest alarm point.
- **On hearing the alarm:** Exit the building (following green arrow signs) out the nearest fire exit, then report to fire assembly point at the front of the main entrance. This should take no longer than 3 minutes.
- If it is a confirmed fire, call 999 and ask for the fire service. The address is: **Foresters Hall, Harcourt Road, Uckfield, TN22 5DT.**
- **Do not** stop to collect your personal belongings.
- Ensure that the people around you evacuate the building.
- If possible, make sure all fire doors and windows are closed behind you as you leave.
- The responsible person should take a role call and report any missing persons to the fire service on arrival.
- **Do not** re-enter the building until informed by a member of the Fire Service that it is safe to do so.
- A map of location of fire exits, fire extinguishers, first aid kit are shown to the side and below.
- **If it not a confirmed fire:** The fire alarm panel is just inside the main entrance to the right hand side. **In the event of a false alarm** during your booking, turn the key in the fire alarm panel clockwise, press reset, then turn the key back clockwise.

All Fire Safety records checks/testing (means of escape, fire alarm, emergency lighting, fire drills, firefighting equipment, fire doors) are kept at the Caretaker's station.

