

Fire Evacuation Procedures

1. It is the responsibility of the Hirer to report a fire to the CCC Duty Manager and/or the Emergency Services (Telephone 999). The address of CCC is – Pine Grove, Crowborough, East Sussex TN6 1FE
2. When the fire alarm sounds, the building must be evacuated by all occupants using the nearest fire exit. Do not stop to gather belongings or pack away equipment or go to another part of the building.
3. Do not use the lift.
4. Occupants evacuating from the ground floor should assemble in the car park in front of CCC (assembly point A).
5. Occupants evacuating from the lower ground floor should assemble in the Wealden car park at the side of the building adjoining Beacon Road (assembly point B).
6. The organisers/group leaders of the participants are responsible for checking that all members of their group/s, including those that are disabled, are evacuated from the building and reach the appropriate assembly point. Then they should report to the CCC Duty Manager who will be stationed at assembly point A.
7. No-one should re-enter the building until the Fire Service has confirmed that it is safe to do so.