**1.It is the responsibility of the Hirer to report a fire to the SCC Duty Facilities Officer and/or the Emergency Services (Telephone 999). The address of SCC is – 137, London Road, Southborough, Kent TN4 0NA.**

**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 building on both levels should assemble in the Town Square next to the entrance to Yew Tree Car Park (assembly point A).**

**5. Occupants evacuating from the Unity Hall ground floor rear entrance should assemble in the private car park at the rear of the building (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 SCC Duty Facilities Officer 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.**

Southborough Civic Centre June 2021