

Vindomora Country Lodges

Personal Emergency Evacuation Plan (PEEP)

To be completed by the Site Manager and Lead Guest.

Areas in yellow to be completed by Lead Guest

| PERSONAL EMERGENCY EVACUATION PLAN | | | |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|-----------------------------|
| Surname | | | |
| First name | | | |
| Lodge | | | |
| | | | |
| | | | |
| AWARENESS OF PROCEDURE | | | |
| (Name of Guest) is informed of a fire evacuation by: (please tick X relevant box) | | | |
| Smoke alarm system - internal: | <input checked="" type="checkbox"/> | visual alarm system: | <input type="checkbox"/> |
| Fire alarm bell - external: | <input checked="" type="checkbox"/> | Other (please specify): | <u>In person by another</u> |
| DESIGNATED ASSISTANCE | | | |
| The following have been designated to give the above-named assistance to get out of the building in an emergency | | | |
| Name – during office hours | Craig Johnson – Site Manager | | |
| Contact Details | 07842 165398 | | |
| Name | | | |
| Contact Telephone Details | | | |
| METHODS OF ASSISTANCE (e.g. Transfer procedures, methods of guidance etc.) | | | |
| | | | |
| EQUIPMENT PROVIDED (including means of communication) | | | |
| | | | |
| PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm) | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| MONITOR AND REVIEW | | | |
| | | | |
| Signed by Manager | | Date | |
| Signed by Individual | | Date | |

Please return this form to the Manager, Craig Johnson
at vindomoralodges@gmail.com prior to arrival