

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 | | Coria 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 - Manager | |
| Contact Details | | 07842 165398 | |
| Name | | | |
| Contact Telephone Details | | | |
| METHODS OF ASSISTANCE (e.g. Transfer procedures, methods of guidance etc.) | | | |
| | | | |
| | | | |
| | | | |
| 1 | Depending on the time of incident, (Guest) or Craig Johnson or staff member, or all will locate disabled guest to ensure their safety. | | |
| 2 | Either party will either carry or place disabled guest in wheelchair / and assist in their removal from the lodge. This will be via the side ramped door, the front patio doors, or bedroom patio doors, whichever is the safest to use. Initial assembly on the site roadway next to the fire point near to the Housesteads Lodges. Main assembly outside of the site next to the entrance | | |
| 3 | The site fire alarm should be activated to alert other guests on site to evacuate. The Fire Service should be contacted on 999 – location being Vindomora Country Lodges, DH8 9JA – the site of the old Bridge End Sawmill | | |
| 4 | The guest, with others in the party will assemble at the Fire Evacuation Point located on the grassed area next to the site entrance. All guests should remain at this point until it is safe. | | |
| 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