



# EMERGENCY ACTION PROCEDURES

## IN THE EVENT OF A FIRE:




- Shout to alert occupants and evacuate the lodge, assist others where safe to do so.
- Locate the nearest Fire Alarm Call Point (See map for location) and use the rotary hand bell to alert others nearby.
- Dial 999, ask for fire services, follow instructions and provide the address and lodge number.
- Call and report to reception/out of hours staff and follow instructions.
- Move to the nearest Assembly Point and wait assistance/advice.
- DO NOT stop to collect belongings and do not re-enter the lodge unless told safe to do so.
- Firefighting equipment is provided for small fires or to aid escape, refer to instructions. DO NOT put yourself at risk and always ensure your exit is clear and somebody is raising the alarm.

## OTHER INCIDENTS:

- In the event of a medical emergency call 999 and provide the address and lodge number. Please let reception/out of hours know if an ambulance is to attend site so the barrier can be raised.
- If you smell Gas or should the Carbon Monoxide alarm sound, leave the lodge immediately and report to reception/out of hours staff from a place of safety.
- In the event of other incidents (e.g. injury requiring first aid or a security concern) contact reception/out of hours staff who will advise or respond accordingly.

## PEEPS:

- Guests with an impairment or disability such as: Mobility impairment, sight impairment, hearing impairment etc may require a Personalised Emergency Evacuation Plan (PEEP). Please make staff aware via the reception/out of hours number.

-  fire points
-  fire muster point
-  waste or recycling



STRATFORD-UPON-AVON  
LODGE RETREAT