

ST DROSTAN'S LODGE



SELF-CATERING ACCOMMODATION
IN THE HEART OF GLENESK

St Drostan's Lodge
Tarfside, Glenesk DD9 7YX

Telephone: 07912 746310
Email: stdrostansbooking@outlook.com
www.stdrostans.org

Fire actions for groups using Lodge

Fire Safety

A person in your group must be nominated for safety procedures and specifically make themselves familiar with the emergency Fire Action Plan, alarm instructions and the code for resetting the alarm, which are posted in the hallway of the lodge. Tayside Fire & Rescue have recommended that each group carry out an emergency evacuation test during their stay. Please use the **brass bell** at the front door as a fire alarm and record the date of your test in the fire safety book. Please ensure that all doors are closed before retiring to bed.

The person nominated for fire safety procedures should ensure that they have read and understood the Fire Action Plan and fire alarm instructions situated next to the main door, and ensure that all occupants are aware of the fire instructions and escape plans located inside the bedroom doors.

They should also be make themselves familiar with the Fire Exits and break glass alarm points, and the location of the telephone to call the emergency services (dial 999).

They should be responsible for organising evacuation through the fire exits (see below) ensuring assistance is given when necessary, particularly for a person in a wheelchair; and contacting the Fire Brigade immediately, then if considered competent, and it is safe to do so, try to extinguish fire;

Fire Exits

There are three fire exits which are clearly marked, and the break glass points are situated next to these doors.

- i) Main entrance door
- ii) North end of east wing corridor next to St Drostan's room.
- iii) South end of east wing corridor next to Forbes room.

All of the doors are operated from the inside by push locks. Please ensure that doors and escape routes are kept clear of obstructions for the full duration of your stay, both inside, and outside the Lodge.

Fire Assembly Point

Following evacuation, all activity group members must congregate at marked fire assembly point at the church gate notice board so that the group leader can check names.

Do not return to the building for any reason until authorised to do so.

It is recommended that all groups carry out an emergency evacuation test at the beginning of their stay, and record this in the log book.

Fire Fighting Equipment

The nominated person should make themselves familiar with the location of firefighting equipment and the instructions for use of each item, including the kitchen fire blanket. They may also nominate others in the party to make themselves familiar with the equipment, but the equipment must only be used after the alarm is raised, the Lodge is evacuated, and if it is safe to do so.

Doors

The bedroom and main room doors are fire resistant and have self-closing mechanisms. To reduce the possible spread of fire, please ensure that all Lodge doors are closed before retiring for the night.

Means of Ignition

In accordance with legislation, smoking/vaping is forbidden in the Lodge and smoke detectors are fitted.

A fire is available in the sitting room; and is provided with a fireguard which must be in place at all times. Ensure that the fire is dampened down and the guard in place before retiring. Candles, tea lights and oil lamps must not be used in the Lodge. Ensure all electrical equipment is switched off before retiring. Litter should be placed in bins provided.

Reporting of Defects or Deficiencies

Any defects or deficiencies in the fire protection systems should be reported to the housekeeper Mrs Lyn Marsh as soon as possible. (01356 670456)

I understand that I am responsible for the safety of our party whilst staying at the lodge and will comply with the Health and Safety regulations and fire instructions.

ST DROSTAN'S LODGE



SELF-CATERING ACCOMMODATION
IN THE HEART OF GLENESK

St Drostan's Lodge
Tarfside, Glenesk DD9 7YX

Telephone: 07912 746310
Email: stdrostansbooking@outlook.com
www.stdrostans.org

House Keeping

Smoking and vaping is strictly forbidden in the Lodge. Smoke detectors are fitted in ALL rooms.

Please do not place any vegetable matter, solids, grease or fat down kitchen sinks!

Please bag and bin food waste or place on compost heap behind oil tank.

Dogs and pets are not allowed in the Lodge.

When leaving:

- Strip bed linen and leave in hall next to telephone.
- Empty the dishwasher.
- Clean the cooker, inside and top.
- Empty fridges and freezer, clean, but do not switch off electricity.
- Please do not leave any food in fridges, freezer or cupboards.
- Please empty the urn if you have used it.
- Empty all of the bins, kitchen and rooms.
- Please vacuum all of the rooms you have used and the corridors, and empty vacuums afterwards.
- Clean the fire and re-lay it. Please wash the tiles.
- Check all lights have been switched off and all of the radiators turned to the number "1" position.
- Please clean all the toilets and showers that have been used. Just before leaving, flush ALL toilets; this keeps our drains and septic tank clear.
- Check that all windows are closed.

Thank you for helping us to maintain the Lodge in good condition.

We hope that you have enjoyed your stay and will return again soon.