

2 August 2018

Circular 25 – 2018

Dear Resident

EMERGENCY EVACUATION PROCEDURE – PLANNED FIRE DRILL

Our new emergency evacuation plan has different zones and sections in the village to create smaller designated assembly areas, for residents to gather in the event of an emergency e.g. fire. We have found that this works better to facilitate emergency workers to manage smaller groups

During the day the Village Manager will be the emergency coordinator. At night time or weekends, the security supervisor will be on hand as the emergency coordinator. When the fire department arrives, they will take control of the emergency until they declare the area as safe.

The following procedure should be followed by Residents in the event of an emergency:

- Dial the office during the day and the guardhouse at night time.
- Give details of the unit where the fire is or where smoke was observed in adjacent units.
- In event of localized fire extinguish the fire, if you are competent. If an electrical fire, switch off the mains on the distribution board. Remember, your own safety is most important.
- Call & inform your immediate neighbours and area Marshall of the situation.
- Proceed with your family and pets to your designated Assembly point - take roll call and report the outcome to the emergency coordinator.
- Do not use your vehicle. Security must stop all vehicles, except emergency vehicles, from entering the Village.
- It is suggested that residents have a jump bag available which should contain items such as a flashlight, water, something warm to wear etc.
- For any other emergency remember to use the Telecare unit and to push the button only once.
- Please do not leave your front door keys in the lock at any time.

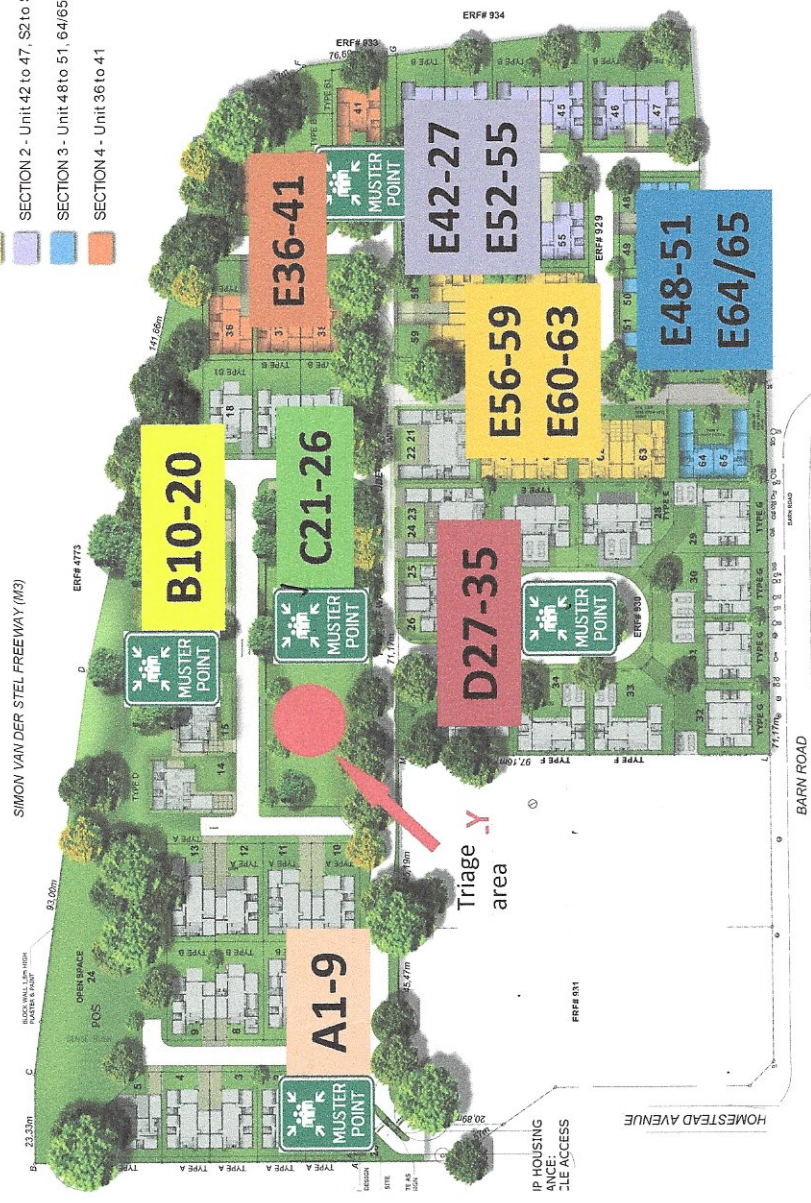
We attach a copy of the Evacuation Plan showing where the Muster/Assembly points are for the different areas/zones. The triage area is on the clubhouse lawn in the event that there are injured people, who based on their need for or who will likely benefit from immediate medical treatment.

We will doing a fire drill for the different areas/zones in the near future and ask that you give us your co-operation and assistance to carry this out, to ensure your safety and well-being.

Yours sincerely,
Christine Dempers
Village Manger

\\amdecpt\evergreen\Admin\Evergreen Bergvliet\ELV SHARED DOCS\nOTICES.CIRCULARS to Residents\2018\25. Emergency Evacuation Plan 1.docx

- SECTION 1 - Unit 56 to 63
- SECTION 2 - Unit 42 to 47, S2 to S5
- SECTION 3 - Unit 48 to 51, 64/65
- SECTION 4 - Unit 36 to 41



RESIDENT LIST

EMERGENCY EVACUATION PROCEDURE

UPDATED: 02-08-18

A: UNITS 1 - 9

Hse #	Name	Surname	
1	Paddy	Oberhofer	ASSISTANCE
		+CARER	
2	Brenda	Hill *	
3	David	Gretton	
	Inez	Gretton	
4	Ronnie	van Reenen	ASSISTANCE
	Toetie	van Reenen	
5	Ton	Weber	
	Anneke	Weber	
6	Sally	Kinross	
7	Patrick	Ball	ASSISTANCE
8	Michael	Uys	
	Jenni	Uys	
9	Ronald	Rickard	
	Eileen	Rickard	

B: UNITS 10 - 20

Hse #	Name	Surname	
10	Gillian	Cooper	
11	Ursula	Keanly	WHEELCHAIR
		+ CARER	
12	Colin	Levine	
	Elaine	Doyle	
13	Charles	Harrod *	
	Tertia	Harrod *	
14	John	Whitford	ASSISTANCE
	Yvonne	Whitford	
15	Herman	Poelmann	ASSISTANCE
	Willy	Poelmann	WHEELCHAIR
		+CARER	
16	Charlie	Momsen (Blind)	ASSISTANCE
17	VACANT		
18	Ian	McDonald	ASSISTANCE
	Alison	McDonald	ASSISTANCE
19	VACANT		
20	VACANT		

C: UNITS 21 - 26

Hse #	Name	Surname	
21	Heidi	Findeis	WHEELCHAIR
		+ CARER	
22	VACANT		
23	Anne	Jordan	
24	Theresa	Magnus	
		+CARER/DRIVER	ASSISTANCE
25	Trevor	Earl	
		+ CARER	ASSISTANCE
26	Michel	Wilse-Sansom	ASSISTANCE

D: UNITS 27 - 35

Hse #	Name	Surname	
27	Prof	Hughes	ASSISTANCE
28	Mrs	Hughes	ASSISTANCE
28	David	Lyall	
29	John	Blackman	ASSISTANCE
	Gillian	Blackman	ASSISTANCE
30	William	Kirkwood	
	Sheila	Kirkwood	
31	Dave	Orton	
	Jacky	Orton	
32	Jill	Dower	
33	Myrtle	Goss	ASSISTANCE
	Shirley	+ CARER	
34	John	Bester *	
	Amanda	Bester	
35	Joan	Misplon *	

Resident/Marshalls *

Zone EMERGENCY ASSEMBLY POINTS

A	Carport #6/7	Units 1 - 9
B	Pool Lawn	Units 10 - 20
C	Clubhouse Lawn	Units 21 - 26
D	Car Park	Units 27 - 35
E	Section 1	Units 56 - 63
	Section 2	Units 42 - 47 + 52 - 55
	Section 3	Units 48 - 51 + 64/65
	Section 4	Units 36 - 41
	TRIAGE AREA	

RESIDENT LIST

EMERGENCY EVACUATION PROCEDURE

E2: UNITS 42-47 + 52-55

Hse #	Name	Surname	
42	David	Walker *	
	Felicity	Walker *	
43	Lynne	Wilms	
44	Cedric	Reid	ASSISTANCE
	Karen	Visser	
45	Koos	Human	ASSISTANCE
	Trula	+ 2 CARERS	
46	Derek	Bond-Smith	ASSISTANCE
	Yolanda	Bond-Smith	
47	Hadyn	Jones	
	Nadia	Jones	
52	Paddy	Fordyce *	
53	VACANT		
54	Les	Lategan	
	Sylvia	Lategan	
55	Elda	Diana-Oliaro	ASSISTANCE/
	Carmen	Garizio	HEARING

E1: UNITS 56 - 63

Hse #	Name	Surname	
56	Dave	Phillips *	
	Julie	Phillips *	
57	Veronica	Lamson	ASSISTANCE
58	Vivienne	Docherty	
59	Colin	Osborne	ASSISTANCE
	Dawn	Osborne	WHEELCHAIR
60	Roger	Scheibe	
61	Jill	Newton	
62	Paddy	O'Connell	ASSISTANCE
	Elaine	O'Connell	ASSISTANCE
63	Mark	Dry	ASSISTANCE
	Margaret	Dry	

E4: UNITS 36 - 41

Hse #	Name	Surname	
36	Jo	Nixon	
	Geoff	Nixon	
37	Brenda	Stauch	
38	Lyn	Law *	
39	Marion	Thompson *	
40	Rosemary	Kynoch	ASSISTANCE
41	Donald	Campbell	ASSISTANCE

E3: UNITS 48-51 + 64/65

Hse #	Name	Surname
48	Charles	Foster *
49	Jean	van Rhyn *
50	Roy	Siegfried
	Rona	Siegfried
51	Anne	Lawton
64	Laubscher	Walters
	Christine	Walters
65	Ian	Barclay
	Jenny	Barclay

Resident/Marshalls *

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