

## Horizon/Outlook/Viewpoint Cabin Room Allocation Plan

The information below is important for emergencies; please fill in and hand to the Duty Worker upon arrival.

Group Name	
Group Leader Name	
Arrival Date	
Departure Date	
Cabin Name (delete as appropriate)	Horizon / Outlook / Viewpoint
Staff within Cabin	

Please list the names of those staying in each room below:

Room 1

- 1.
- 2.

Room 3

- 1.
- 2.
- 3.
- 4.
- \*

Room 5

- 1.
- 2.
- 3.
- 4.
- \*

Room 2

- 1.
- 2.
- 3.
- 4.
- \*

Room 4

- 1.
- 2.
- 3.
- 4.
- \*

Room 6

- 1.
- 2.

Please state the total number of people in the cabin overnight:

I have read and understood the fire alarm evacuation procedure.

Name:

Signed:

NB – Any room marked with a \* has an option of an additional Z-Bed for use if required. The best room to use the Z-Bed in is room 5 due to the room layout.