



# HOTEL SECURITY AND EVENT PLANNING GUIDE

## Hotel Contact Information

Hotel Name:	Hyatt Regency Portland at the Oregon Convention Center	General Manager:	Brian Lang
Hotel Street Address:	375 NE Holladay St	Telephone Number:	971-754-6200
Hotel City / Country:	Portland, Oregon 97232	Director of Operations:	Brad Gillespie
Hotel Main Telephone Number:	971-222-1234	Telephone Number:	971-754-6216
Hotel Fax Number:	971-754-6242	Security Manager:	John Escobar
Hotel E-mail Address:	N/A	Telephone Number:	971-754-6170

## Property Description Information

Located in the city’s Lloyd District, Hyatt Regency Portland at the Oregon Convention Center anchors Portland’s convention package. Located near the MODA Center and several transportation centers providing visitors with quick access to downtown Portland, the central eastside and the airport.

## Facility Attributes

Total number of floors in main building: 15	Total number of guest rooms for property: 600
Number of floors above ground: 15	Number of floors below ground: 1
Number of stairways in main building suitable for use in an emergency: 4	
Hotel has an emergency generator to support basic infrastructure (lighting, lifts, etc.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

## Local Emergency Contact Information

Law Enforcement		Fire Brigade	
Authority Name:	Portland Police Bureau	Authority Name:	Port Fire & Rescue Station 1
Authority Address:	1111 SW 2nd Ave, Portland, Oregon	Authority Address:	55 SW Ash St., Portland, Oregon
Authority Tele #:	503-823-3333	Authority Tele #:	503-823-3700
Approximate Distance to Hotel and Travel Time:	2 Miles / 7 Minutes	Approximate Distance to Hotel and Travel Time:	1 Mile / 4 Minutes
Ambulance Service		Hospital (s)	
Service Name:	AMR / American Medical Response	Name(s):	Legacy Emanuel Hospital
Service Address:	1 SE 2nd Ave, Portland, Oregon	Address(s):	2801 N. Gantenbein Ave, Portland, Oregon
Service Tele #:	503-239-0389	Telephone #(s):	503-413-2220
Approximate Distance to Hotel :	1 Mile	Approximate Distance From Hotel and Travel Time:	1.6 Miles / 7 Minutes
Response Time:	7 Minutes	Capability of nearest hospital (e.g. a burn unit, helipad, ER, etc.)	Helipad

## Fire, Life Safety and Security Considerations

Fire Systems			
<input checked="" type="checkbox"/>	The hotel has a fire emergency plan (which includes evacuation assembly areas) that may be reviewed at the office of the General Manager.	<input checked="" type="checkbox"/>	Corridors have no dead end more than 10 meters from evacuation stairway. (A dead end is an area where escape in an emergency is only possible in one direction).
Heat detectors are located in:		<input checked="" type="checkbox"/>	Maintenance/Inspection records for fire system and fire equipment are available for review at the office of the hotel Director of Engineering.
<input checked="" type="checkbox"/>	Boiler Room	<input checked="" type="checkbox"/>	Corridors and stairways are fitted with emergency lighting units.
<input checked="" type="checkbox"/>	Kitchen areas	<input checked="" type="checkbox"/>	Public Areas, corridors and stairways contain signs indicating evacuation routes.
The Hotel has Smoke Detectors:		<input checked="" type="checkbox"/>	Exit doors are unobstructed and final Exit doors are unobstructed externally.
	In Guest Rooms	<input checked="" type="checkbox"/>	Emergency stairways have self-closing fire resistant doors.
<input checked="" type="checkbox"/>	In public areas	<input checked="" type="checkbox"/>	Emergency stairways are fitted with handrails and kept clear of obstructions.

The Hotel has Sprinklers:		<input checked="" type="checkbox"/>	Emergency stairways discharge to outside of building (open air).
<input checked="" type="checkbox"/>	In Guest Rooms	<input checked="" type="checkbox"/>	Emergency exit doors are fitted with locks that enable immediate release and opening.
<input checked="" type="checkbox"/>	In Public Areas	<input checked="" type="checkbox"/>	The Hotel has systems and procedures to enunciate an alarm in the case of a fire or other emergency.
<input checked="" type="checkbox"/>	The fire alarm system has a PA (public address) functionality to enable emergency announcements.	<input checked="" type="checkbox"/>	The Hotel fire alarm system is tested on a regular basis.
<input checked="" type="checkbox"/>	Emergency lighting and fire extinguishers comply with local fire code and are regularly inspected.	<input checked="" type="checkbox"/>	The Hotel has fire extinguishers on guest floors, in public areas, and in key BOH areas.

### Health and Life Safety

<input checked="" type="checkbox"/>	Upon request, a private licensed physician or medical care provider can be summoned to the hotel.	<input checked="" type="checkbox"/>	Hotel staff has received basic first aid and CPR training.
<input checked="" type="checkbox"/>	The Hotel conducts regular hygiene inspections.	<input checked="" type="checkbox"/>	Hotel has first aid kits for emergencies.
<input checked="" type="checkbox"/>	Upon request, a private licensed Physician or medical care provider can be summoned to the hotel.	<input checked="" type="checkbox"/>	Hotel has mass casualty medical trauma kits for emergencies.
<input checked="" type="checkbox"/>	Hotel has AED equipment on premises.	<input checked="" type="checkbox"/>	Are eye wash stations near chemical distribution areas?

### Guest Room Security / General Safety

Guest Rooms have:		<input checked="" type="checkbox"/>	Guest Room connecting room doors have a deadbolt lock.
<input checked="" type="checkbox"/>	Deadbolt Locks	<input checked="" type="checkbox"/>	Guest Rooms are fitted with a convenience safe.
<input checked="" type="checkbox"/>	Door Chain or Wishbone Latch		Guest Room appliances have instructions for use in English.
<input checked="" type="checkbox"/>	Door Closure Mechanism	<input checked="" type="checkbox"/>	Guest Room has a compendium which contains guidance for guests to follow in case of Fire and other emergencies.
<input checked="" type="checkbox"/>	View Ports Only	<input checked="" type="checkbox"/>	Guest rooms have Safety Exit maps on back of door.
	Guest Rooms with balconies have internal locking devices to deter forced entry.	<input checked="" type="checkbox"/>	Height of the balcony is 1.1 m (42- inch equivalent) or higher (e.g., from the floor to the top of the balcony).
	Guest rooms have no gas-operated appliances or water heater.	<input checked="" type="checkbox"/>	Balcony railings have gaps no wider than 10cm (4in).

### Hotel Elevators/Lifts

	Hotel elevators have following notices displayed outside the lift on each floor:  DO NOT USE IN CASE OF FIRE NO SMOKING (in the lift) NO UNACCOMPANIED CHILDREN		The number of elevators/lifts is: <u>  11  </u>  (operating certificates are available and may be reviewed at the office of the hotel General Manager)
<input checked="" type="checkbox"/>	Hotel elevators/lifts have an emergency alarm and communication system.	<input checked="" type="checkbox"/>	Hotel elevators are fitted with keycard control to prevent direct access to the guest floors from public areas.
	Hotel elevators are fitted with CCTV cameras.	<input checked="" type="checkbox"/>	Hotel elevator landings are fitted with CCTV cameras.

## Security Systems and Equipment

<input checked="" type="checkbox"/>	The hotel has emergency response protocols and procedures for natural disasters and other security contingencies, and for safety-related incidents that may be reviewed at the office of the General Manager.		<b>Swimming Pool and Fitness Center</b>
<input checked="" type="checkbox"/>	The Hotel has on-site security staff 24 hours per day.		Pool water is checked as per local regulations for ph and chlorine.
<input checked="" type="checkbox"/>	Hotel has a Security Awareness training program for staff.		Pool has clearly designated depth markings visible from within the pool and around it.
<input checked="" type="checkbox"/>	Hotel staff has undertaken training in Human Trafficking Awareness.		Buoyancy aids are provided at the pool side.
<input checked="" type="checkbox"/>	Hotel staff has received training in accident and medical incident response.		Pool surround area has non-slip surface.
<input checked="" type="checkbox"/>	All hotel staff receives training in actions to be taken in the event of a fire and other emergencies.		Pool has general “pool regulations” notice board and signage that advises whether or not there is a lifeguard on duty during operating hours.
<input checked="" type="checkbox"/>	Key staff receives first aid and CPR training.	<input checked="" type="checkbox"/>	Fitness Center has controlled access and alarm system to summon emergency assistance.
<input checked="" type="checkbox"/>	Hotel security staff receive in-house orientation and job-specific training.		<b>Nightclubs and Conference Rooms</b>
<input checked="" type="checkbox"/>	Hotel security staff receives training in control and restraint techniques.		Hotel has discotheque or nightclub on premises
<input checked="" type="checkbox"/>	Hotel is periodically reviewed by the brand’s Corporate Security department.		Hotel has separate access controls/procedures for the discotheque/nightclub.
		<input checked="" type="checkbox"/>	Hotel is able to secure conference and function rooms to provide “client-only” access.
		<input checked="" type="checkbox"/>	Does the hotel provide training to prevent the overserving of alcohol?

## Reporting Security or Safety Incidents

The security and safety of guests and staff is a top priority for the Hotel. If a health, safety, or security situation arises that should be brought to the Hotel's attention, please observe the following reporting protocol:

EXAMPLE (to be defined specifically for the property) If the situation is an emergency --- dial "55" from any Hotel phone and immediately report it. If the matter is NOT an emergency, dial "4240" from any Hotel phone, ask to speak to the Manager on Duty, and report the matter accordingly.

## For Further Assistance

As you can appreciate, to avoid compromising Hotel Security and Safety Systems, there are limits on what the Hotel may disclose such as; information concerning security camera or alarm system plans, or routinely provided information upon demand such as; copies of security plans or procedures, staffing information, training information, etc. These limitations are in the interest of protecting guests and associates. We recognize however, that you may wish to further discuss security or safety matters.

If so, you are welcome to contact one of the following individuals:

John Escobar  
Security Director  
Hyatt Regency Portland at the Oregon Convention Center  
375 NE Holladay St  
Portland, Oregon 97232  
T: 971-754-6170  
E-mail: john.escobar@hyatt.com

Brian Lang  
General Manager  
Hyatt Regency Portland at the Oregon Convention Center  
375 NE Holladay St  
Portland, Oregon 97232  
T: 971-754-6200  
E-mail: brian.lang@hyatt.com

Corporate Risk & Security  
Hyatt Hotels  
71 South Wacker Drive  
Chicago, IL 60606 USA  
E-mail: risk.management@hyatt.com