



SHERATON

Phoenix Downtown

## EMERGENCY EVACUATION & FIRE PREVENTION PLAN



# EMERGENCY PLAN

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## INTRODUCTION

The Sheraton Phoenix Downtown is committed to bringing you a quality and memorable experience. We take your safety and security very seriously and want to provide you this document to communicate that we are prepared to handle emergency situations as well as give you guidance on what to do during an emergency.

We want you to understand that this document and information contained herein can be a valuable part of your safety and security and evacuation procedures. This document should be read carefully.

An evacuation is the joint responsibility of the Hotel and you as a client/guest. While the Hotel will follow internal emergency procedures, it is imperative that you as the client/ guest evacuate the building along with your attendees in a safe manner and by using the nearest stairwell.

The Sheraton Phoenix Downtown has an Emergency and Crisis team to deal with any emergency that can arise. The Emergency Response Team (ERT) consists of Loss Prevention, Engineering and the Manager on Duty (MOD). The Crisis team consists of the General Manager, Director of Loss Prevention and key Hotel Executive Committee Directors.

If you have any questions after reviewing this document, please refer to your Sales Manager.

Thank you for your cooperation.

## FIRE ALARM PROCEDURES

If you see or smell smoke or fire, please evacuate the building by using the nearest stairwell. If safe to do so use the hotel's house phone and report the incident to the operator.

- ✓ Give the operator your name and the location of the incident.
- ✓ If you have a cell phone you may contact 911 directly or contact Loss Prevention by dialing (602) 817-5388.
- ✓ Proceed to evacuate the building using the nearest stairwell.
- ✓ Never use elevators during an evacuation.

If it is safe to do so and you are trained with proper usage of a fire extinguisher, proceed to combat the fire.

## FIRE EXTINGUISHER INSTRUCTIONS

Remember the word **PASS** which stands for:

**P**.....**PULL** safety pin from the handle

**A**.....**AIM** at the base of the fire

**S**.....**SQUEEZE** the trigger handle

**S**.....**SWEEP** from side to side over the fire

## EVACUATION PROCEDURES

- ✓ Upon hearing the alarm, comply with the Public Address System announcements and evacuate the building using the nearest exit. **DO NOT** use elevators. Take the exit to the ground level. Some exits lead you directly outside of the building (See page #12).
- ✓ Assemble at the designated assembly area located on the north east side of 3<sup>rd</sup> street adjacent to the AMC Theater (See below).



- ✓ **DO NOT** use elevators during an evacuation. Elevators will be recalled to the ground level.
- ✓ The Hotel and the Hotel's Emergency Response Team (ERT) will follow internal emergency procedures to ensure that everyone has evacuated the area.

## HELPFUL EVACUATION INFORMATION

It is imperative to always remain calm during an evacuation and locate the nearest exit to evacuate in a safe and orderly fashion. Please keep the following in mind:

1. If an evacuation is required, the Hotel's public address system will announce the evacuation. Everyone will be required to evacuate and meet at the assembly area (See page 5). Please note that government agencies such as Police or Fire department personnel may direct you to another location once you exit the building.
2. Under no circumstances will the hotel allow anyone to re-enter once they have evacuated the building. For everyone's safety the Hotel will cease all Valet operations until government agencies give clearance.
3. If an evacuation requires you to open a door make sure that you feel the door with the back of your hand prior to opening it. If the door is hot to the touch **DO NOT** open. Find another route to evacuate the building.
4. While evacuating only use stairwells, it is imperative to stay to the right side of the stairwell this will enable the responding Emergency Response Personnel such as the Fire & Police to enter the stairwell with limited obstruction.
5. If there are any mobility impaired guests or attendees, it is imperative to provide this information to the Hotel Operator along with the location. This information will be directed to the Hotel's Emergency Response Team (ERT) and the responding Emergency government agencies.

## FIRE PREVENTION TIPS

1. The Sheraton Phoenix Downtown is a smoke-free Hotel. Smoking is only permitted in the exterior of the building. Arizona law requires a fifteen feet clearance from any entrance.
2. The Executive Meeting Specialist or Meeting & Event Manager can assist you with solutions on your electrical needs. Only approved UL grounded extension cords are recommended for use. No lamp extension cords or multi-jacks should be used. Never place extension cords in walking paths.
3. At the end of the day please make sure to turn off any equipment not in use to avoid overheating.
4. Always use caution when setting up computers and copiers and make sure proper ventilation is used for this type of equipment.
5. Report any hazardous conditions immediately to your Executive Meeting Specialist or Meeting & Event Manager.
6. Do not block corridors or stairwells and never prop stairwell doors open. This is against Arizona Fire Code and can also be a life safety risk during an evacuation.
7. Please be sure to communicate to the load in/out companies you may be using that all fire exits, stairwells, doorways, hallways and elevator landings must be free of any obstruction. If any obstruction is found corrective action must be taken immediately.
8. Trash and Refuse are fire hazards and must be disposed of quickly when detected, especially when located in areas where temperature are high or near electrical conduits.

## MEDICAL EMERGENCY

In case of a medical emergency please go to the nearest in-house phone and contact the Hotel Operator. The Operator will dispatch Loss Prevention to the location.

- ✓ Go to the nearest house phone and report the issue to the Hotel Operator.
- ✓ Security will contact 911 immediately and provide the Paramedics/Fire Department with an escort upon their arrival.
- ✓ Stay with the affected party until the Hotel's Emergency Response Team (ERT) arrives on the scene.

If the affected party is transported to the Hospital, please refer to page # 10 of this document for information on hospitals.

The Sheraton Phoenix Downtown's Emergency Response Team is trained in AED/CPR and will respond to all emergencies. All Loss Prevention Officers are certified in administering the Automatic External Defibrillator (AED) and CPR.



## EMERGENCY TELEPHONE NUMBERS

### SHERATON PHOENIX DOWNTOWN

HOTEL MAIN	(602) 262-2500
SECURITY	(602) 817-5388
DIRECTOR OF SECURITY	(602) 817-5387

### EMERGENCY SERVICES

EMERGENCY SERVICES	911
POLICE NON-EMERGENCY	(602) 262-6151
FIRE DEPARTMENT	911
FIRE NON EMERGENCY	(602) 495-5555
BOMB THREAT	911
MEDICAL EMERGENCY	911

### HOSPITALS

BANNER UNIVERSITY MEDICAL CENTER	(602) 239-2222
BANNER NON-EMERGENCY	(602) 239-2000
MARICOPA MEDICAL CENTER	(602) 344-5411
ST. JOSEPH'S HOSPITAL	(602) 406-3311
PHOENIX MEMORIAL HOSPITAL	(602) 824-3220
ST. LUKE'S MEDICAL CENTER	(602) 251-8100

## HOSPITAL ADDRESSES AND DISTANCE

### **BANNER UNIVERSITY MEDICAL CENTER**

1.14 miles away

1111 E McDowell Rd, Phoenix, AZ 85006

### **MARICOPA MEDICAL CENTER**

2.60 miles away

2601 E Roosevelt St #7, Phoenix, AZ 85008

### **ST. JOSEPH'S HOSPITAL & MEDICAL CENTER**

1.98 miles away

350 W Thomas Rd, Phoenix, AZ 85013

### **PHOENIX MEMORIAL HOSPITAL**

1.3 miles away

1201 S 7th Ave, Phoenix, AZ 85007

### **ST. LUKE'S MEDICAL CENTER**

1.56 miles away

1800 E Van Buren St, Phoenix, AZ 85006

## AREA PHARMACY DRUG STORES

### **CVS PHARMACY**

0.7 miles away

50 W. Jefferson St, Phoenix, AZ 85004

(602) 296-7611

1 mile away

1525 N. Central Ave, Phoenix, AZ 85004

(602) 256-2124

### **WALGREENS PHARMACY**

1 mile away

705 E McDowell Rd, Phoenix, AZ 85004

(602) 258-4865

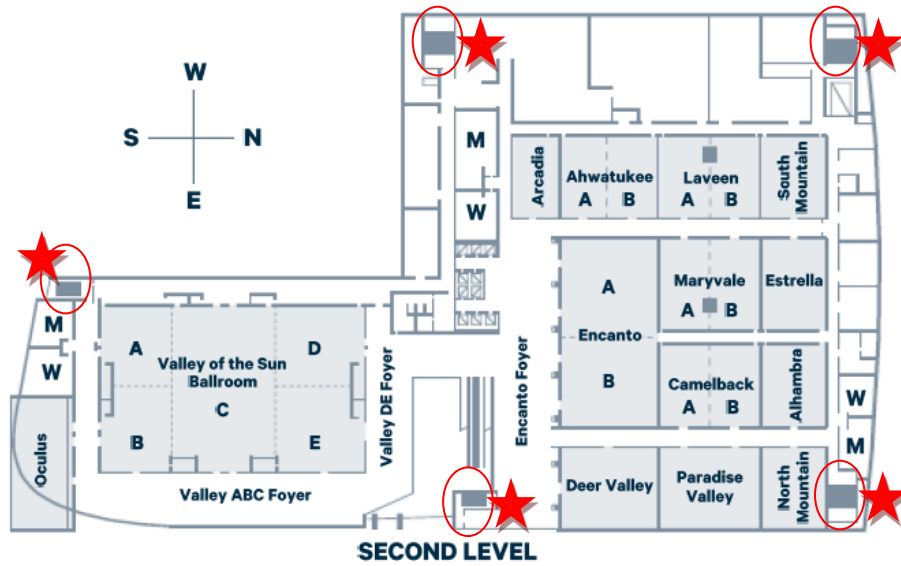
### **WALGREENS (24 HOUR)**

3 miles away

1525 N Central Ave, Phoenix, AZ 85003

(602) 843-2305

# MEETING ROOMS



 = STAIRWELLS