



## ONSITE EMERGENCY PROCEDURES

### *Hyatt Regency Phoenix*

---

#### **Emergency Procedures**

- Medical Emergency
- Local Hospital
- Security Assistance
- Fire
- Power Failure
- Onsite Losses

In the event any of the following emergencies arise, the appropriate steps are to be taken as indicated:

#### **Medical Emergency**

Action: Pick up any house phone and dial (66) the hotel operator will call 9-1-1 and dispatch Security).

Procedure: Let the operator know where you are in the hotel and give as much information as possible about the situation. The Security staff will be the first to respond, followed by the EMT. Hotel security staff is trained for first response medical assist and support).

#### **Local Hospital**

Should there be the need to direct an attendee or staff member to a hospital for care, there are several hospitals near the hotel.

For driving direction to the hospital of their choice our security staff will provide them with a driving map. Driving time is approximately 5 minutes.

#### **Security Assistance**

Action: Pick up any house phone and dial (66) the hotel operator will dispatch Security and or 911

Procedure: Security is staffed 24-7

#### **Fire**

Action: An audible alarm will sound.

Procedure: Follow the audible instructions and or evacuation map located on the inside of each room. Security and engineering are on site 24-7 and will be the first responders followed by Phoenix fire department.

#### **Onsite Losses**

Action: Call 60 guest request

Procedure: All lost and found items turned into security are tagged and logged electronically. If the item is not claimed it will only be held for 30 days of.