

SAFETY AND SECURITY BROCHURE

GRAND | HYATT



GRAND HYATT WASHINGTON

1000 H St NW, Washington, DC 20001

The Grand Hyatt Washington has a full-time safety and security staff, 24 hours a day, seven days a week, and 365 days a year.

All Safety and Security staff members are trained in First Aid/CPR/AED and Emergency Response Procedures.

If you have any security questions or concerns, please feel free to stop and speak with the staff throughout the property.

If the situation is an emergency - dial 55 from any hotel phone and immediately report it. You may also reach our Emergency Center by dialing 202-637-4751 from any telephone.

TRAVELER SAFETY TIPS

- Do not answer the door in a hotel room without verifying who it is first. If a person claims to be an employee, call the Front Desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
- When returning to your hotel late in the evening, use the main entrance of the hotel. Be attentive to your surroundings and look around before entering the parking garage.
- Close the door securely whenever you are in your room and use all of the locking mechanisms provided.
- Do not display guest room keys, or announce your guest room number in areas where this information may be easily compromised, including but not limited to, placing them on restaurant tables or any other area of the hotel.
- Do not draw attention to yourself by displaying large amounts of cash or expensive jewelry.
- Do not invite strangers to your room.
- Place all valuables in the hotel safe-deposit box located inside of your guest room.
- Do not leave valuables in your vehicle.
- Check to ensure any connecting doors are securely locked.
- If you see any suspicious activity, please report your observations to management.

GOOD SENSE RULE

Welcome to the Grand Hyatt Washington Hotel in our Nation's Capital. Our mission is to deliver exceptional security service and to ensure that we exceed your expectations. We are very proud of our long-standing reputation for security service. We are pleased to have you as our guest and hope you have a pleasant stay. Please ensure that your attendees are conscience of their valuables during their stay. Ensure that you discuss laptop, computer and personal belonging control. We encourage you to inform your attendees not to leave anything unattended in public and/or unsecured areas.

SECURITY FOR YOUR FUNCTION

- If you need additional security for your function, you may hire the hotel's available Safety and Security Officers or you may outsource to the security company of your choice. Please note that Washington DC requires that all security officers be licensed. If an outside security is hired, please adhere to the following requirements:
- Copy of the agency's current license to do business in Washington DC.
- Certificate of Insurance covering worker's compensation for parties working on behalf of the agencies and all employees and agents working for not less than one million dollars (\$1,000,000) each accident.
- Comprehensive general liability insurance not less than five million dollars (\$5,000,000) each occurrence.
- A copy of current certificate of insurance naming Grand Hyatt Washington Hotel as additional insured.
- All outside security personnel must sign in at Safety and Security Office before taking his/her post.
- The Director of Safety and Security should meet with the Agency's Supervisor within the week of the program to ensure your agency is familiar with the program and the contract security is knowledgeable of the hotel layout.
- Contract security must assign a supervisor if two officers are working a shift. Hotel Security does not cover for breaks. You are prohibited from leaving your shift unless approved by the group contact person.
- Weapons are not permitted on the property.
- Only uniform law enforcement officers are allow to carry weapons on the property.

SAFETY AND SECURITY QUESTIONS CONCERS

Shaheen Ahmadjan
Director of Safety and Security
Phone # 202 345-1136

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WASHINGTON DC EMERGENCY SERVICES

Name of Facility	Location and address
Local Police	911
Emergency Number	Second District Station 3320 Idaho Avenue, NW Washington, DC 20016 Phone: (202) 715-7300
George Washington University Hospital	Washington D.C. 20007 Emergency Room: Phone: (202-715-4000)
Med star Georgetown University Hospital	3800 Reservoir Rd NW, Washington, DC 2007 Phone : (202) 444-2000
Howard University Hospital	2041 Georgia Ave NW Washington, DC 20060 Phone : (202) 865-6100
Sibley Memorial Hospital	5255 Loughborough Rd NW Washington, DC 20016 Phone: (202) 537-4000
Closest emergency Medical Clinic	815 Connecticut Ave NW, Washington, DC 20006
Farragut Medical and Travel Care	Phone:(202) 775-8500
Closest Walgreen Pharmacy	801 7th St NW, Washington Phone: (202) 789-5345
Closest CVS Pharmacy	1101 New York Ave NW, Washington Phone: (202) 962-0038 Open 24 hours
Closest DC COVID Testing Location	Same Day Testing 3237 M Street NW, Washington DC 2007 Phone:310-697-8126 Book an Apt online: app.samedayhealth.com/dc open daily 8AM-6PM Testing including: Rapid Test, PCR, Rapid Antigen

EMERGENCY PROCEDURES

- 🔒 **In the event it becomes necessary to evacuate the hotel:**
- ➡ **Notification:** There will be a public address announcement that states the building emergency (e.g. fire condition or explosion) that will tell you what to do. Listen carefully.
- ➡ **What to Do:** Follow the instructions of hotel staff and proceed to the nearest emergency exit/stairwell. Follow the evacuation route out of the building to a designated assembly area.
- ➡ **Where to Go:** At the assembly area, please inform a hotel staff member of your room number and whether or not you require any medical attention.
- ➡ **How You Can Help:** Assist injured persons to receive medical attention. Help account for persons with whom you are traveling. Stay calm and await further guidance.
- 🔒 **In the event it becomes necessary to Shelter In-Place within the hotel:**
- ➡ **Notification:** There will be a public address announcement that states the building emergency (e.g. Imminent Tornado or Active Shooter) that will tell you what to do. Listen carefully.
- ➡ **What to Do:** If you are in your room, stay there. Shelter inside the bathroom.
- 🔒 **If you are in a public area, follow the instructions of hotel staff and proceed to the nearest emergency refuge area.**
- ➡ **Where to Go:** Once in a refuge area, secure it. Await further instructions from hotel staff or responding law enforcement/emergency services. Inform someone if you require any medical attention.
- ➡ **How You Can Help:** Assist injured persons to receive medical attention. Help others to stay sheltered until assistance arrives. Stay calm and await further guidance.

HOTEL FIRE SAFETY TIPS FOR GUESTS

- ➡ Familiarize yourself with the nearest emergency exits.
- ➡ Check the floor plan on the back of your door.
- ➡ Explore the hallway and count the doors to the closet exit.
- ➡ When you go to sleep, leave the room key by your bed where you can find it easily.
- ➡ If the fire alarm goes off, test the door with the back of your hand to see if it is hot. If the door is hot, do not open it. If the door is not hot, open it cautiously.
- ➡ If there is visibility near the floor, move to the nearest exit
- ➡ Do not take your personnel items or attempt to pack your things.
- ➡ If the exit is blocked by smoke or fire, return to your room, seal the door with wet towels, and fill the bathtub with water.
- ➡ If you are caught in a room or office, phone the hotel operator to inform them of your location.
- ➡ Do not try to use the elevators to evacuate!

EVACUATION LOCATIONS

Primary Assembly Location	11- H Street - across from Starbucks
Secondary Assembly Location (inclement weather)	Marriott Metro Center. 775 12th St NW, Washington, DC 20005 (202) 737-2200
Extended Time Assembly Location	Hyatt Regency Washington on Capitol Hill 400 New Jersey Ave NW, Washington, DC 20001 · (202) 737-1234