

**Date:** January 9, 2017

## **Safety and Security Arrangements and Organization**

### **Emergency Procedures and Incident Control**

- This hotel has an Emergency Procedures Manual, which covers a wide variety of crisis situations. These procedures cover such items as chemical spillage, guest illness, food contamination, bomb threats, etc.
- The hotel's Executive Committee reviews these procedures semi-annually.

### **Emergency Power**

- This hotel has an emergency generator for designated lighting and power to key systems and equipment.

### **Guest Room Security**

- Electronic locks
- Secondary locking device for entry and connecting doors
- Entry door viewer
- Self closing entry door
- In room safes or central safety deposit boxes provided

### **Fire Protection**

- The hotel complies with the requirements of local fire safety enforcement laws.
- The fire alarm system includes automatic detection and audible alarms.
- Fire Drills are conducted at least semi-annually involving all team members.
- Team members trained in fire evacuation procedures are on duty 24/7.
- Checklists relating to fire alarm system, fire detection, emergency lighting and portable firefighting equipment are completed and recorded.

### **First Aid/CPR**

- The hotel has qualified first aiders/CPR trained personnel on duty 24/7.

### **Security**

- Security cameras are provided in certain public areas as a deterrent to crime.

### **Engineering Safety Inspections**

- Periodic inspections/maintenance on specific items of equipment.

### **Water Hygiene**

- Water hygiene assessments and regular sampling are carried out.
- A system of water temperature monitoring and showerhead cleaning is in place.

### **Electrical Safety**

- Periodic electrical inspections are carried out.

### **Gas Safety**

- Gas Equipment (such as boilers) are periodically maintained/serviced.

### **Contractors**

- Signing in and I.D. procedures exist for visiting contractors.
- Permits to work are used for high risk work tasks, identified as Hot Works, Roof Works, and Electrical Works.

### **Food Safety**

- This hotel follows the principles of HACCP Guidelines in line with local and national food hygiene regulations and receives periodic inspections from local authority officials.

## **Human Resources / Team Members**

- Drug Free Workplace policy is in place.
- Workplace Violence policy and related training is in place.

## **Workplace Safety/ Inspections and Support**

- Safety and security training within the hotel is carried out as part of the new hire induction program and periodic departmental training.
- Team members are encouraged to raise suggestions for improvements or safety concerns with their elected representative or line manager.
- Team members recognize the importance of working in a safe manner as identified through the new hire induction program and periodic departmental training.
- This hotel arranges for periodic internal inspections to ensure hazards are identified and removed or control measures implemented. Such periodic inspections are also undertaken to support safety and general welfare conditions. The aim is to confirm compliance with local and national legislation within the country of operation.

## **Accident Reporting**

- Accidents that have the potential to cause injury or accidents causing injury or property damage are reported to management.

## **Control of Hazardous Substances**

- The supply and use of substances in the hotel is controlled as is the provision of personal protective equipment.

## **Supervision of Health Club**

- For hotels with Health Clubs, this issue is recognized and clear signage outlines the hotel's specific safety procedures.

## **Pest Control**

- Hotel management and our guests take the issue of pest control, including bedbugs, very seriously and share a concern with keeping pests out of the hotel. The safety and comfort of our guests are our top priority. To that end, our hotel maintains high levels of vigilance, and we perform regularly scheduled inspections.
- Since bedbugs can be easily transmitted anywhere and are often lodged in luggage or on clothing, the hotel employs a thorough detection program based on training, education and awareness.
- In the unlikely and unusual event the hotel or a guest suspects a problem, the area in question is isolated to determine whether a problem exists and, if warranted, the guest is relocated and the situation is immediately remedied. In the unlikely and unusual event the hotel or a guest suspects a problem, the guest is relocated, the area in question is isolated to determine whether a problem exists and, if warranted, the situation is immediately remedied.
- Our hotel has retained the services of a licensed, reputable Pest Control Company that is readily available to dispatch trained professionals to perform appropriate inspections and treatments (if warranted) of affected areas.

## **Hotel Specific Information**

- Guest fire evacuation notice displayed in bedroom .
- Number of recognized fire exits/stairs – 2 for guest floors and 22 for event floors (4<sup>th</sup> floor to lobby).
- The sound of the fire alarm is – whoop.
- Pull Station/Break Glass call points are clearly identified throughout the hotel and are operated by Security/Simplex .
- The hotel's main fire Assembly Point is located at Fisher Park.
- Number of bedroom floors: 40
- Number of bedrooms: 2059
- Children's Club(s) is not available.
- Number of Swimming Pools: N/A
- A separate procedure for assisting identified disabled guests in the event of emergency evacuation is in place.
- Location of local hospital(s) – St Lukes Roosevelt 59<sup>th</sup> st and 10<sup>th</sup> Ave], approx. 1/2 mile away from hotel.
- Location of nearest fire station – 48<sup>th</sup> and 8<sup>th</sup> Ave, approx. 1/4 mile away from hotel.
- Location of nearest police station – 306 West 54th Street, New York, NY, 10019-5102 (212) 767- 8400], approx. 1/4 mile away from hotel.
- For 24 hour Security, call Extension 5747.
- For internal emergency contact number, call Extension 6666 or 7777.
- For further hotel information, please visit [www.hilton.com](http://www.hilton.com)



New York Hilton-Midtown

## FIRE EMERGENCY PROCEDURES

### I. GENERAL PROCEDURES FOR ALL GUESTS AND TEAM MEMBERS

#### A. WHEN YOU DISCOVER FIRE OR SMOKE, DO THE FOLLOWING:

- ◆ STAY CALM
- ◆ Pull the nearest fire alarm pull station (located at every fire exit), Exit via nearest stairwell.
- ◆ Listen for emergency announcements over the public address system.
- ◆ Evacuate the building to the nearest stairwell when directed via Public Address system, FSD/Fire Brigade, or Fire Department. DO NOT TAKE ELEVATORS.
- ◆ Reassemble at the Evacuation location.

#### B. WHEN YOU SMELL SOMETHING BURNING DO THE FOLLOWING:

- ◆ STAY CALM
- ◆ Find the nearest phone and dial “7777 or 66” or the hotel emergency hotline 0 (zero) for the operator
- ◆ Tell the operator who you are, where you are and what is the emergency
- ◆ Listen for announcements over the public address system

#### C. WHEN YOU HEAR THE FIRE ALARM SOUND DO THE FOLLOWING:

- ◆ STAY CALM
- ◆ Stop what you are doing and listen for instructions over the public address system.
- ◆ If ordered to evacuate, leave the floor taking the nearest stairwell of the stairwell identified in the public address announcement. DO NOT TAKE ELEVATORS. Report to your department supervisor at the evacuation location.
- ◆ Re-enter the area when the “ALL CLEAR” announcement is given.

## EVACUATION PLAN

### I. INTRODUCTION

It is important that Guests and Team Members are familiar with evacuation procedures for their immediate area.

### GENERAL PROCEDURES

- During an emergency and prior to the arrival of Police or Fire Department, the decision to evacuate the entire hotel, part of the hotel, or not to evacuate will be made by the FSD(Fire Safety Director and /or General Manager or the senior manager on duty.
- If there is a threat of injury or fatality, evacuation must be initiated immediately.
- Security will make the evacuation announcement at the fire command station via the Public Address system.
- Remind all to STAY CALM, and NEVER USE THE ELEVATORS.
- Close all windows and doors when leaving your area.

## EVACUATION ROUTES

There can be no pre-planned evacuation program that will foresee all emergencies, as each situation will be different. Routes of suggested evacuation may not be available in every situation. During an evacuation be flexible and have alternate routes planned. The following exits should guide you in an evacuation situation:

### FLOORS 5 THROUGH 46

Each guest room floor (5-46) has two (02) stairwells.

WEST STAIRWELL- NEAR ROOM 31 STAIRWAY A

***Terminates at the street Level on 54<sup>th</sup> Street next to the loading dock.***

EAST STAIRWELL- NEAR ROOM 15 STAIRWAY B  
*Terminates at Street Level in the Lobby near escalators.*

THE FOLLOWING IS THE LOCATION OF EXIT STAIRS FROM FLOORS 4-2<sup>nd</sup>  
 BASEMENT:

FIRE STAIR LOCATION

FROM	TO
A -West Stairway 46 Floor (ROOF)	54 Street By Employees' Entrance
B- East Stairway 46 Floor (ROOF)	54 Street Lobby Eastside by Bridges
C- 4 Floor Grand Ballroom	53 Street Exit Doors (WEST)
D- 4 Floor Grand Ballroom Balcony	53 Street Exit Doors (WEST)
E- 4 Floor Grand Ballroom Balcony	53 Street Exit Doors (WEST)
F- 4 Floor Grand Ballroom Balcony	53 Street Exit Doors (WEST)
G- 4 Floor Grand Ballroom Balcony	53 Street Exit Doors (WEST)
F- 4 Floor Grand Ballroom Balcony	53 Street Exit Doors (WEST)
I- 4 Floor Center	Lobby (WEST)
J- 5 Floor Roof	Lobby (CENTER)
K- 4 Floor Grand Ballroom Balcony (EAST)	53 Street Lobby (BETWEEN RESTAURANTS)
L- 4 Floor Night Cleaners Store Room	TO
M- Back of Mercury Ballroom (3 FLOOR)	53 Street Lobby (BEHIND FRONT DESK)
N- Trianon Pantry (3 FLOOR)	53 Street Lobby (EAST)
O- Outside Petit Trianon	53 Street Lobby (EAST)
P- Administrative Office	54 Street Lobby (EASTSIDE)
Q- Concourse Corridor	54 Street Lobby ( BY ESCALATORS)
R- Engineer's Office (1 <sup>st</sup> BASEMENT)	Lobby (BY BELL CAPTAIN DESK)
S- Housekeeping (1 <sup>st</sup> BASEMENT)	Lobby (53 <sup>rd</sup> & 6 <sup>th</sup> AVE)
T- Employees' Cafeteria (INTERIOR)	54 Street Lobby (NORTHEAST)
U- Employees' Cafeteria	Lobby (BY SECURITY OFFICE)
V- Employees' Locker Room	Lobby 53 <sup>rd</sup> Street (WESTSIDE)
W- 3 Floor Grand Ballroom (WEST FOYER)	54 Street (EMPLOYEE'S' ENTRANCE)
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THE PRIMARY MEETING LOCATION FOR A PARTIAL EVACUATION WILL BE  
 FISHER PARK (NEAR THE FOUNTAINS).

IN THE EVENT OF A COMPLETE BUILDING EVACUATION, LOCATION WILL BE  
 SHERATON NY.

# ZIEGFELD BALLROOM

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To Whom It May Concern,

In the event of an Emergency Evacuation, kindly be advised to remain calm, listen to PA announcements and follow Security and Staff to the nearest exit. Do not loiter, and do not attempt to re-enter the building. Security and Staff will direct to a predetermined meeting point.

Sincerely,

*Sandhya Rao*

Sandhya Rao  
Assistant Sales Manager