

Emergency Information

Contact:	Telephone Number:
Number to dial for outside telephone line at property	9 +area code and number
9-1-1 or venue emergency number	In the event of an emergency dial 911 Call on-duty security 202-716-0111
Telephone number of property's Front Desk	THE WATERGATE HOTEL 2650 Virginia Avenue Northwest Washington, DC 20037 844-617-1972
Security at property (name and phone number)	Joshua Norman, Asst. Director of Security 202-716-0011
Police and Fire Department	Engine 23 2119 G St NW DC 20037 and Fire Station 1 2225 M St NW DC 20007
Fire Alarm	An actual fire will cause the whole building to go to alarm. In the event it is not a fire the above and below floor will go into alarm along with the actual floor where the alarm is taking place. The Backup generator will keep lights on and Elevator B working for 72 hours with a full tank.
AEDs and First Aid Kits	4 AEDs on property along with First Aid Kits. Contact the front desk or security if needed.
Name & Address of nearest hospital	George Washington University Hospital 900 23rd St NW DC 20031 (202) 715-4000
Nearest Pharmacy (location and hours)	Walgreens Pharmacy 1815 CONNECTICUT AVE NW Washington, DC 20009 202-332-1718

In-house Physician (name and phone number)	Please contact the Front Desk regarding any need for medical assistance
Urgent Care (location and hours)	George Washington University Hospital 900 23rd St NW DC 20031 (202) 715-4000
Evacuation Gathering Point	Meet at Evacuation Point A

Emergency Medical Procedure Document

Hotel Security and Event Guide

Hotel Contact Information			
Hotel Name:		General Manager:	
Hotel Sales Manager Name:		Email Address:	
Hotel Street Address:		Telephone Number:	
Hotel City / Country:		Director of Rooms:	
Hotel Main Tele #:		Email Address:	
Hotel Fax Number:		NA	
Hotel E-mail Address:		Director of Security:	
		Email Address:	
		Telephone Number:	
Property Description Information			
Facility Attributes			
Number of floors above ground:			
Number of floors below ground:			
Number of stairways for use in an emergency in main building:			
Total number of guest rooms for property:			
Hotel has an emergency generator to sup	port basic infrastructure (lighting, lift	ts. etc.)	

Fire Systems	Health and Life Safety	
The hotel has a fire emergency plan (which includes evacuation assembly areas) that may be reviewed at the office of the General Manager.	The Hotel has a food safety management system based on HACCP principles.	
The Hotel has Smoke Detectors:	The Hotel has procedures to mitigate Legionella.	
In Guest Rooms	The Hotel conducts regular hygiene inspections.	
In Public Areas	The Hotel has pest control measures in place which cover Food Control areas, public areas, and guest room areas.	
The Hotel has Sprinklers:	Upon request, a private licensed Physician or medical care provider can be summoned to the hotel.	
In Guest Rooms	Guest Room Security	
In Public Areas	Guest Rooms have:	
The Hotel has systems and procedures to enunciate an alarm in the case of a fire or other emergency.	Deadbolt Locks	
Hotel fire alarm system is tested on a regular basis.	Door Chain or Wishbone Latch	
The fire alarm system has a PA (public address) functionality to enable emergency announcements.	Door Closure Mechanism	
Fire alarm system has stand-by power supplied by batteries/charger.	View Ports with Privacy Flap	
The Hotel has fire extinguishers on guest floors, in public areas, and in key BOH areas.	Guest Room connecting room doors have a deadbolt lock.	
Emergency lighting and fire extinguishers comply with local fire code and are regularly inspected.	Guest Rooms are fitted with a convenience safe.	
Emergency stairways have self-closing fire resistant doors.	Guest Room appliances have instructions for us in English.	
Emergency stairways are fitted with handrails and kept clear of obstructions.	Guest Room has a compendium which contains guidance for guests to follow in case of Fire and other emergencies. Guest rooms have Safety Exit maps on back of	
Emergency stairways discharge to outside of	door.	
building (open air).	Guest Rooms with balconies have internal locking devices to deter forced entry.	
Emergency exit doors are fitted with locks that enable immediate release and opening.	The height of guest room balcony surround is greater than 1.0 meter.	
Exit doors are unobstructed and final Exit doors are unobstructed externally.	The guest room balcony façade has no gap greate than 100mm.	
Public Areas, corridors and stairways contain signs indicating evacuation routes.	Guest rooms have no gas-operated appliances or water heater.	
Corridors and stairways are fitted with emergency lighting units.	Hotel Elevators/Lifts	
Corridors have no dead end more than 10 meters	The number of elevators/lifts is:	
from evacuation stairway. (A dead end is an area where escape in an emergency is only possible in one direction).	(operating certificates are available and may be reviewed at the office of the hotel General Manager)	

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
Hotel elevators/lifts have an emergency alarm and communication system.

Security Systems and Equ	uipment			
procedures for natura contingencies, and fo	ency response protocols and I disasters and other security r safety-related incidents that ne office of the General	Swimming Pool and Fitness Center		
The Hotel has on-site day.	security staff 24 hours per	Pool water is checked as per local regulations for ph and chlorine.		
	The Hotel has a process for increasing security manpower for meetings or events upon request.		Pool has clearly designated depth markings visible from within the pool and around it.	
program for Associate	The Hotel has a Security Awareness training program for Associates.		Buoyancy aids are provided at the pool side.	
The Hotel utilizes CC	TV surveillance systems.	Pool surround area ha	s non-slip surface.	
All Hotel staff receive training in actions to be taken in the event of a Fire and other emergencies, and key staff receive First Aid and CPR training.		Pool has general "pool regulations" notice board and signage that advises whether or not there is a lifeguard on duty during operating hours.		
An internal emergenc available and continuation	y telephone number is ally staffed.	Fitness Center has controlled access and alar system to summon emergency assistance.		
The Hotel is able to so provide "client-only" a	ecure Function Rooms to ccess.	Nightclubs and Conference Rooms		
The Hotel car parks h	ave entry and exit controls.	Hotel has discotheque or nightclub on premise		
The Hotel conducts points pections.	eriodic Security & Safety	Hotel has separate active discotheque/nighto	cess controls/procedures for club.	
			fitted with A/V capabilities & ilable to provide assistance.	
Local Contact Informat	ion			
Law Enforcement		Fire Brigade		
Authority Name:		Authority Name:		
Authority Address:		Authority Address:		
Authority Tele #:		Authority Tele #:		
Approximate Distance to Hotel and Travel Time:		Approximate Distance to Hotel and Travel Time:		
Ambulance Service		Hospital		
Service Name:		Name:		
Service Address:		Address:		
Service Tele #:		Telephone #:		

Approximate Distance		Approximate Distance	
to Hotel and Travel		From Hotel and Travel	
Time:		Time:	
Reporting Security or Saf	ety Incidents		





