

Emergency Medical Procedure Document

Hotel Security and Event Guide

Hotel Contact Information			
Hotel Name:	Westin Cincinnati	General Manager:	Michael Storm
Hotel Street Address:	21 East Fifth Street	Telephone Number:	513-852-2711
Hotel City / Country:	Cincinnati, OH 45202 USA	Director of Rooms:	Tim Nelson
Hotel Main Tele #:	513-621-7700	Telephone Number:	513-852-2744
Hotel Fax Number:	513-852-5670	Director of Security:	Jamie Thompson
Hotel E-mail Address:	info@westincincinnati.com	Telephone Number:	513-852-6838
Property Description Information			
<p>Overlooking the historic Fountain Square, our downtown Cincinnati, Ohio, hotel boasts an outstanding location in the heart of Cincinnati's bustling central business district and downtown's vast array of fine restaurants, shops, museums, theaters and celebrated sports stadiums. Whether you take advantage of our invigorating WestinWORKOUT Fitness Studio, the modern atmosphere of "Ingredients...some assembly required" or 29,000 square feet of function space, this urban oasis abounds with amenities to keep you healthy and productive. Our 456 guest rooms and suites feature the Westin Heavenly Bed, generous workstations and 37" LCD TVs. Each room offers a contemporary experience with a soothing color palette and striking views of the city skyline or historic Fountain Square.</p>			
Facility Attributes			
Total number of floors in main building: 19			
Number of floors above ground: 18 <input type="checkbox"/> <input type="checkbox"/>			
Number of floors below ground: 1			
Number of stairways for use in an emergency in main building: 2 (one on each end of the hallway)			
Total number of guest rooms for property: 456			
Hotel has an emergency generator to support basic infrastructure (lighting, lifts, etc.) YES NO			

Fire, Life Safety and Security Considerations			
Fire Systems		Health and Life Safety	
Y	The hotel has a fire emergency plan (which includes evacuation assembly areas) that may be reviewed at the office of the General Manager.	Y	The Hotel has a food safety management system based on HACCP principles.
Y	The Hotel has Smoke Detectors:	Y	The Hotel has procedures to mitigate Legionella.
Y	<ul style="list-style-type: none"> In Guest Rooms 	Y	The Hotel conducts regular hygiene inspections.
Y	<ul style="list-style-type: none"> In Public Areas 	Y	The Hotel has pest control measures in place which cover Food Control areas, public areas, and guest room areas.
Y	The Hotel has Sprinklers:	Y	Upon request, a private licensed Physician or medical care provider can be summoned to the hotel.
Y	<ul style="list-style-type: none"> In Guest Rooms 	Guest Room Security	
Y	<ul style="list-style-type: none"> In Public Areas 	Y	Guest Rooms have:
Y	The Hotel has systems and procedures to enunciate an alarm in the case of a fire or other emergency.	Y	<ul style="list-style-type: none"> Deadbolt Locks
Y	Hotel fire alarm system is tested on a regular basis.	Y	<ul style="list-style-type: none"> Door Chain or Wishbone Latch
Y	The fire alarm system has a PA (public address) functionality to enable emergency announcements.	Y	<ul style="list-style-type: none"> Door Closure Mechanism
Y	Fire alarm system has stand-by power supplied by batteries/charger.	Y	<ul style="list-style-type: none"> View Ports with Privacy Flap

Y	The Hotel has fire extinguishers on guest floors, in public areas, and in key BOH areas.	Y	Guest Room connecting room doors have a deadbolt lock.
Y	Emergency lighting and fire extinguishers comply with local fire code and are regularly inspected.	Y	Guest Rooms are fitted with a convenience safe.
Y	Emergency stairways have self-closing fire resistant doors.	Y	Guest Room appliances have instructions for use in English.
Y	Emergency stairways are fitted with handrails and kept clear of obstructions.	Y	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 door.
Y	Emergency stairways discharge to outside of building (open air).	Y	Guest Rooms with balconies have internal locking devices to deter forced entry.
Y	Emergency exit doors are fitted with locks that enable immediate release and opening.	Y	The height of guest room balcony surround is greater than 1.0 meter.
Y	Exit doors are unobstructed and final Exit doors are unobstructed externally.	Y	The guest room balcony façade has no gap greater than 100mm.
Y	Public Areas, corridors and stairways contain signs indicating evacuation routes.	Y	Guest rooms have no gas-operated appliances or water heater.
Y	Corridors and stairways are fitted with emergency lighting units.	Hotel Elevators/Lifts	
Y	Corridors have no dead end more than 10 meters from evacuation stairway. (A dead end is an area where escape in an emergency is only possible in one direction).	Y	The number of elevators/lifts is: <u>4</u> (operating certificates are available and may be reviewed at the office of the hotel General Manager)
Y	Heat detectors are located in: Boiler Room Kitchen areas Laundry area	Y	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
Y	Maintenance/Inspection records for fire system and fire equipment are available for review at the office of the hotel General Manager.	Y	Hotel elevators/lifts have an emergency alarm and communication system.

Security Systems and Equipment			
Y	The hotel has emergency response protocols and procedures for natural disasters and other security contingencies, and for safety-related incidents that may be reviewed at the office of the General Manager.	Swimming Pool and Fitness Center	
Y	The Hotel has on-site security staff 24 hours per day.	N/A	Pool water is checked as per local regulations for ph and chlorine.
Y	The Hotel has a process for increasing security manpower for meetings or events upon request.	N/A	Pool has clearly designated depth markings visible from within the pool and around it.
Y	The Hotel has a Security Awareness training program for Associates.	N/A	Buoyancy aids are provided at the pool side.
Y	The Hotel utilizes CCTV surveillance systems.	N/A	Pool surround area has non-slip surface.
Y	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.	N/A	Pool has general "pool regulations" notice board and signage that advises whether or not there is a lifeguard on duty during operating hours.
Y	An internal emergency telephone number is available and continually staffed.	Y	Fitness Center has controlled access and alarm system to summon emergency assistance.

Y	The Hotel is able to secure Function Rooms to provide "client-only" access.	Nightclubs and Conference Rooms	
Y	The Hotel car parks have entry and exit controls.	No	Hotel has discotheque or nightclub on premises
Y	The Hotel conducts periodic Security & Safety inspections.	N/A	Hotel has separate access controls/procedures for the discotheque/nightclub.
		AV is added upon request	Conference rooms are fitted with A/V capabilities & have support staff available to provide assistance.

Local Contact Information

Law Enforcement		Fire Brigade	
Authority Name:	Cincinnati Police Department	Authority Name:	Cincinnati Fire Department
Authority Address:	310 Ezzard Charles Dr. Cincinnati, OH 45214	Authority Address:	430 Central Ave Cincinnati OH 45202
Authority Tele #:	911	Authority Tele #:	911
Approximate Distance to Hotel and Travel Time:	1.2 miles, 6 minutes driving	Approximate Distance to Hotel and Travel Time:	0.8 miles, 3 minutes driving
Ambulance Service		Hospital	
Service Name:		Name:	Christ Hospital Cincinnati
Service Address:		Address:	2139 Auburn Ave, Cincinnati, OH 45219
Service Tele #:	911	Telephone #:	513-858-2000

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

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