



Emergency Procedures

Planning Handout for Event Planners

Hyatt Regency St. Louis at The Arch

10/10/21

Emergency **EVACUATION** 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) and 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 you are traveling with. Stay calm and await further guidance.

Emergency **SHELTER IN-PLACE** Procedures

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) and 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.