

RED LION HOTEL AT THE PARK

Visitors Emergency Plan Guideline

Hotel Construction and Layout

The Red Lion Hotel at the Park is separated into three different areas. They are the Main Wing, the Executive Wing and the Parkside Tower. Although these wings were constructed at different times, they are all connected as one unit. The Main Wing has 5 stories, the Executive Wing has 7 stories and the Parkside Tower has 12 stories.

The entire hotel is basically constructed of concrete. There are “Fire Doors”, in place, at strategic locations to assist with compartmentalizing the hallways. Guests Elevators are located in all three wings and Service Elevators are located in the Main Wing and the Parkside Tower. **NOTE:** In the event of a Fire Alarm, these elevators will automatically drop to the First Floor and will not respond to any floor until the Fire Alarm has been shut off and reset. The stairs will be the only available exit for anyone above the ground floor.

Emergency Equipment and Response

Fire Extinguishers are located, in the hallways and at various locations, on all floors of the hotel. They are clearly marked, and enclosed in accessible Fire Extinguisher Cabinets. They are type ABC Extinguishers and are suitable for use in extinguishing most types of burning materials.

The hotels Fire Alarm Panels are monitored by Sonitrol Monitoring Systems. When a Fire Alarm is activated, anywhere within the hotel, they notify the Spokane Fire Department immediately. The normal response time for the Fire Department is approximately 5 minutes. When emergency personnel arrive they are directed to the location of the reported alarm. Generally, our Engineering Department associates have already evaluated the situation and have determined if an actual emergency exist. The Fire Department makes the final assessment and determines if it is safe to reset the alarm.

Enclosed you will find a copy of the layout of the hotel, including the stairwell that should be used in the event of a fire or other emergency evacuation. I have color coded the stairwells yellow and the suggested evacuation routes, from meeting spaces, in purple. The guest rooms have, on the back of the doors, a map that shows the recommended evacuation route.

Emergency Evacuation

The hotel also has a Fire Alarm Guideline Procedure for the hotel associates. In the event that a Fire Alarm is activated each department has been assigned specific duties to assist guests, emergency personnel and other associates in handling the reported emergency and evacuation of the building.

Other Reported Emergencies

In the event of a Bomb Threat, the totality of the situation will be considered. The Spokane Police Department and Group Leaders will be made aware of the threat by management. After evaluating the threat, the group will collectively make a decision on whether evacuation of the building is appropriate. If the decision is to evacuate, the same emergency routes, as diagramed on the map, are recommended.

Any questions concerning Safety or Security can be directed to Dan Gann (Director of Security/Loss Prevention). The Office contact phone number is (509) 777-6397 and the Cell Phone contact number is (509) 701-9933.