



Welcome Packet

Dear Valued Client,

The safety and security of our guests, clients and team members are of the utmost importance. To ensure your event is safe and successful, we have put together an informational packet with the following components:

- Security management contact information (available 24/7)
- Safety and security features of the building
- Evacuation plans in case of emergency
- Building floor plans of the meeting spaces
- Virtual command center brochure

Please feel free to reach out to our team should you have additional questions as we would be happy to assist. We wish you a fantastic stay and productive event. We look forward to working with you now and in the future.

Sincerely,

Theo Zeman
Director of Safety & Security



Hilton Anatole

DALLAS

Security Departmental Contacts

Name	Title	Phone Number(s)
Security Dispatch	Security Dispatch	214-716-7349
Theo Zeman	Director of Safety & Security	216-570-6769
	Assistant Director of Safety & Security	
McClennon Miller	Safety & Security Manager	214-869-0583
Supervisor Phone	Safety & Security Supervisor	214-585-6036

Security Extension: 7349

Local Emergency Contacts

- Dallas Police NW Station | 9801 Harry Hines Blvd. Dallas, TX 75220
- Dallas Fire Department Station #1 | 1901 Irving Blvd. Dallas, TX 75207
- UT Southwestern Hospital | 5909 Harry Hines Blvd. Dallas, TX 75390
214.645.5822
- Parkland Memorial Hospital | 5200 Harry Hines Blvd. Dallas, TX 75247
214.590.8000
- Concentra Medical Clinic | 2920 N. Stemmons Fwy. Dallas, TX 75247
214.630.2331



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 (Lot 3)

B. WHEN YOU SMELL SOMETHING BURNING DO THE FOLLOWING:

- STAY CALM
- Find the nearest phone and dial "7349 or 111" the hotel emergency line
- 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

Please only re-enter the area when the "ALL CLEAR" announcement is given.



EVACUATION

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

I. EVACUATION PLAN

A. GENERAL PROCEDURES FOR ALL GUESTS AND TEAM MEMBERS

- 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

II. EVACUATION ROUTES

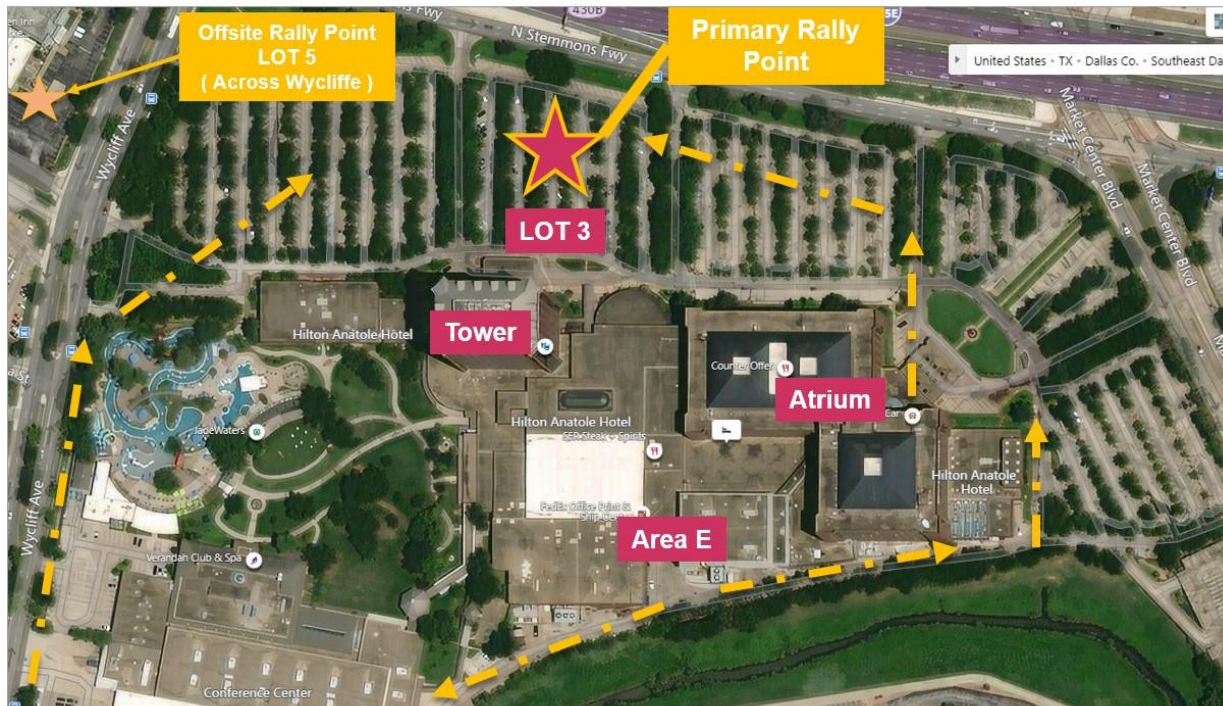
A. There can be no pre-planned evacuation program that will foresee all emergencies, as each situation will be different

- 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:
 - **TOWER BUILDING**
 - Each guest room floor (3-27) has two (2) stairwells
 - **WEST STAIRWELL**
 - Exits at the main lobby level
 - **EAST STAIRWELL**
 - Exits outside at ground level leading to main parking lot


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- **ATRIUM BUILDING**
 - **Pool Stairwell**
 - Down to floor 1 for exit
 - **Main Stairwell**
 - Down to Floor 3 for exit
 - **Clock Tower Stairwell**
 - Down to floor 1 for exit

***THE PRIMARY MEETING LOCATION FOR AN EVACUATION WILL BE in LOT 3, in the main parking lot area.**





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PROTECTING
Potential

Crisis Management and Emergency Procedures

This Hotel operates the Hilton Alert mobile device application for rapid crisis communications with Site, Area, and Global Crisis Teams. Functionality includes the ability to send alerts on operational or crisis needs to automated groups, secure chat, receiving of polls and checklists as well as an offline version of the Pocket Guide to Incident Control. This synchronises with the central crisis management platform, Fusion.

The Hotel has access to the following crisis guides: hurricanes, earthquake, drought, landslides, floods, sandstorms, avalanche, air pollution events, tornadoes, volcanic eruptions, tsunamis, and wildfires.

