



<b>Division:</b>	All Divisions
<b>Department:</b>	All Departments
<b>Position:</b>	All Employees
<b>Subject:</b>	Safety – Back of the House Hallway, Stairwell and Landings - PP
<b>Issue Date:</b>	8/25/2017
<b>Revised Issued Dates:</b>	10/5/2023
<b>Revised Dates:</b>	10/5/2023
<b>Recurrent Training:</b>	On boarding/Remedial

**POLICY:**

It is the policy of the Golden Nugget Las Vegas for Employees to comply with Nevada state laws that require that all exits, doors, hallways, or staircases leading to exits, are maintained free and clear of all storage and materials. This includes both the front and back of the house.

**PURPOSE:**

All public buildings are required to have a documented Life Safety Evacuation Plan. The Golden Nugget Las Vegas property plan includes usage of all back of the house corridors (hallways) as designated Emergency Exit Hallways, which are used and must be properly maintained to be emergency routes for Employees, Hotel Guests and other individuals that are on the premises during an emergency event.

Back of the House Hallways must be free of obstructions and maintained in a clean manner. Employees **are not** permitted to sit and/or loiter in hallways, stairwells, and landing areas. These areas **are not** considered authorized break areas.

**PROCEDURES:**

**Manager/Supervisor Employees**

- a. Ensure that all employees under his/her direction are aware of and conform to this policy.
- b. Ensure that all corridors and outside walkways in the vicinity of his/her workplace and employees are free of obstructions and are not used for storage unless permitted based on posted signage.
- c. Address or report all observations that are not in compliance with this policy to the Safety Department and/or their respective Department Head.
  - i. Department Heads must promptly resolve the reported issue.

**Non-Supervisory Employees**

- a. Uses appropriate areas and locations for the storage of equipment or supplies that will not impede safe movement of material or employees.
- b. Promptly report any observations that are not in compliance of this policy to his/her immediate supervisor or to the Safety Department.

## **Safety Department**

- a. Enforces the Back of the House Hallway, Stairwell and Landings policy.
- b. Provides guidance or interpretation of the provisions of this policy.
- c. Conducts periodic inspections of hallways, stairwells and landings for the purpose of advising each Department of conditions requiring corrective action.

### **1. Emergency Exit Hallways and Exit Doors**

- a. **Exit Hallways** are hallways that lead to exit doors. In the event of an emergency, these become Emergency Exit Hallways and easily accommodate the required flow of traffic to the exits. Illuminated “**Exit Signs**” designate these hallways and help direct to the exit doors.
- b. **Exit Doors** are located at the end of Exit Hallways and lead to either a stairwell or the outside. The doors are the same width as the hallway and push open in the direction of travel. Illuminated “**Exit Signs**” are visible above the doors.

**General Rule: Temporary storage in hallways is permitted in designated areas see Back of the House Galleria Hallway: Temporary Storage for further information.**

### **2. Stairwells and Landings**

- a. **Stairwells** connect Emergency Exit Hallways with each other and/or lead directly outside. During an emergency, stairwells are used as an evacuation route to lead to a safe location.

**General Rule: All stairwells and landings must always remain clear.**

### **3. Fire Doors**

- a. **All Doors** labeled as “**Fire Doors**” are constructed to withstand fire or heat, as well as to prevent the spread of fire or heat for a period.
- b. If departments require Fire Doors to be kept open, a Magnetic Door Holder or Automatic Hinge Assembly device must be used.
  - i. In the event of an emergency (when an alarm sounds), these devices will automatically release, and the fire doors will close.

### **4. Service Elevators and Lobbies**

- a. **Service Elevators** are used to transport employees or materials from one floor to another.
- b. **Elevator Lobbies** are adjacent to the service elevators on each floor.

**General Rule: No materials may be permanently stored in service elevator lobbies at any time. Temporary storage is allowed for delivery. All wrapping, binding, tie down material or pallet debris must be removed and disposed in the trash.**

### **5. Back of the House Galleria Hallway: Temporary Storage**

- a. This back of the house hallway is parallel with the main Guest hallway that is located in front of the Pool. (Hallway span is from the Receiving Warehouse area to the stairwell that leads to the Employee Dining Room.)
- b. To ensure that this back of the house hallway area is properly maintained to permit adequate room for employee traffic and transport equipment usage (i.e. tugger machine, pallet jack, etc.), safe passage of employees and emergency

evacuation, the following color code system found along the upper walls of the hallway designates areas where storage is or is not permitted.

- i. **RED:** NO STORAGE IS PERMITTED AT ANY TIME.
  - ii. **YELLOW:** TEMPORARY STORAGE IS PERMITTED FOR NO MORE THAN ONE (1) HOUR. This pertains to immediate unloading and subsequent stocking in the respective operation.
  - iii. **GREEN:** TEMPORARY STORAGE IS PERMITTED FOR NO MORE THAN TWENTY-FOUR (24) HOURS.
- c. **At no point can there be less than 36-inch travel path on the West side of this hallway. All staged materials must be on the East Wall and not blocking any doorway or critical system.**
- d. All items staged in the hallway by the Receiving Department are the responsibility of the Receiving Department until the Ordering Department that has ordered the items first interacts with the items.
- i. When the Receiving Department first stages a pallet or other item to be subsequently picked up by an Ordering Department, they must ensure that any wrapping, binding, tie down materials or pallet debris that poses any sort of hazard to the Ordering Department or employees passing by are removed and disposed in the trash before departing the area.
- e. When personnel from the Ordering Department first arrives to take possession of the pallet or other item, they must:
- i. Remove all wrapping material and dispose in the trash before departing the area.
  - ii. Load all material to be removed onto carts, verifying that any material that will be left behind for subsequent loads are stably stacked and pose no risk to other personnel.
  - iii. Place all empty pallets against the East wall so that they do not pose a trip hazard.
  - iv. Contact the warehouse on extension 8120 to pick up the empty pallets.
  - v. Contact the Public Area Department at extension 8669 for assistance with any spills or excessive debris.
- f. This hallway will be monitored on a consistent basis to ensure compliance and to ensure that safe and secure measures are being followed accordingly.

## Policies and Procedures Receipt

I acknowledge that I have read, understand, and have participated in the training for the Golden Nugget **All Divisions** Policy: **Safety – Back of the House Hallway, Stairwell and Landings - PP**

I acknowledge the following:

- Violations of this policy may result in disciplinary action as described up to and including termination.
- Receipt of this Policy does not create or constitute an express or implied contract of employment or warranty of any benefits.

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Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Date