



Division:	All Divisions
Department:	All Departments
Position:	All Employees
Subject:	Safety – Evacuation - PP
Issue Date:	1/4/2022
Revised Issued Dates:	2/1/2023
Revised Dates:	1/20/2023
Recurrent Training:	Yearly

POLICY:

The policy of Golden Nugget Las Vegas is:

- 1) All employees will be familiarized with the Life Safety Sound System broadcast messages.
- 2) All employees will be familiarized with the two most direct routes out of the building from their respective work areas, break areas and lunch areas, and
- 3) In the event of an actual evacuation, all employees will utilize the nearest pre-determined route closest to their location out of the building and after which,
- 4) They will go directly to the employee assembly area.
 - a. Guests and/or vendors will be directed to exit the building but should not be discouraged from accompanying evacuating employees to safety on the employee exit routes, before being directed to their proper assembly areas by Security, Fire Department or Police.
- 5) Mobility Impairment
 - a. If an employee is mobility impaired and unable to evacuate:
 - i. The employee and manager should ensure that the department and Security know where the employee is located and what their situation is.
 - ii. The manager or fellow employee should assist the mobility-impaired employee to evacuate if it is possible to do so.
- 6) Departments involved in Emergency Response
 - a. Departments such as Security, Maintenance, etc., may have separate responsibilities in the event of an evacuation and will follow their department’s additional policies and procedures.

PURPOSE:

The purpose of this policy is to provide for the safe and orderly evacuation of personnel in the event of an emergency as well as the necessary training to facilitate evacuations. To establish a safe and orderly plan of evacuation, employees should become familiar with the building emergency equipment, including Life Safety Sound System, employees respective work areas, most direct exits out of the building and this emergency plan.

The procedures outlined in this plan should be followed unless otherwise directed by:

- 1) The Security Dept. Management (or Executive Management communicating through the Security Dept.),
- 2) Police Officials, or
- 3) Fire Department Officials.

PROCEDURES:

1. **The Life Safety Sound System** is designed to announce over a dedicated intercom system alerts and other information of emergencies such as a fire, earthquake, or other threats. The message will be heard on the floor of the alarm activation plus one floor above and one floor below. It is important for all employees to understand the messages that may be broadcast through the system.
- 2.

Follow the directions given in the message.

The Messages are as follows:

a. MESSAGE #1 – ALARM INVESTIGATION:

“May I have your attention please? The source of the alarm signal that you have heard is being investigated. You will be notified when the source of the alarm is identified. Thank you.”

b. MESSAGE #2 ALARM EVACUATION:

“May I have your attention please? There has been an emergency reported in the building. Please calmly exit the building using the marked stairways and exits. Do not use the elevators.”

c. MESSAGE #3 – ALARM CLEAR:

“May I have your attention please? The source of the alarm you have heard has been identified. There is no emergency. I repeat there is no emergency. Thank you.”

d. MESSAGE #4 – START OF TEST:

“May I have your attention please? We will be conducting a test of the life safety system. The signals you hear will be part of the test. Thank you.”

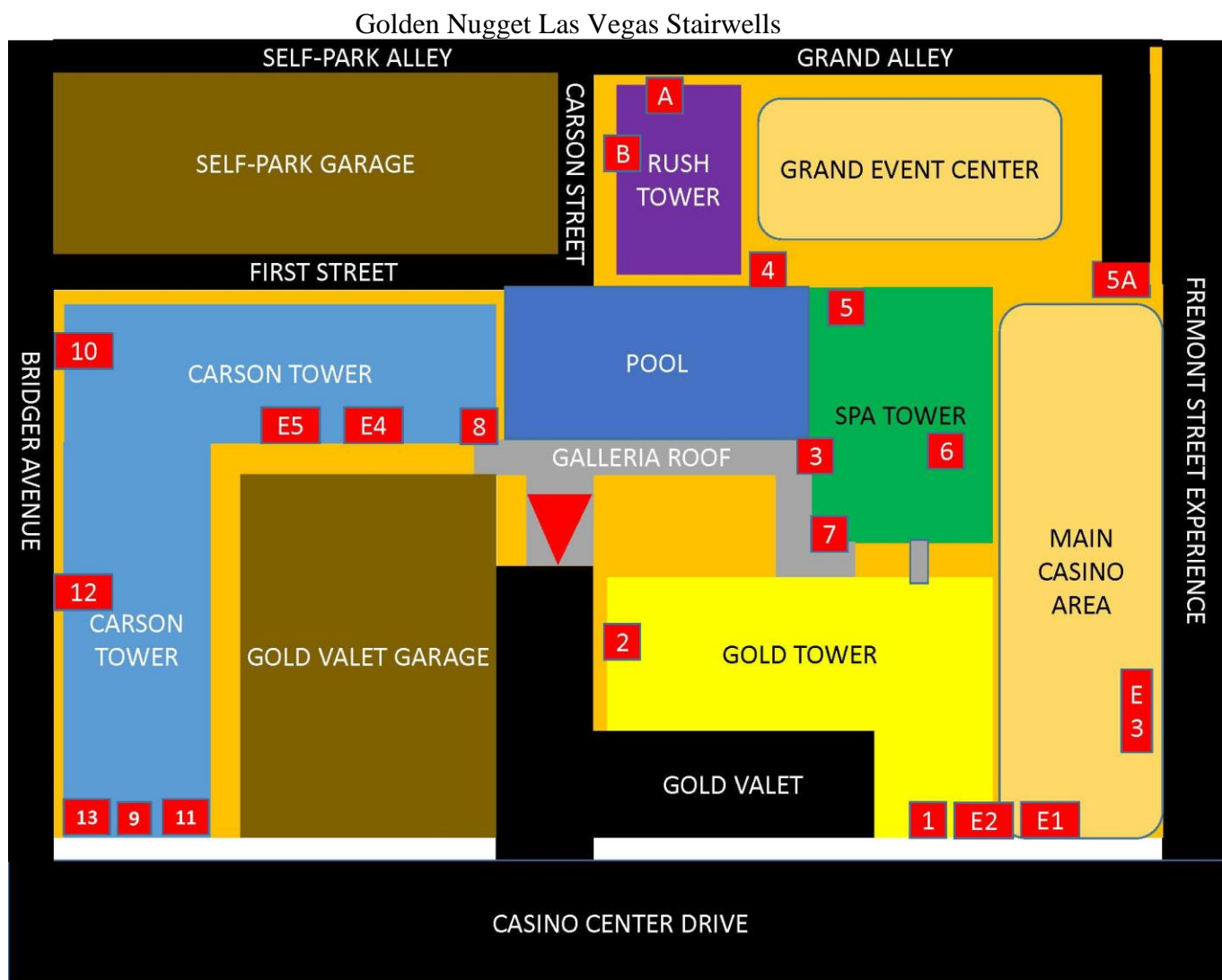
e. **MESSAGE #5 – END OF TEST:**

“May I have your attention please? This concludes the test of the life safety system. We apologize for any inconvenience and remind you that the system has been installed for your safety. Thank you.”

3. **Evacuation Stairwells**

- a. The Golden Nugget Las Vegas has multiple emergency stairwells, all leading to the ground floor or exterior of the building. The emergency exit routes are clearly marked with illuminated “Exit” signs. If you are in an unfamiliar area of the building and need to evacuate, please follow these signs to exit the building.

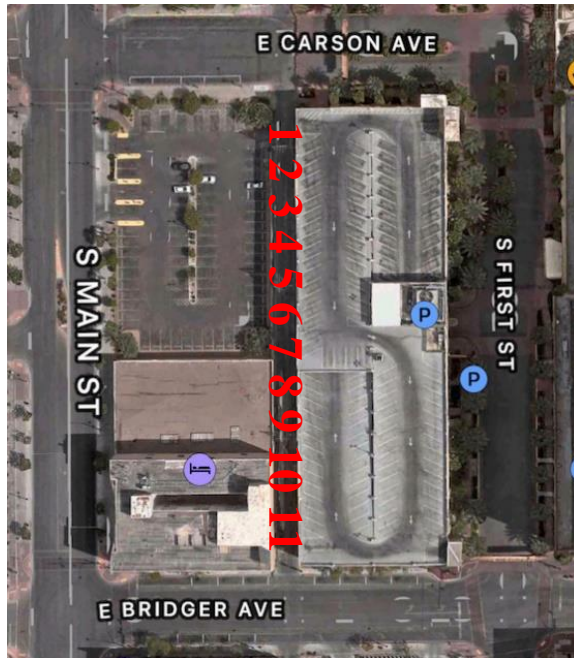
- 1) DO NOT USE ELEVATORS



4. Evacuation assembly area

- a. The employee evacuation assembly area is in the alleyway behind the self-parking lot.
 - 1) All employees are required to go directly to the assembly area and report to their designated evacuation team number.
 - I. Your evacuation team number is based on your department.
 - 2) An employee head count will be taken at the assembly point so management can verify that everyone has exited the building.
 - 3) No employees will be allowed back into the building without permission from Security.

Assembly area



Evacuation Teams

Team #1	Team #2	Team #3	Team #4	Team #5	Team #6
Call Center (PABX) Engineering Executive Offices Group & Wholesale Security	Front Desk Front Services Pool Staff The Tank/Hideout Valet VIP Ticket Office	Housekeeping Uniform Control	PAD	24KT Club Poker Room Slots Sports Book Table Games	Banquets Bar Porters Cadillac Catering & Convention Chart House Chick Fil-A Claim Jumper Cocktails/Bartenders F&B Admin Grotto Kitchens Red Sushi Room Service Rush Lounge Salt Grass Staff Dining Starbucks Stewards The Grill Troy's Liquor Bar Vic and Anthony's
Team #7	Team #8	Team #9	Team #10	Team #11	
Entertainment Showroom Staff Spa/Salon	1946 D' Oro Essentials Stores Signature Style and Trend The Chocolate Box Pool Retail	Accounts Payable Accounts Receivable Casino Marketing Casino Services/Host Information Systems Marketing/Advertising Payroll Special Events Surveillance Player Development General Ledger	Accounting Cage Controller's Office Count Room Financial Analysis Night Audit Pit Clerks Purchasing/Receiving Warehouse Room Reservations Sales	Human Resources Life Sciences	

Policies and Procedures Receipt

I acknowledge:

- 1) that I have read and understand the training for the Golden Nugget **All Divisions** Policy: **Safety – Evacuation - PP**
- 2) that there may be department-level procedures that may require additional training.
- 3) that violations of this policy may result in disciplinary action as described up to and including termination, and
- 4) that receipt of this Policy does not create or constitute an express or implied contract of employment or warranty of any benefits.
- 5) that if I have any concerns or need assistance in adhering to the safety protocols and practices as presented, I will contact my immediate Supervisor and/or Department Head.
- 6) that I may contact the Safety Office on extension 8190 to discuss any concerns.

Name (Please Print)

Employee Signature

Employee Number

Date