



Division:	All Divisions
Department:	All Departments
Position:	All Employees
Subject:	Safety – Evacuation - PP
Issue Date:	1/4/2022
Revised Issued Dates:	2/1/2023,2/1/2025
Revised Dates:	1/20/2023,7/25/2024
Recurrent Training:	Yearly

PURPOSE:

The purpose of this policy is to provide for the safe and orderly evacuation of employees in the event of an emergency as well as provide the necessary training to facilitate evacuations.

The procedures outlined in this policy must be followed unless otherwise directed by Security Department Management (or Executive Management communicating through the Security Department), Police Officials or Fire Department Officials. If you have any questions or need assistance in adhering to the safety protocols outlined in this policy, contact your manager or the Safety Office at extension 8190.

PROCEDURES:

Evacuation

1. All employees must follow the alerts from the Life Safety Sound System as described below.
2. All employees must be familiar with the two most direct routes out of the building from their respective work areas, break areas and lunch areas.
3. In the event of an actual evacuation, all employees will utilize the nearest pre-determined routes out of the building and go directly to the employee assembly area.
4. Guests and/or vendors will be directed to exit the building and may accompany evacuating employees to safety.

Mobility Impairment

If an employee is mobility impaired and unable to evacuate, the employee and their manager should ensure that others nearby and Security know where the employee is located and what their situation is. The manager or a fellow employee should assist the mobility-impaired employee to evacuate if it is possible to do so.

Departments Involved in Emergency Response

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.

The Life Safety Sound System

The Life Safety Sound System will announce alerts and other information of possible emergencies such as a fire, earthquake, or other threats over a dedicated intercom system. The messages 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 and follow the directions that may be broadcast through the system.

Message #1 – Alarm Investigation: *“May I have your attention please? The source of the alarm signal that you have heard is being investigated. You’ll be notified when the source of the alarm is identified. Thank you.”*

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.”*

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.”*

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.”*

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.”*

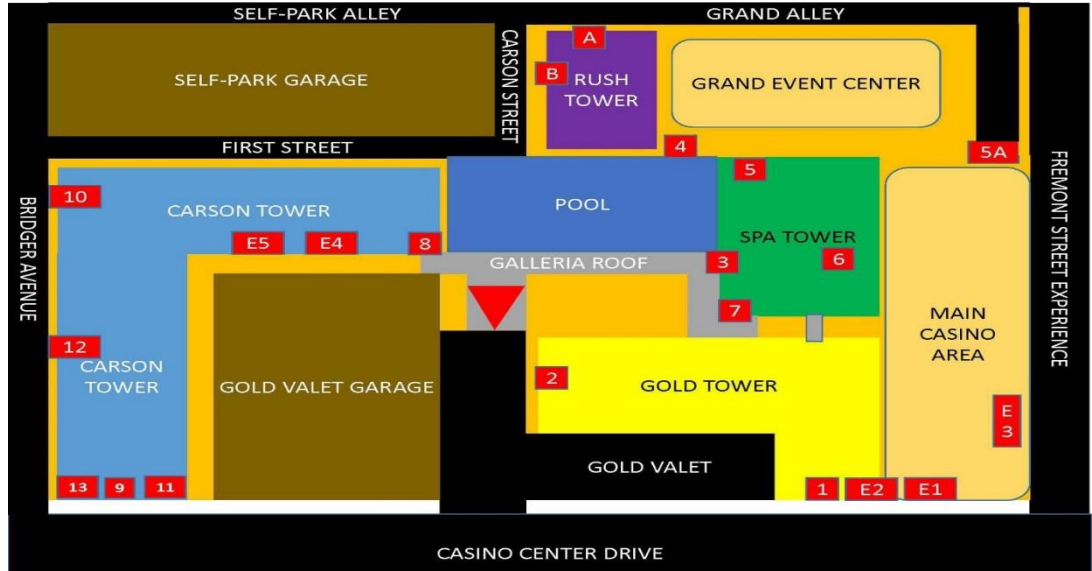
Message #6 – Shelter In Place: *“May I have your attention please? We are currently investigating an incident. Shelter in place or seek a secure location. Follow instructions from property officials or local authorities. Additional information and updates may be provided.”*

Message #7 – Earthquake: *“May I have your attention please? There has been an earthquake reported in the area. Stay calm and seek shelter. Follow instructions from property officials or local authorities. Additional information and updates may be provided.”*

Message #8 – Gas Leak: *“May I have your attention please? There is a gas leak on the premises. Immediately extinguish any burners or other flames and be prepared to evacuate. Follow instructions from property officials or local authorities. Additional information and updates may be provided.”*

Evacuation Stairwells

The property 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. Follow these signs to exit the building if you are in an unfamiliar area. **DO NOT USE ELEVATORS.**



Evacuation Assembly Area

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 member who will take a head count to ensure everyone is accounted for.
2. Employees will be allowed back into the building once Security has authorized.



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
Team #7	Team #8	Team #9	Team #10	Team #11	Grotto Kitchens Red Sushi Room Service Rush Lounge Salt Grass Staff Dining Starbucks Stewards The Grill Troy's Liquor Bar Vic and Anthony's
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 that I have read and understand the Safety Evacuation Policy. I further understand that violations of this policy may result in disciplinary action up to and including termination. I understand that if I have any questions or need assistance in adhering to the safety protocols outlined in this policy, I may contact my manager or the Safety Office at extension 8190.

Name (Please Print)

Employee Signature

Employee Number

Date