



## **Safety and Security – best practices, conference attendees**

- Communication is the most important element in any situation of safety concern. Please know that our first objective is the safety of our guests and associates.
- As a general rule, no matter where you are in the building we ask that you be observant of all exit doors in the event you are asked to evacuate the premises.
- Be alert of where the nearest staff member is, as they are best equipped to get help for any reason.
- There is a fire pull station near each exit. Should something happen that requires trained professionals and you are unable to locate a staff member the pull station is addressable thereby alerting us of the area where help is needed.
- If you find yourself or a roommate in distress in your room, dial 911. The 911 dispatcher will notify us and the appropriate services for your emergency.
- You can notify hotel personnel of an issue by dialing “O” from any house phone located in each meeting room and outside of the main corridor leading to the ballroom.
- All of the hotel managers are trained in CPR and First Aid. Some of the team is trained in active shooter and anti –terrorism awareness.

Please enjoy your time with us, as we enjoy having you here.

Thank You.

~ Albany Marriott Hotel Staff