AIRPORT & EXPO
LAQUINTA INN & SUITES
4125 PRESTON HIGHWAY
LOUISVILLE, KY 40213
(502) 368-0007

Emergency Action Safety Plan

Earthquake Plan
Tornado Plan
Fire Plan
Hotel Information Emergency Action Plan

Owner: Gene Harrington

**This Emergency Action Safety Plan has been written exclusively for Gene Harrington and Airport & Expo LaQuinta Inn & Suites. Copying without written permission of the producer and owner is unlawful.**
Earthquake Emergency Plan

ACTION PLAN

The General Manager (GM) and/or Manager on Duty (MOD) will assume all responsibilities. All personnel will abide by the following guidelines:

ALL DEPARTMENTS

When an earthquake strikes:

1. Remain calm and professional at all times.
2. GM or MOD will assume responsibilities until emergency services arrive.
3. If the Fire Alarm system goes off ONLY the MOD may silence the alarm. **DO NOT RESET THE ALARM!** Recall 9-911 and state the fire alarm was set off from the earthquake. The Fire Department will continue to the hotel and only they can reset the alarm. *In the event that the MOD is not available let the alarm sound until the Fire Department arrives.*
4. If an actual emergency exists:
   - Activate the action plan immediately.
   - Department heads follow their instructions.

*In the event of an earthquake:*

**GENERAL MANAGER (GM) OR MANAGER ON DUTY (MOD)**

1. If the Fire Alarm sounds follow the procedures in the Fire Plan.
2. Start evacuation of guests as soon as possible. Keep them as calm and orderly as possible and assure them they are going to be alright.
3. All guests should be contained in the center hall of the first floor.

**FRONT DESK**

1. Front desk personnel shall begin telephoning occupied guest rooms. Use the following message for each guest:

   “I am sorry to disturb you, but the Management has asked that all guests in your area vacate their rooms immediately. Please exit using the stairway located at the end of the corridor. Go to the center hall on the first floor.”

2. *Keep a list of the rooms called and keep with you* as you evacuate to the center hall on the first floor.
HOUSEKEEPING

1. Employees in Housekeeping should following the action plan and report to their supervisor in the center hall on the first floor.
2. If you are on a guest floor, place your cart in a room so as not to block the hallway. If you are in housekeeping, shut down as many appliances as possible and close the doors as you leave. **DO NOT USE THE ELEVATOR!**
3. If evacuation is ordered by GM or MOD, exit to a lower floor and assistant any guest during the evacuation. Inform people to report to the center hall on the first floor.

ALL PERSONNEL

**ALL** personnel will report to and follow the MOD instructions. **DO NOT** put yourself or anyone in a potentially dangerous situation.

PREDETERMINED MEETING PLACE

**THE CENTER HALL ON THE FIRST FLOOR IS THE PREDETERMINED MEETING PLACE.**

Objectives for this meeting place:

- To provide safety for evacuated persons
- To determine if medical attention is needed
- To clear surrounding area for fire and emergency equipment
- To have enough room for medical services
- To have a security area
- Evaluate plans effectiveness and faults

MEDIA AND GUEST INQUIRES

1. **DO NOT DISCUSS** with anyone any hotel policies in regards to loss or damage of personal property; refer these questions to the GM.
2. **DO NOT MAKE ANY STATEMENTS** to the press or anyone involved with the media. Refer these people to the GM.
3. **If a guest** becomes concerned about personal property left in their rooms, assure them that every security precaution is being taken to protect all areas and contents of the building.

TRAINING

Each Department Head is responsible for briefing new hires during their orientation on the overall plan and the individual departments’ responsibilities.

The General Manager will be responsible for new hire training.

All personnel will attend training and sign off on the training form to be retained by the office for future references.
Tornado Emergency Plan

A TORNADO WATCH means there is a possibility of one or more tornadoes in your area. Continue normal activity but monitor weather conditions closely.

A TORNADO WARNING means a tornado has been sighted and may be approaching—seek shelter immediately.

ACTION PLAN

The General Manager (GM) and/or Manager on Duty (MOD) will assume all responsibilities. All personnel will abide by the following guidelines:

ALL DEPARTMENTS

When a tornado strikes:

1. Remain calm and professional at all times.
2. GM or MOD will assume responsibilities until emergency services arrive.
3. If the Fire Alarm system goes off ONLY the MOD may silence the alarm. DO NOT RESET THE ALARM! Recall 9-911 and state the fire alarm was set off from the tornado. The Fire Department will continue to the hotel and only they can reset the alarm. In the event that the MOD is not available let the alarm sound until the Fire Department arrives.
4. If an actual emergency exists:
   - Activate the action plan immediately.
   - Department heads follow their instructions.

In the event of a tornado:

GENERAL MANAGER (GM) OR MANAGER ON DUTY (MOD)

1. If the Fire Alarm sounds follow the procedures in the Fire Plan.
2. Start evacuation of guests as soon as possible. Keep them as calm and orderly as possible and assure them they are going to be alright.
3. All guests should be contained in the center hall of the first floor.
FRONT DESK

1. Front desk personnel shall begin telephoning occupied guest rooms. Use the following message for each guest:
   "I am sorry to disturb you, but the Management has asked that all guests in your area vacate their rooms immediately. Please exit using the stairway located at the end of the corridor. Go to the center hall on the first floor."

2. Keep a list of the rooms called and keep with you as you evacuate to the center hall on the first floor.

HOUSEKEEPING

1. Employees in Housekeeping should following the action plan and report to their supervisor in the center hall on the first floor.

2. If you are on a guest floor, place your cart in a room so as not to block the hallway. If you are in housekeeping, shut down as many appliances as possible and close the doors as you leave. **DO NOT USE THE ELEVATOR!**

3. If evacuation is ordered by GM or MOD, exit to a lower floor and assist any guest during the evacuation. Inform people to report to the center hall on the first floor.
ALL PERSONNEL

ALL personnel will report to and follow the MOD instructions. DO NOT put yourself or anyone in a potentially dangerous situation.

PREDETERMINED MEETING PLACE

THE CENTER HALL ON THE FIRST FLOOR IS THE PREDETERMINED MEETING PLACE.

Objectives for this meeting place:
- To provide safety for evacuated persons
- To determine if medical attention is needed
- To clear surrounding area for fire and emergency equipment
- To have enough room for medical services
- To have a security area
- Evaluate plans effectiveness and faults

MEDIA AND GUEST INQUIRES

1. DO NOT DISCUSS with anyone any hotel policies in regards to loss or damage of personal property; refer these questions to the GM.
2. DO NOT MAKE ANY STATEMENTS to the press or anyone involved with the media. Refer these people to the GM.
3. If a guest becomes concerned about personal property left in their rooms, assure them that every security precaution is being taken to protect all areas and contents of the building.

TRAINING

Each Department Head is responsible for briefing new hires during their orientation on the overall plan and the individual departments’ responsibilities.

The General Manager will be responsible for new hire training.

All personnel will attend training and sign off on the training form to be retained by the office for future references.
Fire Emergency Plan

ACTION PLAN

The General Manager (GM) and/or Manager on Duty (MOD) will assume all responsibilities. All personnel will abide by the following guidelines:

ALL DEPARTMENTS

When the fire alarm sounds:

1. We have an automatic call system where the fire department is notified. For reassurance call 9-911 state that we are CITY and give our exact location: 4125 Preston Highway.
2. Remain calm and professional at all times.
3. ALL Department heads report to the Front Desk.
4. The GM or MOD will locate the source of the alarm.
5. If there is NO emergency and the alarm is false ONLY the MOD may silence the alarm. DO NOT RESET THE ALARM! Recall 9-911 and state the fire alarm was false. The Fire Department will continue to the hotel and only they can reset the alarm. In the event that the GM or MOD is not available let the alarm sound until the Fire Department arrives.
6. If an actual emergency exists:
   - Make certain the alarm is sounding.
   - Activate the action plan immediately.
   - Department heads follow their instructions.
In the event of a fire:

**GENERAL MANAGER (GM) OR MANAGER ON DUTY (MOD)**

1. The GM OR MOD will locate the alarm area using the alarm panel. Staff will contact the front desk via telephone if they see visible fire and start action plan.
2. Proceed to the fire area indicated on the fire alarm panel.
3. Determine the severity of the fire or to see what set off fire alarm.
4. If fire is able to be extinguished easily, do so and report to front desk that the fire is out and all is well.
5. For a false alarm, report to the front desk that all is well. **DO NOT RESET THE ALARM!** Alarm may be silenced based on the GM OR MOD’S decision ONLY.
6. If the fire is out of control, report to front desk your findings and tell them to start emergency and action procedures. **GIVE THEM THE EXACT LOCATION OF THE FIRE!**
7. Start evacuation of guests as soon as possible. Keep them as calm and orderly as possible and assure them they are going to be alright. Beginning with the rooms closest to the fire working your way towards the center of the building if possible.
FRONT DESK

1. Check alarm panel for location of the alarm.

2. Call the Fire Department using the 9-911 state that we are CITY and give our exact location: 4125 Preston Highway. State the EXACT LOCATION OF THE FIRE, IF SMOKE AND/OR FLAMES ARE VISIBLE AND IF YOU BELIEVE ANYONE IS TRAPPED, TELL THEM WE MAY HAVE A POSSIBLE LIFE RESCUE.

3. Front desk personnel shall sound the fire alarm if is not already, and begin telephoning occupied guest rooms, beginning with the floor that the fire and alarm panel has located. Use the following message for each guest:

   "I am sorry to disturb you, but the Management has asked that all guests in your area vacate their rooms immediately. Please close your window and shut your door upon leaving. Please exit using the stairway located at the end of the corridor. Go to the rear parking lot and do not re-enter the building."

4. Keep a list of the rooms called and take it you as you evacuate the building along with the emergency report.
HOUSEKEEPING

1. Employees in Housekeeping should following the action plan and report to their supervisor in the rear parking lot.

2. If you are on a guest floor, place your cart in a room so as not to block the hallway. If you are in housekeeping, shut down as many appliances as possible and close the doors as you leave. **DO NOT USE THE ELEVATOR!**

3. If evacuation is ordered by GM or MOD, exit to a lower floor and assist any guest during the evacuation. Inform people to report to the rear parking lot and not re-enter the building or return to their rooms until told to by the GM, MOD or Fire Department.
ALL PERSONNEL

ALL personnel will report to and follow the GM or MOD instructions. DO NOT put yourself or anyone in a potentially dangerous situation. The FIRE CHIEF WILL TAKE OVER ALL DUTIES UPON ARRIVAL.

PREDETERMINED MEETING PLACE

THE REAR PARKING LOT IS THE PREDETERMINED MEETING PLACE.
Objectives for this meeting place:
- To provide safety for evacuated persons
- To determine if everyone is out safely
- To determine if medical attention is needed
- To clear surrounding area for fire and emergency equipment
- To have enough room for medical services
- To have a security area
- Evaluate plans effectiveness and faults

MEDIA AND GUEST INQUIRES

1. DO NOT DISCUSS with anyone any hotel policies in regards to loss or damage of personal property; refer these questions to the GM.
2. DO NOT MAKE ANY STATEMENTS to the press or anyone involved with the media. Refer these people to the GM.
3. If a guest becomes concerned about personal property left in their rooms, assure them that every security precaution is being taken to protect all areas and contents of the building.

TRAINING

Each Department Head is responsible for briefing new hires during their orientation on the overall plan and the individual departments responsibilities.

The General Manager will be responsible for new hire training.

All personnel will attend training and sign off on the training form to be retained by the office for future references.
EMERGENCY ACTION PLAN

AIRPORT & EXPO LAQUINTA INN & SUITES
4125 PRESTON HIGHWAY
LOUISVILLE, KY 40213
(502) 368-0007

You are in LOUISVILLE, KENTUCKY.
Please refer to the back of your door for the evacuation plan.

In the event of a fire:
Feel the door to see if it is hot before opening it. Close the door behind you.
DO NOT USE THE ELEVATOR-proceed to the nearest stairway and exit to the rear parking lot.

In the event of a tornado:
A TORNADO WATCH means there is a possibility of one or more tornadoes in your area. Continue normal activity but monitor weather conditions closely.
A TORNADO WARNING means a tornado has been sighted and may be approaching—seek shelter immediately!
DO NOT USE THE ELEVATOR -proceed to the nearest stairway and go to the center hall on the first floor.

In the event of an earthquake:
DO NOT USE THE ELEVATOR -proceed to the nearest stairway and go to the center hall on the first floor.
This EASP was developed and produced by:

Steve E. Adkins
502-964-0260

"SEA" great results with our professional service!

For more information contact me at the above number.

Thank you!

I appreciate your business
Earthquake Emergency Plan

ACTION PLAN

The General Manager (GM) and/or Manager on Duty (MOD) will assume all responsibilities. All personnel will abide by the following guidelines:

ALL DEPARTMENTS

When an earthquake strikes:

1. Remain calm and professional at all times.
2. GM or MOD will assume responsibilities until emergency services arrive.
3. If the Fire Alarm system goes off ONLY the MOD may silence the alarm. **DO NOT RESET THE ALARM!** Recall 9-911 and state the fire alarm was set off from the earthquake. The Fire Department will continue to the hotel and only they can reset the alarm. *In the event that the MOD is not available let the alarm sound until the Fire Department arrives.*
4. If an actual emergency exists:
   - Activate the action plan immediately.
   - Department heads follow their instructions.

*In the event of an earthquake:*

GENERAL MANAGER (GM) OR MANAGER ON DUTY (MOD)

1. If the Fire Alarm sounds follow the procedures in the Fire Plan.
2. Start evacuation of guests as soon as possible. Keep them as calm and orderly as possible and assure them they are going to be alright.
3. All guests should be contained in the center hall of the first floor.

FRONT DESK

1. Front desk personnel shall begin telephoning occupied guest rooms. Use the following message for each guest:
   
   "I am sorry to disturb you, but the Management has asked that all guests in your area vacate their rooms immediately. Please exit using the stairway located at the end of the corridor. Go to the center hall on the first floor."

2. **Keep a list of the rooms called and keep with you** as you evacuate to the center hall on the first floor.
HOUSEKEEPING

1. Employees in Housekeeping should following the action plan and report to their supervisor in the center hall on the first floor.

2. If you are on a guest floor, place your cart in a room so as not to block the hallway. If you are in housekeeping, shut down as many appliances as possible and close the doors as you leave. **DO NOT USE THE ELEVATOR!**

3. If evacuation is ordered by GM or MOD, exit to a lower floor and assistant any guest during the evacuation. Inform people to report to the center hall on the first floor.

ALL PERSONNEL

**ALL** personnel will report to and follow the MOD instructions. **DO NOT** put yourself or anyone in a potentially dangerous situation.

PREDETERMINED MEETING PLACE

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