



## *Safety & Security Department*

Welcome to the Tampa Marriott Water Street! Listed below you will find the necessary information for Emergency Procedures, Accidents, Illness, Incidents, Lost & Found Procedures, and Meeting Room/Public Space Security.

### **Emergency Procedures**

In the event of a Fire or other Emergency alarm:

- 1) The alarm system is set up where 4 floors will go into alarm.  
(Floor involved, 2 floors above and 1 below).
- 2) All alarms are investigated internally by trained personnel.
- 3) If asked to evacuate the alarmed floor or area, please cease all operations and proceed to the nearest safe fire exit. Hotel personnel will be located throughout the hotel to assist you with where to go.
- 4) The Fire Department is notified automatically when an alarm is activated.
- 5) Be familiar with all fire exits located throughout the guest floors and meeting spaces.
- 6) All Evacuation Routes throughout the hotel are designated by illuminated Emergency EXIT signs.
- 7) Follow the directions given by the emergency signs, always moving away from any smoke or fire to safe areas outside, and away from the building and driveways.
- 8) Follow any additional directions given by hotel staff.
- 9) DO NOT attempt to go through a door that is warm to the touch or has smoke coming out around the door frame.
- 10) DO NOT attempt to go through a door that is not a designated marked exit.
- 11) DO NOT use the elevators.
- 12) In the event anyone should need to dial 911, the hotel phone system is set-up so Loss Prevention is also notified of your emergency. Loss Prevention will immediately follow-up on the call.

### **For Individuals with Disabilities**

It is the responsibility of the Event Host to designate a person to be responsible in assisting individuals with disabilities in safely evacuating the building in the event of an emergency. This procedure is only a guideline and the Event Host is responsible for the safe handling of all attendees of their event. Each conference sponsor should be familiar with the hotel suggested procedures as follows:

#### Do's

- 1) Loss Prevention will respond and assist individuals with disabilities in safely evacuating the building.
- 2) If you are on a floor of alarm and assisting a person with disabilities you should calmly communicate to the individual that they will enter the evacuation lines when appropriate, as to avoid impeding already moving foot traffic and to minimize risk of injury.
- 3) If stairwell movement becomes threatened, remain with the person in the corner of the landing and send word to emergency personnel for assistance.
- 4) Once you have reached the ground level and are safely evacuated from the endangered area, remain until an ALL CLEAR is given by hotel staff.

#### Don'ts

- 1) Do not use the elevators as they may not be operational.
- 2) Once you have left your room/area, do not return for any personal belongings.
- 3) Do not run, yell, or create panic. Be Calm.
- 4) Do not return until hotel management has given an ALL-CLEAR.

### **Accidents, Illness, and Incidents**

In the event of an Accident, Illness, or Incident involving group attendees:

- 1) We ask that guests notify the Loss Prevention Department immediately of all incidents or accidents. Please call our internal Emergency Line "1111" from any "internal house" phone which will place you in contact with our Loss Prevention Department.
- 2) All Loss Prevention personnel are trained in CPR and First Aid.
- 3) We will contact the local Fire Department and Ambulance via 911 in the event your incident should need extensive medical treatment.
- 4) The hotel cannot refer any guests to outside doctors, dentists or babysitter services. These services can be located in the local phonebook located in the guestrooms.
- 5) Our nearest hospital in proximity to the hotel is as follows:

Tampa General Hospital (813) 251-7000  
*Less than one mile from the hotel*

In the event of any other incident contact Loss Prevention first and we will contact the Local Police Department (TPD)

Emergency 911  
Non-Emergency (813) 231-6130  
TPD Report Line (813) 276-3205  
Tampa Police Department (813) 273-0770

### **Lost and Found Procedures**

All items go to the Loss Prevention Department for recording. Please contact Ext. 6364 for all inquiries.

We encourage all guests to take advantage of our Safety Deposit boxes located behind the Front Desk and there are guest room safes located in your guestroom.

### **Meeting Rooms/Public Space Security**

The hotel cannot guarantee the safety of guest property left in meeting rooms and the risk of any loss, damage, or theft to such property is assumed by the guest.

- 1) We ask that all attendees safeguard and remove laptops and take all other personal valuable items from meeting rooms when on breaks or at lunch.
- 2) Valuable items can be stored at the Front Desk in a Safety Deposit box if any attendee should not wish to keep their items on their person. Bags can be stored during your meetings in our Bellstand as well.
- 3) Do not leave any bags unattended at any time, anywhere. (Outside meeting rooms, lobby area, banquet level areas, front drive, etc.)
- 4) We encourage all guests and associates to report suspicious persons or unattended luggage or items to our Loss Prevention office at ext. 6364.

If at any time during your stay you feel that you may have observed a potential safety concern, then please don't hesitate to contact the Director of Loss Prevention directly.

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