



HEALTH & SAFETY

BERLIN MARRIOTT



EMERGENCY PROCEDURES DOCUMENT

Supplier name:	Berlin Marriott
Supplier address:	Inge-Beisheim-Platz 1, Berlin 10785
City of Event Operation:	Berlin
Emergency services number:	112
Nearest Hospital to event hotel: With accident and emergency department / ER	Evangelische Elisabeth Klinik Lützowstraße 26 10785 Berlin Deutschland +49 30 25061

Senior member of staff responsible in the event of an emergency:	Hansjoerg Schneider General Manager To be confirmed Chief Engineer
Staff / freelancers / external providers are aware and briefed by your company on the above policies:	All Manager on Duty are trained by a annual security training. - First aid support is guaranteed by several trained associate and security On Property 24/7Security Company: Flash-security GmbH Regattastrasse 189 I 12527 Berlin +49 30 322 95 21 332

EMERGENCY PROCEDURES DOCUMENT

FIRST AID CONTACT

Ersthelfer im Berlin Marriott Hotel

- | | | | | | |
|----------------------|------------|----------------|-----------------------|-------------|------------------------|
| • Maria Liebnitz | (HSK) | Telefon: 85261 | • Vanessa Knösel | (Sales) | Telefon: 36038 |
| • Ahmed Chaibi | (HSK) | Telefon: 85279 | • Anika Schürmann | (BSO) | Telefon: 82086 |
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| • Marcel Würf | (Technik) | Telefon: 85884 | • Gregor Hans | (IT) | Telefon: 86501 / 85501 |
| • Andre Trojanowski | (F&B) | Telefon: 85004 | • Nicolas Bruhnke | (Rooms) | Telefon: 85251 |
| • Christian Michel | (Culinary) | Telefon: 85012 | • Robert Swoboda | (Event) | Telefon: 86043 |
| • Franziska Obermann | (Culinary) | Telefon: 85011 | • Emre Dinkis | (N/A) | Telefon: 85212 |
| • Darwin Canameti | (Culinary) | Telefon: 85011 | • Sandro Marinas Alva | (FoH) | Telefon: 85221/85222 |
| • Khaled El Idi | (BQT) | Telefon: 85860 | • Hatem Ferjani | (Concierge) | Telefon: 85250 |

EMERGENCY PROCEDURES DOCUMENT

FIRE DRILL / ALARM

FIRE

Code name: "MR. RED"

Evacuation Point:

An evacuation of the Hotel shall initially be to a meeting point (the "Meeting Point"), located at the **HENRIETTE HERZ PARK**, 170 meters west of the Hotel's main entrance. The CTL (Crisis Team Leader) shall inform guests and associates at the Meeting Point whether they may return to the Property or relocate to one of the gathering points.

Description of the Fire Alarm System

Sprinkler activation (due to smoke or heat detectors being activated or by accident): Fire Alarm.

Manually activated fire alarm button (red boxes): Local Fire Alarm.

Manually activated house alarm (blue box): Local Alarm.

Manually activated fire alarm button in the BMZ (red box): Entire Fire Alarm.

Manually activated house alarm button in the BMZ (blue box): Entire House Alarm.

In case of a Fire Alarm, all elevators immediately run down to the lobby level and remain there until the alarm system is reset. An air suction system automatically turns on in elevator shafts and emergency stairways.

Grey smoke emergency boxes in the emergency stairways, by the elevators and at certain locations in the Hotel can be activated manually to deal with smoke hazards. Specially designed windows open and air suction motors go off in emergency staircases and elevator shafts upon activation of the grey smoke emergency button boxes.

Emergency Response

All discussions about a fire emergency shall be addressed as "Mr. Red"

The CTL and a LPO shall respond immediately to the BMZ. The Engineer and a second LPO shall be the first responders to the location from which a fire was detected. If fire is detected in or nearby a kitchen, the Engineer shall immediately shut down emergency gas valves. If the fire is caused by an electrical malfunction, the Engineer shall shut down electricity locally or throughout the Hotel.

EMERGENCY PROCEDURES DOCUMENT

FIRE DRILL / ALARM

In the event of a fire:

The CTL shall initiate a local evacuation, summon emergency services.

In the event of a fire with an alarm system malfunction:

The CTL shall instruct the LPD to call the fire department or activate a red fire alarm box and he/she shall initiate evacuation procedures. The assessment of the CTL of the emergency and his/her decision to evacuate the Hotel shall always take preference over the alarm notification system.

In the event of a Fire Alarm with notification of the fire department:

The CTL shall immediately instruct AYS (At your Service) and the LPD (Loss Prevention Department) to follow notification procedures and summon the CMT (Crisis Management Team).

The CTL shall immediately initiate a local evacuation.

Under no circumstances shall the BMZ be reset.

In the event of a Fire Pre-alarm or any alarm without notification of the fire department:

The CTL shall assess the information received from the Engineer and LPO (Loss Prevention Officer) on location and determine whether to proceed with further notifications, summoning of emergency services and evacuation procedures. Based on his/her assessment, the CTL shall instruct the LPD and AYS to proceed with additional notifications.

- If the fire department is not informed, the CTL may instruct, after he/she has completed his/her assessment of the situation, that the BMZ be reset.

Under no circumstances shall the BMZ be reset if the fire department was notified through the BMZ or otherwise.

In the event of a false alarm without notification of the fire department:

The CTL shall instruct the LPD to immediately reset the BMZ.

In the event of a false fire alarm with notification of the fire department:

The CTL shall assess the information received from the Engineer and LPO on location and determine whether to shut off the alarm without resetting the alarm system.

Under no circumstances shall the BMZ be reset if the fire department was notified through the BMZ or otherwise.



EMERGENCY PROCEDURES DOCUMENT

POWER OUTAGE

ELECTRICAL POWER LOSS

IN THE UNLIKELY EVENT OF AN ELECTRICAL POWER LOSS, EMERGENCY SYSTEMS WILL CONTINUE TO OPERATE. HOWEVER, LONG TERM ELECTRICITY LOSS SHALL REQUIRE THE CTL AND CMT TO DECIDE ON A CONTINGENCY PLAN FOR RELOCATING GUESTS TO NEARBY HOTELS.

A LPO SHALL INFORM THE ELECTRICITY COMPANY AND ORDER SERVICE. THE ENGINEER SHALL ASSESS WHETHER THE ELECTRICAL SHUT DOWN IS DUE TO INTERNAL MALFUNCTION. BOTH THE ENGINEER AND THE LPO SHALL REPORT BACK TO THE CTL. THE CTL SHALL CONVENE WITH MEMBERS OF THE CMT TO DECIDE ON FURTHER STEPS.

INSIDE THIS BOX YOU WILL FIND 379 REGULAR FAIL –

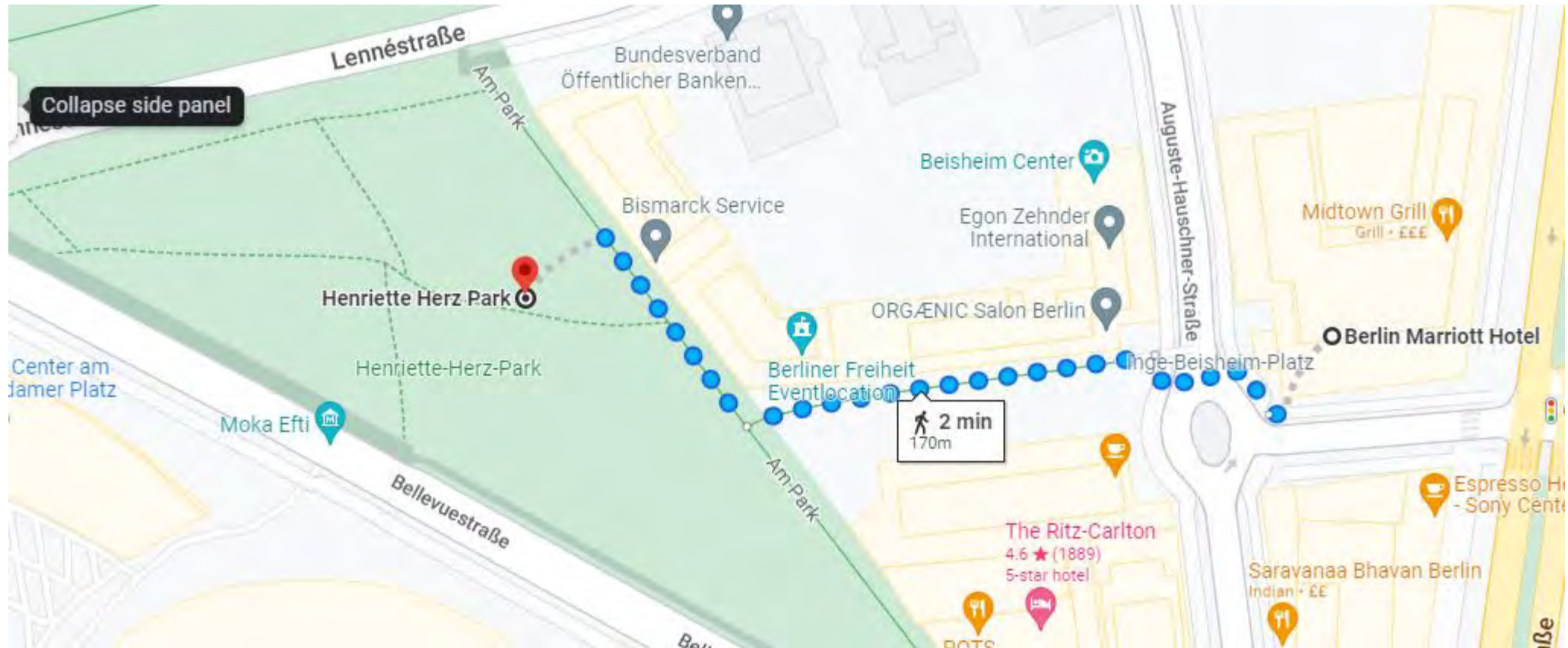
SAFETY KEY CARDS

IN THE EVENT OF AN EMERGENCY, WHEREBY ELECTRICAL POWER IS LOST OR THE OPERA / VISION INTERFACE OR SERVER ARE NOT OPERABLE, YOU WILL BE ABLE TO DISTRIBUTE TO GUESTS FAIL – SAFE KEY CARDS

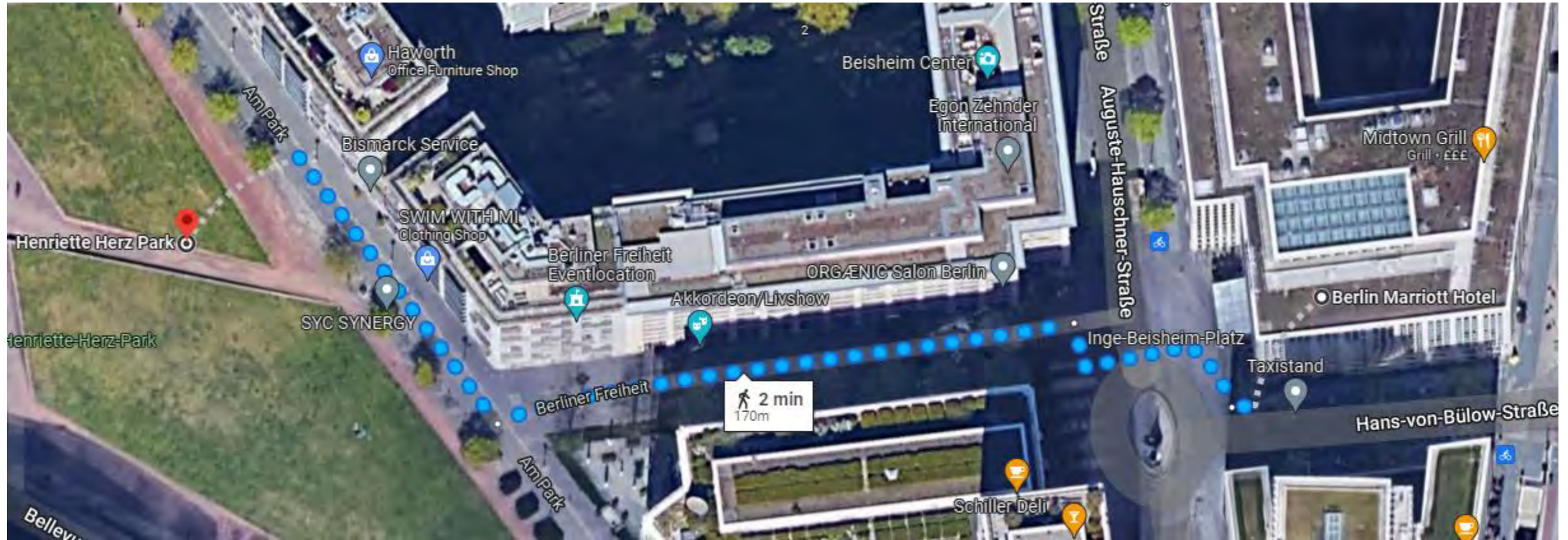
EACH KEY CARD IS A MASTER KEY FOR THE SPECIFIC DOOR. KEYS MUST BE RETURNED AFTER CHECK-OUT AND CAN BE REUSED FOR NEXT GUEST.

IF THE SEALED ENVELOPE WITHIN THE HOTEL SAFE IS BROKEN, AN E-MAIL NEEDS TO BE SEND TO GM/DOR/CHIEF ENG./FOM

MEETING POINT HENRIETTE HERTZ PARK



MEETING POINT HENRIETTE HERTZ PARK



Verhalten im Brandfall

In case of fire!

Ruhe bewahren

Keep calm!

1. Brand melden
Report fire



Feuermelder betätigen
oder Tel.: 444



Press fire alarm
or call 444



Wer meldet?
State your name!
Was brennt?
What has happened?
Wo brennt es?
Where has something
happened?

2. In Sicherheit
bringen
Route to safety



Gefährdete Personen
mitnehmen
Take people at risk with you
Türen schließen
Close doors
Gekennzeichneten
Fluchtweg folgen
Follow the designated
escape route
Keinen Aufzug benutzen
Do not use elevator
Auf Anweisungen achten
Pay attention to instruction

3. Löschversuch
unternehmen
Try to
extinguish fire



Feuerlöscher benutzen
Use fire extinguisher

Legende / Legend



Standort
Position



Wandhydrant
Fire hose



Feuerlöscher
Fire extinguisher



Brandmelder
Fire alarm



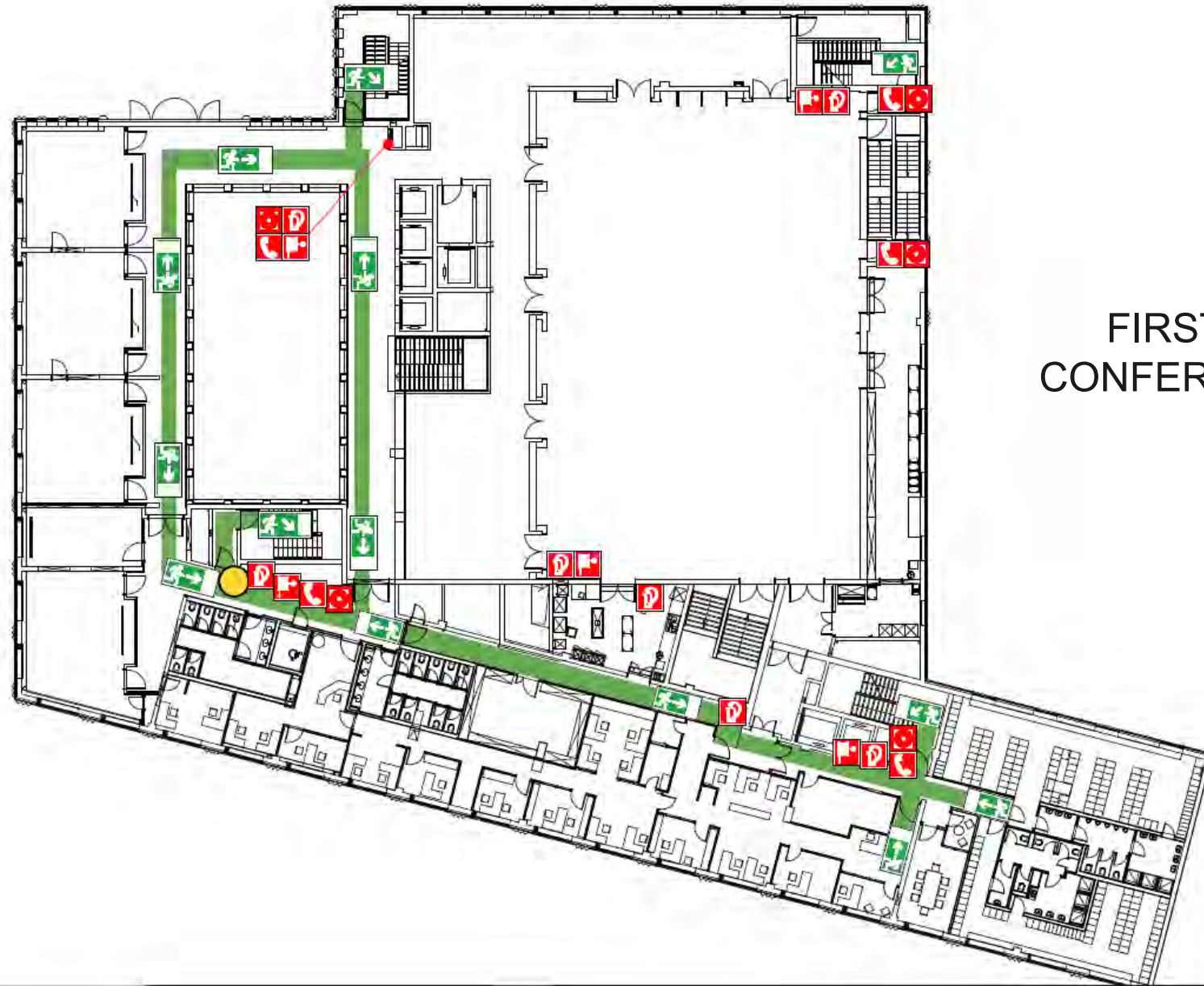
Hausalarm
House alarm



Rettungsweg
Escape route



Richtungsangabe
Indication of direction



FIRST FLOOR /
CONFERENCE FLOOR

HACCP PLAN

Global HACCP Plan CONTENTS

ABSTRACT

Objectives and Definition
Top Food Borne Illness Risk Factors
Food Safety Management System Advantages

PREREQUISITE PROGRAMS

Standard Operating Procedures
Food Contamination Control

CRITICAL CONTROL POINTS/CRITICAL LIMITS

General Receiving
Storage and Preparation
Cooking, Cooling, Reheating, Cold and Hot Food Holding, Time in Lieu of Temp.

MONITORING/CORRECTIVE ACTIONS

Sample Logs

PROCESS HACCP PLANS FOR RESTAURANTS

Food Preparation Process Explanation
Food Preparation Process #1
Food Preparation Process #2
Food Preparation Process #3
Sample HACCP Logs for Process Plans

VERIFICATION AND RECORD KEEPING

Process

GLOBAL FOOD SAFETY BRAND STANDARDS

Cleaning and Sanitizing
Facility/Controls
Food Handling
Food Safety Documentation
Food Safety Equipment and Utensils
Food Storage
Personal Hygiene
Temperature Control

FOOD QUALITY AND SAFETY STANDARDS

Fresh Beef Steaks
Fresh/Frozen Fish
Frozen Chicken
Preparing Melons
Leafy Greens and Vegetables
Frozen Burgers
Fresh Burgers
Ground Beef Patties Receiving Log
Fabricating Ground Beef Patties
Citrus Fruits for Food and Drinks
Gratis Beverages
Fresh Poultry
Fresh Shellfish

GLOSSARY

Terms

All F&B employees must be trained.

The employee have to provide several certificates in order to be allowed to work at the hotel.

WASTE MANAGEMENT

				
VERPACKUNGEN Gelbe Tonne	GLAS Grüne & Weiße Tonne	PAPIER / PAPPE Blaue Tonne	BIOGUT Braune Tonne	HAUSMÜLL Graue Tonne
zum Beispiel: Becher Dosen Folien Getränk kartons Kunststoffflaschen	zum Beispiel: Getränkeflaschen Essig- und Ölflaschen Konservengläser Marmeladengläser Gläser für Babynahrung	zum Beispiel: Bücher Kartons Prospekte Zeitschriften Zeitungen	zum Beispiel: Obst- und Gemüsereste Tee- und Kaffee filter Essensreste Blumen Gartenabfälle	zum Beispiel: Hygieneartikel Staubsaugerbeutel Tapeten Tierstreu Windeln
Aus Verbundstoffen, Metall und Kunststoff	Bitte nach Weiß- und Buntglas trennen!	Kartons bitte flach zusammenfalten oder zerreißen!	Feuchte Reste gut in Zeitungs- oder Haushaltspapier einwickeln!	Bauabfälle, Schadstoffe, Elektroschrott oder Wertstoffe bitte nicht in oder neben die Tonne!

Trennen Sie Ihren Abfall richtig und leisten Sie einen aktiven Beitrag zum Umweltschutz. Nutzen Sie auch unsere Recyclinghöfe und den Sperrmüllabholservice.

BSR-Service-Telefon 030 7592-4900
www.BSR.de

Berliner Stadtreinigung 

**YELLOW:
PACKAGING**

**GREEN:
GLAS**

**BLUE:
PAPER**

**BROWN:
ORGANIC**

**GREY:
HOUSEHOLD GARBAGE**



The background of the entire page is a repeating pattern of interlocking, wavy lines that create a sense of movement and depth, resembling a stylized wave or a woven fabric texture. The lines are light gray on a slightly darker gray background.

STAY SAFE – STAY HEALTHY