



**Date:** June 9-10, 2026

**Location:** Hilton Arlington National Landing, 2399 Richmond Hwy, Arlington, VA 22202

### **I. Purpose:**

This plan outlines procedures for responding to emergencies during the APHA 2026 Policy Action Institute at Hilton Arlington National Landing. It aims to ensure the safety and well-being of attendees, staff, and hotel personnel in the event of a crisis. See Page 4 for hotel floorplans.

### **II. Guest Room Provisions**

- External locks
- Secondary locking device for entry and connecting doors
- Entry door viewer
- Self-closing entry door
- In-room safes and/or central safety deposit boxes provided
- Windows restricted to opening 10cm (4 inches)

### **III. Potential Emergencies:**

- **Medical Emergencies:** Illness, injury, cardiac arrest, allergic reactions.
- **Fire:** Building fire, smoke, alarms.
- **Severe Weather:** Thunderstorms, tornadoes, flash floods, extreme heat/cold.
- **Active Shooter/Violent Incident:** Threat of or actual violence.
- **Bomb Threat/Suspicious Package:** Reports of explosives or suspicious items.
- **Building Evacuation/Lockdown:** Necessary due to fire, hazardous materials, or security threats.
- **Power Outage:** Loss of electricity impacting lighting, HVAC, and communication.
- **Civil Unrest/Demonstrations:** Disruptive or potentially dangerous gatherings.

### **IV. In-House Contact Details:**

- Internal Hilton Emergency Contact
  - Brandon Saunders (Security Manager) - 240-705-6181
- APHA Staff
  - An APHA staff member will always be available at the registration desk.
  - If you cannot find a staff member, the Director of Event Operations can be reached at **202-777-2528**.

### **V. Emergency Response Procedures:**

#### **1. Fire Alarm:**

- The fire alarm system includes automatic detection and audible alarms in guest rooms, public areas, and back-of-house areas.



- Emergency escape signage and lighting are in place in all public areas.
  - Evacuation information is available in all guest rooms and conference rooms on the rear of the door or near the entrance.
- 2. Non-Emergency Alarms:**
- If the hotel experiences a nonemergency alarm or False Alarm, all guests should stand-by in their areas and wait for instructions that will be broadcast throughout the hotel via the PA system.
- 3. Shelter-In-Place Emergency:**
- In the event of a 'shelter in place' emergency (Tornado, Bomb Threat, etc.), **APHA attendees and staff are to gather in the Virginia Ballroom, located on the Plaza level of the building, and follow instructions of hotel management.**
  - Hotel staff will be present to guide guests to the location.
- 4. Shelter Out-of-Place:**
- Evacuation Route: All guests and associates are to assemble outside to the right, facing the hotel in the parking area.
- 5. Medical Emergencies:**
- Provide immediate first aid if trained. The hotel also has first aid and CPR-trained team members on staff.
  - APHA staff to call 911 and request medical assistance. If Staff is not present and cannot be located, call 911 first and then attempt to reach a member of APHA Staff.
  - APHA staff to contact hotel staff who will help direct emergency responders to the location.
  - APHA Staff will collect attendee information and relay it to medical personnel.
- 6. Power Outage:**
- Remain calm and stay in place.
  - APHA staff to contact hotel staff.
  - Attendees and APHA staff will provide instructions from hotel staff.
- 7. Civil Unrest/Demonstrations:**
- Report any suspicious activity to APHA Staff.
  - Avoid the area of unrest and do not engage.
  - APHA staff to contact Hilton Safety & Security Director.
  - Attendees and APHA staff to follow instructions from hotel security and law enforcement.



**VI. Communication:**

- APHA staff will use **verbal announcements** to disseminate emergency information. Other APHA staff will search hallways, restrooms, and other meeting rooms to capture attendees not in the main meeting space who may have missed these announcements.
- Hotel staff will use the hotel's PA system and internal communication channels.
- Emergency contact information for key APHA staff will be made available to all attendees.

**VII. APHA Post-Emergency Procedures:**

- APHA staff will conduct a post-emergency assessment and debriefing.
- A report will be filed summarizing the incident and response.
- Attendees will be contacted as needed based on the incident

**VIII. Local Emergency Resources:**

- Aside from calling 911, there are several emergency services nearby:
  - Inova Emergency Room, Oakville – 400 Fannon St, Alexandria, VA 22301
  - Inova Alexandria Hospital Emergency Room – 4320 Seminary Rd, Alexandria, VA 22304
  - Virginia Hospital Center Emergency Room – 1701 N George Mason Dr, Arlington, VA 22205
  - VHC Health Express Care – 764 23<sup>rd</sup> St S, Arlington, VA 22202
  - Arlington County Fire Station 5 – 1750 S Hayes St, Arlington, VA 22202
  - CVS Pharmacy – 1550 Crystal Dr Suite C, Arlington, VA 22202
  - CVS Pharmacy – 2400 Richmond Hwy, Arlington, VA 22202
  - Nearest Police Station – 1425 N. Courthouse Rd, Arlington, VA 22201

**IX. Traveler Safety Tips** (*source: American Hotel & Lodging Association*):

- Don't answer the door in a hotel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
- When returning to your hotel late in the evening, use the main entrance of the hotel. Be observant and look around before entering parking lots.
- Close the door securely whenever you are in your room and use all of the locking devices provided.
- Don't needlessly display guest room keys in public or carelessly leave them on restaurant tables, or other places where they can be easily stolen.
- Do not draw attention to yourself by displaying large amount of cash or expensive jewelry.
- Don't invite strangers to your room.
- Place all valuables in the hotel safe deposit box or your guestroom safe
- Do not leave valuables in your vehicle.



- Check to see that connecting doors are locked.
- If you see any suspicious activity, please report your observations to the management.
- Upon arrival, please notify the Front Desk if you require special evacuation assistance in the event of an emergency.

**\*Disclaimer:** This emergency response plan is a guideline and may be adapted as necessary based on the specific circumstances of the emergency.

