



**APHA
Policy
Action
Institute**

APHA 2025 Policy Action Institute

Emergency Response Plan Attendee Version

Date: June 16-18, 2025

Location: The Westin DC Downtown, 999 9th St NW, Washington, DC 20001

I. Purpose:

This plan outlines procedures for responding to emergencies during the APHA 2025 Policy Action Institute at The Westin DC Downtown. It aims to ensure the safety and well-being of attendees, staff, and hotel personnel in the event of a crisis. See [Appendix](#) for hotel floorplans

II. 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.

III. In-house Contact Details:

- Westin Security Staff (open 24/7)
 - Call extension 3377 from any in-house phone located in guestrooms and conference rooms.
 - Call **(202) 682-3377** from any outside line.
- APHA Staff
 - An APHA staff member will always be available at the registration desk outside of the Rock Creek Ballroom.
 - If you cannot find a staff member, the director of events can be reached at **202-777-2528**.
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IV. Emergency Response Procedures:

1. Fire Alarm:

- Strobe lights will flash and an announcement will advise that there is a “Fire Emergency in the building.” At this time, please evacuate through your nearest exit by following the Shelter Out-of-Place instructions below.



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2. Non-Emergency Alarms:

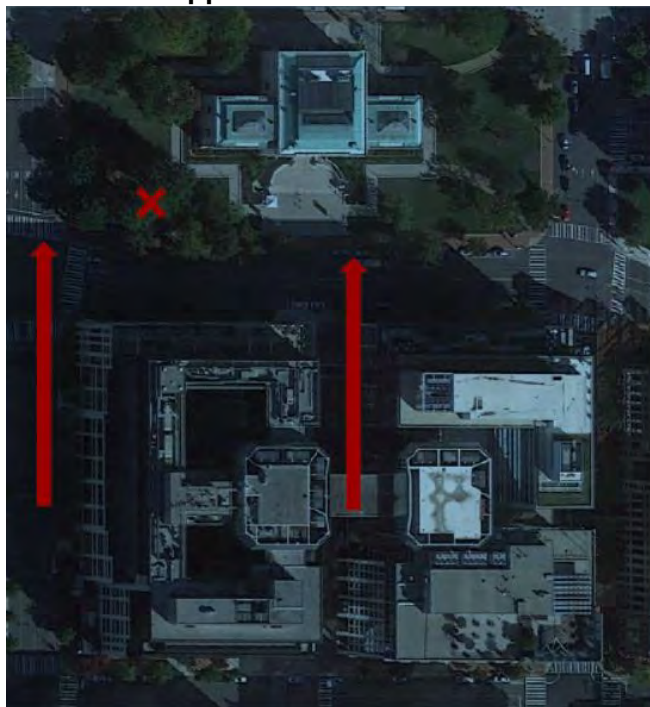
- If the hotel experiences a nonemergency alarm or False Alarm, all guests should stand-by in their areas and wait for instructions that will be broadcasted throughout the hotel via the PA system.
- If we need to evacuate the building, the hotel's Emergency Response Team will announce this via the PA system and will guide all staff and attendees to the evacuation location at the West Carnegie Library grass area.

3. Shelter-In-Place Emergency:

- In the event of a 'shelter in place' emergency (Tornado, Bomb Threat, etc.), **Hotel guests and staff are to meet in the Potomac Ballroom, which is located on the "BR" level of the building.**
- Members of the hotel's Emergency Response Team will be present to guide you and your guests to the location.

4. Shelter Out-of-Place:

- Evacuation Route: All guests and associates are to **meet in West Carnegie Library grass area next to the Apple Store located on 9th & K St NW.**





5. Medical Emergencies:

- Provide immediate first aid if trained.
- 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 Staff will 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 Westin Security Staff (open 24/7).
 1. Call extension 3377 from any in-house phone located in guestrooms and conference rooms.
 2. Call (202) 682-3377 from any outside line.
- Attendees and APHA Staff to follow instructions from hotel security and law enforcement.

V. 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.

VI. 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

VII. Local Emergency Resources:

- Aside from calling 911, there are several emergency services nearby:
 - Howard University Hospital - 2041 Georgia Ave NW, Washington, DC 20060
 - MedStar Washington Hospital Center – 110 Irving St NW, Washington, DC 20010



- George Washington University Hospital - 900 23rd St NW, Washington, DC 20037
- MedStar Georgetown University Hospital – 3800 Reservoir Rd NW, Washington, DC 20007
- CVS Pharmacy – 1117 10th St NW, Washington, DC 20001
- Walgreens Pharmacy – 801 7th St NW, Washington, DC 20001
- CVS Minute Clinic – 655 K St NW, Washington, DC 20001
- Metropolitan Police Department – 500 E St SE, Washington, DC 20003
- Washington, D.C. Fire & EMS Station – 1018 13th St NW, Washington, DC 20005

VIII. 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.*



Appendix:

Exits near Rock Creek Ballroom

