



Safety and Security Arrangements & Organisation Information Sheet

(HILTON OWNED OR MANAGED HOTELS ONLY)

“Hotel” Name:

The following provisions are in place at the above-referenced Hotel,
unless local law specifies otherwise.

Please note that Hilton/Hotel is sharing this document on a Hilton Confidential basis only in connection with current negotiations and/or ongoing business discussions between Hilton / Hotel and your company.

Date:

Guest Room Provisions

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

Fire Prevention

1. The Hotel complies with the requirements of local fire safety laws.
2. Fire drills involving all team members are conducted at least semi-annually.
3. The fire alarm system includes automatic detection and audible alarms in guest bedrooms, public areas and back of house areas of the Hotel.
4. Team members trained in fire evacuation procedures are on duty 24/7. Mandatory checklist relating to fire alarm system, fire detection, emergency lighting and portable fire fighting equipment completed and recorded.

5. Fire doors to protected escape stairwells have self-closing devices fitted.
6. Fire doors are in place too high-risk rooms (technical rooms, boiler rooms, electrical rooms, etc.)
7. Self-closing devices on all guestroom doors.
8. Emergency escape signage is in place in public and back of house areas.
9. Emergency lighting is in place in public and back of house areas.
10. Evacuation information is available in all guest bedrooms and conference rooms on the rear of the door or near the entrance.
11. Internal exits have crash bars for automatic release (or an alternative emergency release system). No exits are locked or require keys.
12. The assessment of fire risk forms part of the internal audit process with action plans identified.

First Aid

The Hotel has qualified first aiders/CPR on duty 24/7, available to Team Members, guests and visitors. First aid requisites and supplies are checked regularly.

Food Safety

The Hotel follows the principles of Hazard Analysis and Critical Control Points in line with local and national food hygiene regulations and receives inspection from local authority officials in addition to internal auditing procedures.

Workplace Safety

This Hotel adheres to the Hilton Safety Management and OSHA systems (where relevant) based on the principals of risk assessment ensuring the Health, Safety, and Welfare of its team members and guests. The Hotel carries out periodic internal inspections to ensure hazards are identified and removed or control measures implemented. Health and Safety concerns are brought to the attention of the Hotel's Health and Safety committee, which periodically meets at on either a monthly or quarterly basis. Periodic safety training is provided to all Team Members.

Internal Inspections

Periodic inspections are undertaken to support safety, security, food hygiene, fire safety, public health, accessibility and general welfare conditions. The aim is to confirm compliance with local and national legislation within the country of

operation in addition to Hilton standards. The inspections assure compliance, highlight hazards requiring attention and serve as the action plan for the Hotel.

External Safety Inspections

Periodic statutory and routine inspections/maintenance are carried out on lifting equipment, partition walls, pressure systems, electrical supplies/equipment, children's play areas, lightning conductors, trees, agricultural equipment, golf course machinery and buggies, water systems, and asbestos management.

Control of Hazardous Substances

The supply and use of hazardous substances in the Hotel is controlled through risk assessment and approved purchase systems and forms part of the safety management system.

Supervision of Health Clubs/Leisure Facilities

This issue is recognised, and clear signage outlines the Hotel's specific safety procedures.

1. The depth of the pool is clearly highlighted using signage.
2. Guest safety information displayed is displayed, including pictorial No Diving signage
3. pH and Chlorine levels are monitored throughout the day.
4. Pools Spas and Jacuzzis are maintained following the manufacturer's instructions.
5. Lifeguards are provided according to local legal requirements.

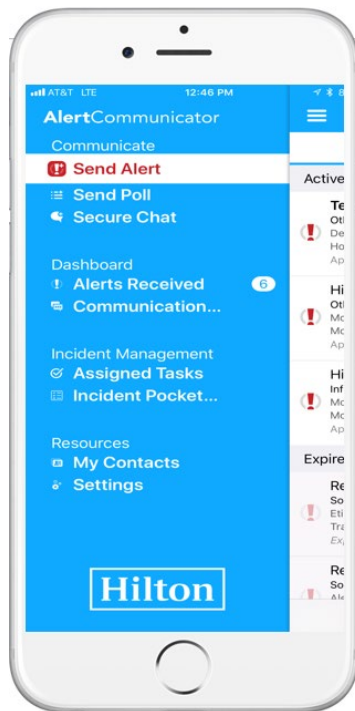
Accident Reporting

Incidents, accidents, near misses and property damage are all recorded and thoroughly investigated and reported to the Hotel's Health and Safety committee. Incident-related statistics are routinely analysed for trends, preventative steps and proactive safety campaigns to reduce common caused accidents, incidents and near misses.

Crisis Management and Emergency Procedures

This Hotel operates the Hilton Alert mobile device application for rapid crisis communications with Site, Area, and Global Crisis Teams. Functionality includes the ability to send alerts on operational or crisis needs to automated groups, secure chat, receiving of polls and checklists as well as an offline version of the Pocket Guide to Incident Control. This synchronises with the central crisis management platform, Fusion.

The Hotel has access to the following crisis guides: hurricanes, earthquake, drought, landslides, floods, sandstorms, avalanche, air pollution events, tornadoes, volcanic eruptions, tsunami, and wildfires.



Water Hygiene

1. This Hotel has a designated person responsible for Legionella control.
2. The designated person has sufficient training and experience to be able to carry out the role competently, and other staff are trained in Legionella awareness.
3. Hot water and circulating temperatures are kept between 50°C - 60°C.
4. Cold water cold is maintained at temperatures below 20°C throughout the system to all outlets.
5. Weekly flushing of infrequently used taps and showers in guest rooms and other areas is carried out.
6. Quarterly disinfection of shower heads is completed.
7. Cleaning and disinfection of cooling towers and associated pipes used in air conditioning systems regularly where installed.
8. Yearly cleaning, drain, and disinfection of water heaters.
9. Disinfection of the hot water system after work on the network.
10. Regular cleaning and disinfection of all water filters regularly.
11. Inspection of water storage tanks, cooling towers and visible pipework monthly.
12. Periodic inspection the inside of cold water tanks and disinfection as required.
13. System modifications or new installations should consider the prevention of inadequate water flow or stagnation.
14. Spa pools are continuously treated with 2–3mg/l chlorine or bromine and the levels and pH are monitored at least three times per day; at least half of the water is replaced each day; sand filters are backwashed daily, and the whole system is cleaned and disinfected once per week.
15. Records are kept of all water treatment readings, such as temperature, pH and chlorine concentrations. Management checks the records on a regular basis.

Fuel Safety

Equipment (e.g., boilers, gas fires/fireplaces, solid fuel fireplaces, laundry equipment, kitchen equipment, external torches) are periodically maintained/serviced by competent persons. All fuel appliances are installed following the manufacturer's instructions. Carbon monoxide detectors are in place for all gas equipment locations to include areas where a gas flu may pass through or near sleeping accommodations.



Contractors

Signing in and I.D. procedures exist at the Hotel for visiting contractors. Permits to work are used for high risk work tasks, identified as Hot Works, Roof Works, confined spaces and asbestos, etc.

Human Resources / Team Members

Safety and security training within the Hotel is carried out as part of the induction (onboarding) new hire programme.

Team Members are encouraged to raise suggestions for improvements or safety concerns with their elected representative or line manager.

Team Members recognise the importance of working safely as identified through the induction and departmental training received.

Security

The Hotel is covered by a Hilton global risk assessment, which assesses the following ten threats: crime, infrastructure, internal audit, attack/ significant violent event, an outbreak of disease/illness, fire/explosion, hazardous material spillage, natural disaster, social/political unrest and transport emergency.

Hilton operates a global security manual, which covers various topics including:

- External physical security
- Internal physical security
- Specific security policies
- Quarterly checklists
- Threat levels 0-5
 - Standard
 - Focussed
 - Enhanced access
 - Stringent access
 - Lockdown
 - Abandon
- Training
- CCTV guidance
- Key control policy



Manned guarding (in-house and/or contract) is provided based on the Hilton global risk assessment and specific Hotel-based security assessment. Other physical security measures such as vehicle screening, guest screening, standoff, barrier control, and bomb detection equipment may also be provided based on the above risk-based approach and local country requirements.

CCTV is operated within the Hotel in all vital public areas and the CCTV systems are set to retain recordings for 30 days (or for a different period based on local laws).

The Hotel is provided with early intelligence through Hilton's (IDV) intelligence platform. This system pulls in data feeds from subscription and non-subscription intelligence services covering all security, geo-political, geological, weather and public health related threats, which enables us to provide swift mitigation to the Hotel.

Hotel Specific Information

1. Guest fire evacuation notice displayed in bedroom (copy attached)
2. No. of recognised fire escapes –
3. No. of accessible bedrooms for disabled guests –
4. No. of bedroom floors –
5. Any dead end bedroom corridors greater than 18m distance from the fire escape? – Yes No (state mitigation) –
6. Travel distance to a protected exit less than 35m
Yes No (state mitigation) –
7. No. of bedrooms – .
8. Balcony doors have secondary locks: Yes No
 - a. State height of external balcony-
 - b. State width of the gaps inbetween vertical and horizontal bars -
9. Children’s Clubs – Yes No
10. No. of swimming pools –
11. Location of local hospitals –
12. Location of nearest fire station –
13. Location of nearest police station –
14. Internal emergency contact number –
15. Boiler/ locations –
16. Type of fuel used to heat water for guests (electric? solar? gas?) –
17. Are there any solid fuel (wood/coal) burning fires in guestrooms? If so, provide details or appliance types and the rooms that have these. Are carbon monoxide detectors in place? Yes No
18. Contact details for Hotel’s Safety and Security Director/Manager –