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**-FLC Safety Information**

**Please share the following emergency and safety information with ALL delegates prior to attending FLC. Washington DECA has contracted with Regional Security Company for nightly security guards to help keep students safe and in their rooms.**

**In order to reduce the spread of germs, FLC is a no Handshake/touching zone. if students demonstrate signs of illness, fever, cough, sneezing, please quarantine and notify a parent or guardian.**

**Police/Fire**

**In the case of an emergency, dial 9-1-1.**

[**Bellevue Police Headquarters**](http://www.seattle.gov/police/contact/headquarters.htm) is also located at 450 110th Ave. NE Bellevue, WA 98009

(425) 452-6917

**AREA MEDICAL RESOURCES**

**Overlake Medical**

1135 116th Ave NE #300,

Bellevue, WA 98004

(425) 688-5218

[**Kaiser Permanente Bellevue**](http://www.ghc.org/locations/medcenters/4/index.jhtml) **Medical Center**
11511 NE 10th St,

Bellevue, WA 98004

(425) 502-3000

**Pedestrian Safety**

* Always use crosswalks and look both ways before crossing. Traffic downtown is heavy, cars often go through lights after they turn red. **Bellevue police will issue citations for pedestrian violations.**
* Always travel with a buddy during daylight hours, after dark travel in groups of four with a chaperone.
* Be aware of your surroundings and trust your instincts. Use skybridges when available.
* Never use cell phones while maneuvering busy streets and especially while crossing the street.
* Walk with purpose and project an assertive and business-like image. Criminals will be discouraged if you do not appear vulnerable or easily intimidated.
* When asking for directions, first look for a police officer or another public employee (i.e., bus driver), or go into a nearby business.
* Do not carry large amounts of cash. Keep a record of credit card numbers, photocopy of passport and other valuable documents. If you must carry a large amount of cash, separate it from your purse or wallet and carry it inside clothing (i.e., in a hidden pocket or a money belt).
* Don't tempt a thief by leaving your purse or wallet unattended. It only takes a second to grab it.
* Aggressive panhandling is illegal in Bellevue. If someone obstructs or intimidates you, and aggressively begs for money, do not have to give them money, and report this offense to the police.

**HOTEL Safety**

* Please review safety information in each hotel when you check in. Have a safety meeting with your chapter. Plan the best way to evacuate the hotel in an emergency and a meeting place. Make sure you have all delegates contact information and review the safety sheet with all attendees.
* You can call hotel security directly from the phone in your room or any house phone. Always be alert for suspicious persons and report to hotel security immediately.
* Use all locks on hotel door, particularly the double lock. Always lock the door when leaving.
* When returning to your room, make sure that you have your room key out and ready.
* Never open your door when a knock is heard. Know your visitor's identity prior to admittance. Use your peephole or talk through the locked door. If someone claims they are from maintenance, security or a hotel employee, phone the front desk to make sure the visitor is legitimate.
* **Students are prohibited from using hotel pool and/or hot tubs during FLC.**
* **Do not jump in, or overcrowd elevators, this will result in malfunctions, and you are liable for repair charges. Delegates must follow elevator capacity rules.**

**Event Center Safety**

The most important message for all emergency situations is to stay calm and follow instructions.

**Please note, for safety reasons, students will not stand on chairs, gather in large groups in aisles or enter the stage unless receiving an award.**

**Hyatt Emergency Information**

**Hyatt security 425-460-5732** Identify locations on each floor for defibrillators, fire extinguishers and additional emergency information

**Washington DECA Emergency Contact Information**

**In a case of emergency or conduct code violation Please contact Lori Hairston or Brad Charvet prior to contacting WA DECA staff. If a security officer notifies you of a problem with your group, you must respond.**

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| **NAME** | **TITLE/Role** | **MOBILE** |
| **Lori Hairston** | **Washington DECA Executive Director/Main Contact/Hyatt Hotel** | **425.213.8031** |
| **Brad Charvet** | **Washington DECA Management Team** | **509.830.8235** |
| **Linda Andersen** | **Washington DECA** | **520.591.7435** |
| **Nicole Cowan** | **Washington DECA** | **206.965.0204** |
| **Angela Kim** | **Washington DECA** | **206.330.4223** |

**In case of evacuation at the Hyatt Hotel during conference workshops and events, exit the building using the closest emergency exit and meet your advisor/chaperones in the parking lot in front of QFC on NE 8th Street.**

**Hyatt Evacuation Plan**

**In case of evacuation at the Hyatt Hotel, exit the building using the closest emergency exit and meet your advisor/chaperones in the parking lot in front of QFC on NE 8th Street.**