



**Division 13**

**Public Affairs**

**Chapter 06- Gaylord National Hotel and Convention Center  
Visitation Policy**

March 2009

**POLICY**

This order will establish the procedure to be followed by The Prince George's County Fire/EMS Department upon entering The Gaylord National Hotel and Convention Center at The National Harbor. While it is desirable and in fact encouraged to conduct walkthroughs for building familiarization, it is important to remember that The Gaylord National Hotel and Convention Center is a unique facility within Prince George's County. Its size and complexity necessitate periodic reviews of the structure and grounds. However, representatives of the department should be mindful that The Gaylord National Hotel and Convention Center is a resort complex and a uniformed presence is not desired by their guests or their management. Adherence to this policy will ensure the safety of all personnel and the public, as well as effectively make The Gaylord Hotel staff aware of any fire department presence at the facility.

**DEFINITIONS**

**Non-Emergency** – For the purposes of this order, a non emergency incident shall be defined as any Fire/EMS Department related business not initiated by Public Safety Communications (does not carry an incident number).

**Emergency Incident** – For the purposes of this order, an emergency incident shall be defined as any response initiated by Public Safety Communications (carries an incident number).

**PROCEDURES**

For non-emergency visits such as preplans, meetings with Gaylord staff or familiarization walkthroughs, all county vehicles or apparatus should be parked on National Harbor Blvd. near the employee's entrance at the Alpha/Delta corner of the convention center. Visiting personnel should check in with Gaylord Security and Safety Services staff at the entrance to notify them of the nature and duration of the visit. The staff will then relay the information or escort the fire department personnel to the Security and Safety Services Office. It should also be noted that time spent in public areas be kept as brief as possible.

Any emergency incident at the Gaylord National Hotel and Convention Center shall be handled in accordance with General Orders 3-01 and 3-06. When a call for service is initiated by Gaylord Security and Safety Services, Fire/EMS Department personnel will be met by staff and directed to the location of the emergency. When a call does not go through Gaylord Security and Safety Services (a 3rd party call), effort should be made to notify Security and Safety Services staff as to the nature and location of the emergency as soon as is responsibly possible.

The Officer-in-Charge shall ensure that the all personnel comply with this policy.

**REFERENCES**

N/A



**FORMS/ATTACHMENTS**

Site Map of Gaylord Hotel and Convention  
Center Complex