



**Sheraton**<sup>®</sup>  
BOSTON HOTEL

### **Sheraton Boston Hotel Security**

We welcome you to the Sheraton Boston Hotel. Our goal is to provide a safe and secure environment in the hotel for you and your guests.

#### **In case of emergency:**

- Pick up any guest phone and dial extension 1000 or house phone and ask to be connected with our twenty-four (24) hour Hotel Security dispatcher.
- Once you have contacted Security, please remain in place and an officer will come to you.
- The Sheraton Boston Hotel is equipped with an automated Fire System, which includes smoke detection and sprinkler fire suppression. If an alarm sounds, listen to the audible message for further instructions. In case of evacuation, proceed to nearest stairwell and exit on ground level. Gathering location: Hotel staff and guests will meet at the open space at the Christian Science Center Reflecting Pool across Belvidere Street.
- The fire alarm emits four (4) short, loud tones, and repeats this four (4) times. This will be followed by an automated announcement. If the alarm is on your floor, the floor above or the floor below, an evacuation tone will emit from the speakers on your floor following this announcement. Please follow accordingly.
- Hotel Managers, Hotel Security, Hotel Engineering, and the Boston Fire Department are automatically notified and will respond to the main fire control panel, as well as the location of the alarm. The Boston Fire Department will investigate and an announcement will be made with further instructions, based on their findings, through the hotel public address system.
- The entire building will get the initial notification. Only the affected floors will receive further alarm soundings. The entire hotel will receive the announcement following the Boston Fire investigation.
- The Boston Fire Department, Paramedics, and Police have a normal response time of 3-10 minutes. The nearest hospital is about one (1) mile from the hotel. The Boston Fire Department is on Boylston Street, just one (1) block away.
- The Hotel has an Emergency Procedures Manual that is located in the Hotel Security Operations Center and the Fire Command.



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The following is a list of some of the key services the Hotel provides for your security:

- **Hotel Security Coverage:** Hotel Security officers are on duty in the hotel twenty-four (24) hours each day, seven (7) days a week.
- **Hotel Security Details:** You can schedule Hotel Security details for your specific convention, event, or function. Advance notice is required and an hourly fee will apply. Our sales department can provide pricing details.
- **Card Key Access:** The Sheraton Boston Hotel uses RFID electronic guest room keys. These card keys provide for a high level of security and ensure that each new guest receives a new and unique card key upon checking in for their guest room or meeting room.
- **Client Access Keys:** The Hotel offers lock code changes to all function rooms and ballroom areas for a minimal charge. These keys allow the clients to control access to their function rooms and ballroom areas at their own discretion. Arrangements can be made through the meeting and events manager.
- **Safe Deposit Boxes:** For your convenience, the Hotel provides safe deposit boxes at no cost. Boxes are available to all guests and may be obtained at the front desk.
- **In-Room Safes:** In-room safes are provided at no cost, and are located in all guestrooms.
- **Life Safety Systems:** The Hotel Engineering and Hotel Security Departments oversee the integrated life safety systems at the hotel. This includes the fire alarm system, fire extinguishers, evacuation and power loss procedures.
- **CPR, AED and First Aid Trained Staff:** All Hotel Security officers are trained and certified to respond to most medical emergencies that may arise here at the hotel. AED devices are located in the fitness center, the reception desk and at the Hotel Security Operations Center. For your safety and protection 911 can be dialed directly from all guest phones. However, in the event of any emergency we encourage you to call Hotel Security (ext. 1000) to facilitate any needed emergency services.
- **Radio Communications:** The Security Department communicates internally with two-way radios. Additionally, dialing ext. 4315 from any guest phone, or (617) 236-6025 from an outside line will connect you to Hotel Security twenty-four (24) hours a day.
- **Customer Service Oriented:** Hotel Security is aware of the expectations of the customers and strives to fulfill those expectations by working closely with all associates of the Sheraton.
- **Partnership with the Community:** The Hotel Security enjoys a partnership with all local law enforcement agencies and emergency service providers, including Boston Police Department, Boston Fire Department, Boston Emergency Services, Massachusetts State Police, various federal agencies such as the FBI, ATF, Secret Service, Department of Homeland Security, etc. Hotel Security also keeps communications open with all local hotels and their security departments.



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**Hotel Security Contact:**

Hotel Security Office:  
In-house extension: 4315  
External phone number: (617)236-6025

Director of Security: Brian Hoffman  
Office: (617)236-6074 (ext. 6074)  
Mobile: (617)834-5926  
Email: [brian.hoffman@sheraton.com](mailto:brian.hoffman@sheraton.com)

Security Manager: Joseph Vezina  
Office: (617)236-6027 (ext. 6027)  
Email: [joseph.vezina@alliedbarton.com](mailto:joseph.vezina@alliedbarton.com)

**Emergency Services:**

Boston Police Department, District 4, 650 Harrison Ave., Boston, MA, 02116  
Tel.: (617)343-4250

Boston Fire Department, District 4, 941 Boylston Street, Boston, MA 02115  
Tel.: (617)343-2880

**Local Hospitals:**

1. **Brigham and Women's Hospital:** 75 Francis Street, Boston, MA 02115  
Tel.: (617)732-5500
2. **New England Medical Center:** 750 Washington Street, Boston, MA 02111  
Tel.: (617)636-5000
3. **Massachusetts General Hospital:** 55 Fruit St, Boston, MA 02114,  
Tel.: (617)726-2000
4. **Children's Hospital Boston:** 300 Longwood Ave., Boston, MA 02115  
Tel.: (617)355-6000

**Local Pharmacies:**

**Walgreens Pharmacy:** 841 Boylston Street, Boston, MA 02115, Tel. 617 236 1192

**CVS Pharmacy:** 240 Newbury Street, Boston, MA 02115, Tel. 617 236 4007



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Since the Sheraton Boston Hotel is private property, no demonstration will be permitted on the premises. If demonstrators have a permit approved by the City of Boston and are not disorderly or blocking access, they may remain on the public sidewalk.

The Security team is available to assist with missing items and coordination with Lost & Found. We appreciate your efforts to secure your valuables. Please ensure your items are properly secured at all times.