IMPORTANT GUEST NOTICE

Scheduled Evacuation Drill

DATE	TIME	LIFTS
Monday, 16 November 2026	09:00 – approx. 10:00	Out of service

Dear Valued Guests

At @Sandton Hotel, the safety and well-being of our guests and team members remain our highest priority.

Please be advised that we will be conducting a **scheduled evacuation drill on Monday, 16 November 2026, at 09:00**. The exercise is expected to take approximately **one hour**, concluding at around 10:00.

To ensure that all guests are familiar with our emergency procedures, please take note of the following:

Evacuation Procedure

Our designated fire evacuation wardens will knock on guest room doors to provide instructions. Guests will be required to evacuate via the designated fire escape stairs. Please note that all lifts will be temporarily out of service for the duration of the drill.

Emergency Assembly Point

Upon evacuation, please follow the instructions of our wardens, who will direct you to the primary emergency assembly point on the main road outside the building, at the Porte Cochère.

Guest Privacy and Security

For your privacy and security, no staff members will enter guest rooms. Wardens will only knock to communicate evacuation instructions. We kindly request that you lock your room door when leaving your room.

Unoccupied Rooms

Should guests be absent from their rooms or not respond to the wardens' knocks, the rooms will be recorded as "No Answer" in accordance with our standard emergency procedures.

We sincerely apologise for any inconvenience this exercise may cause and appreciate your patience, cooperation and understanding. Please be assured that this drill forms part of our statutory safety requirements and is essential to maintaining a safe environment for everyone.

Should you require any assistance or have specific needs that we should be aware of during the drill, please do not hesitate to contact our Front Office team.

Thank you for choosing @Sandton Hotel. We look forward to ensuring you enjoy a safe and comfortable stay with us.

Kind regards,

HOTEL MANAGEMENT