

# SAFETY PROCEDURES

## Upon Arrival

Please refer to the back of your guestroom door to locate fire exits and staircases. Please find alarm pull stations and fire extinguishers on your floor. Please find the "OFF" switch on your air conditioner. In case of fire, turning the air conditioner off will prevent smoke from being drawn into your room.

## In Case of Fire

- Stay calm.
- Pull the nearest fire alarm.
- If possible, close doors around the fire area.
- Phone the operator.
- Exit from the building (if at all possible).
- Take your room key with you.

## Smoke

If your room is filled with smoke, fold a wet towel into a triangle and tie it over your nose and mouth. Get on your hands and knees (or stomach) and crawl to the door. Feel the knob; if hot, do not open. If cool, open slowly. Take your room key. If the hallway is filled with smoke, stay next to the wall and count the doors as you crawl to the exit staircase. Walk down the exit staircase. If the staircase begins to fill with smoke, return to your room.

## If You Cannot Leave Your Room

- Dial "0." If unavailable, call the Fire Department "911."
- Shut off air conditioner.
- Wedge a wet cloth under the door and around the doors and vents.
- Remove drapes from windows.
- Check to see if there is smoke outside the window; if there is no smoke outside and the window may be opened, hang a sheet or light colored material outside. This will signal your location, letting firefighters know that the room is still occupied. Keep part of the sheet inside the window, wet with water.
- Fill the bathtub or sink with cold water for firefighting. Use ice bucket or other container to keep water available to quickly moisten the wet cloths that are keeping the smoke out.
- Do not break the window, do not jump.
- Stay low and continue firefighting until help arrives.

## In Case of Tornadoes or Severe Weather Conditions

If the need arises and the city's civil defense sirens are activated, we will in turn activate the hotel's fire alarm system to warn you that immediate evacuation to the lower level will be mandatory. Employees will be stationed throughout the hotel for your assistance. The hotel will do its best to notify you when the sirens are sounded, either by phone or door to door.

## Security Procedures

### Double Locks And Latches

For additional security, utilize the deadbolt lock provided on your door upon entering. This will prevent the door from being opened by a regular room key. As an additional precaution, please secure the safety latch.

### Admittance

Do not admit persons to your room without first making identification. If there is any doubt about the person's identity, please contact the front desk.

### Keys

Please safeguard your key. Be sure to leave it with the front desk upon your departure. Do not leave your key in your room or in the door. Do not give your key to others.

## Travel Tips

- Ziplock bags are useful for packing in your luggage. They will contain liquids, provide storage for damp or wet bathing suits, and the air pockets keep clothes from shifting or wrinkling. Use large clothing bags from the dry cleaners to separate items of clothing.
- When space is a premium, pack a sweatsuit or jogging suit instead of a bathrobe. You will get double-duty from one; comfortable lounging in the room, and the ability to step into the hall for ice, etc.
- Closing the bathroom door of your hotel room will help keep the morning's noise to a minimum, as most of the sounds carry through the air/plumbing systems.
- If you feel you might have someone following you, step up to the nearest door—knock and announce that you have forgotten your key. If someone answers the door, explain what you have done. If no one answers, it will still serve the purpose of confusing and alarming the possible follower.

# Carbon Monoxide Safety Tips



## WARNING

Carbon Monoxide is a colorless, odorless, poisonous gas, and exposure can be fatal. Your room is equipped with a carbon monoxide detector.

Symptoms of carbon monoxide exposure may include:

Headache	Vomiting
Fatigue	Blurred vision
Weakness	Dizziness
Nausea	Loss of muscle coordination
Shortness of breath	Collapse
Confusion	Loss of consciousness <sup>1</sup>

What to do if a carbon monoxide alarm is sounding or if you experience any symptoms of carbon monoxide exposure:

- Never ignore a carbon monoxide alarm that is sounding.
- Immediately move outside to fresh air.
- Advise the hotel front desk.
- Call 911, emergency services, or the fire department.
- Do a head count to check that all people in your party are accounted for.
- Do not reenter the premises until the emergency services responders have given you permission.<sup>2</sup>