

## **IN CASE OF EMERGENCY**

### **Emergencies**

In-House Emergency: Dial Extension 0

Medical Emergency: Dial 911

### **Fire**

Each guestroom is equipped with a smoke alarm. Additionally, there is a floor plan of the building on the back of your guest room door which indicates the location of your room, nearest exits, pull stations, and fire extinguishers. Instructions for what to do in case of a fire are included with this map. The Fire Department is automatically called when a smoke alarm or pull station is activated.

### **Earthquake**

If you are inside the building, stand in a doorway or crouch under a desk or table. Stay away from windows, glass or mirrors. After the earthquake, check for injuries, prepare for aftershocks, and do not use the telephone except for emergency use. If you are outside, stand away from any structures or power lines. Do not try to enter any buildings until you have been told that it is safe to do so.

### **Evacuation**

If you are ordered to evacuate your room due to a possible fire or other emergency, please do the following:

- Take your room key card
- Test doors for heat and carefully inch them open.
- Stay low and hug walls while exiting.
- Leave the building via the closest exit.
- Congregate at the hotel front entrance and wait for instructions.

### **Medical**

Dial 911 on your guestroom telephone.