

## HOTEL/MOTEL FIRE SAFETY

- Keep your room key close to your bed and in the same place to eliminate hunting for it.
- Consider packing a flashlight.
- Read any fire safety or escape information posted in your room or public areas.
- Find the two exits nearest your room. Locate the exit stairwell and where it leads. Remember if it is to the left or right, on the left or right side of the hall and count the number of doors you will pass to reach it.
- Report to management any exits that are locked, propped open or blocked.
- Smoke only where permitted. Use large ashtrays. Dispose of ashes only when they are cold. Never smoke in bed.
- Make sure all appliances are turned off before you leave your room, including coffee makers, irons, clothing steamers, hair dryers and curling irons.
- Recognize the sound of the fire alarm and make sure the alarm is working. If you are awakened by a telephone call, alarm, yelling or pounding on your door, act! Never go to investigate.
- Know how to activate the alarm. Sound the alarm no matter how small the fire. Only fight small fires. Report it first. Use a fire extinguisher and keep your back to the exit.
- Never use the elevators. They may malfunction or stop at the floor where the fire is. Always use the stairs.
- Walk down stairs, don't run. Hold the railing firmly so you won't be trampled by people in a panic. If you encounter smoke in a stairway, do not continue down. Consider walking up to a floor free of smoke or on the roof. Beware of stairway doors which lock from the stairway side.
- Test all doors before you open them. Kneel or crouch. Touch the door, the knob and the space between the door and its frame as high as you can reach with the back of your hand. If the door is cool, open it cautiously, then continue. Be ready to slam the door if there is a blast of smoke or flames.
- If the door is hot, don't open it. There may be fire or super heated gas. Use an alternate exit. Check all doors as you go. If there is no other escape route or you encounter fire or heavy smoke, stay in your room. If the fire is close, your room may be the safest place.
- If trapped, call 9-1-1. Give your exact location. Shut off any appliances. Fill the tub. Stuff the cracks around the doors, vents, etc. with wet towels. Signal or hang a towel out your window or balcony and wait to be rescued. Don't break a window unless you have to, you may need to close it. An open window may draw in smoke. If possible, open one slightly at top and bottom; smoke will go out the top and fresh air will come in the bottom. Jumping is not recommended, especially from above the second floor.
- Keep poisons locked up or high out of reach of children. Watch children carefully around window and door screens and on balconies. Keep matches, lighters and candles out of reach of children.