

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 floorplan 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. Therefore, it is very important that you call the in-house emergency number (0) to notify Guest Services of the location and extent of the fire, as well as your location.

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 another emergency, please do the following:

- Take your room key card if you were issued one at the Front Desk.
- Test doors for heat and carefully inch them open.
- Stay low and hug walls while exiting.
- Leave the building via the closest stairwell exit. If ADA assistance is needed, please notify Guest Services.
- Congregate at the hotel front entrance and wait for instructions.

MEDICAL

Dial 911 on your guestroom telephone. Next, call the in-house emergency number, 0, to notify Guest Services of the nature and location of your emergency so EMT personnel may be appropriately directed.