



## **RULES of behaviour in case of emergency at the Apartment Hotel**

The purpose of these Rules is not inform on the actions of the Apartment Hotel guests in case of emergency. In case of any questions, the Apartment Hotel guests shall address the reception desk by calling 2601, 2602.

### **Rules of behaviour in case of fire**

- Please familiarise yourself with the evacuation plan available at your floor and in your apartment.
- Fire hoses and fire extinguishers are available in the corridor, all rooms and corridors are equipped with smoke detectors and fire extinguishing systems. IT IS PROHIBITED to use primary fire extinguishing equipment other than for its intended purpose.
- Check the signs showing direction towards emergency exits at the floors, all the exits lead to the street.
- All doors of the emergency exits open freely in the direction of exit from the Apartment Hotel premises to the street, it is impossible to use them to enter the hotel, one may only enter via the central doors near the reception desk.
- In case of a fire sound alarm systems switch on automatically.
- You have to go to the street using the nearest emergency exit in accordance with the evacuation plan and, if possible, reach the gathering point located outside of the hotel entrance group.
- Avoid using elevators.
- Always keep the room key with you. If the corridor is filled with smoke, you might have to return to your room.
- If smoke is heavy and dense, crawl on the floor, as there is more air and visibility is better.
- If the doors are too hot, use wet towel to cover the openings and the doors, you may use wet towel for breathing.
- Call all the emergency services. Open the window and make lots of noise, attract the attention of all passers-by.

### **Actions in case of unattended item detection**

- If you notice an unattended item, immediately report this to an employee of the Apartment Hotel. Avoid touching the item.
- Do not take any actions on your own, as such items and suspicious objects might be explosive devices and this may cause their explosion, multiple victims, and damages.

### **Actions in case of explosion**

- Try to calm down and get information about current situation from the Hotel staff.
- Move carefully and avoid touching any damaged structures and wires.
- It is prohibited to use open fire (matches, lighters, candles, torches, etc.) in destroyed or damaged premises due to the threat of explosion of accumulated gases.



# YES BOTANICA

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- In case of smoke, protect your respiratory organs with a moistened handkerchief (piece of cloth, towel).
- Check the possibility of communication (using TV, radio, phone, voice).
- In case of forced evacuation, take necessary clothes, money, and valuables.
- If evacuation is impossible, take measures to make sure other people are aware of your presence. Call the operator. If communication is impossible, open the window and call for help.
- When exiting the building, move at a safe distance away from it and do not make any decisions to leave on your own.
- Act in strict compliance with the instructions of the Apartment Hotel staff and officials.

## **Behaviour in case of hostage taking**

- Try to limit any contacts with the criminals, do not provoke their aggression with your acts or words, remain compliant, calm, and peaceful, do not panic.
- Do not take any measures to get released on your own.
- Use any opportunity to inform law enforcement authorities on your location, signs of the criminal, and specifics of their behaviour.
- Do not react to provocative actions of the terrorists, do not ask them questions and try to avoid making eye contact with them, as this may cause further aggression towards you. Fulfil all requirements of the terrorists and ask permission for any actions.
- In case of forceful release of hostages, try to hide behind objects, use improvised means to cover your body from bullets, as well as anything that might weaken bullet penetrating power.
- Try to move away from entrance doors and windows and take horizontal position. Remain in such position until there is an order to leave the premises from the assault team. After this, follow all their commands unquestioningly.
- At the time of assault, do not take the criminals' weapons, as you might be perceived as a bandit and they might open fire on you to kill.
- If possible, try to prevent the bandits from taking a place among the hostages.

## **Actions in case of threat of a hurricane, storm, or tornado**

- Go to the leeward side of the building, get far from windows and mirrors, and find a reliable natural shelter. You may use built-in wardrobes, other furniture, and mattresses to protect yourself. The best option is to go to the basement (-1 floor).
- Avoid going to the street.
- During and after hurricanes, storms and tornadoes it is not recommended to enter damaged buildings without checking safety and lack of major destruction to stairs, walls, and ceilings.
- Be careful when returning to your room. Avoid approaching or touching any broken wires, do not use electric appliances until they are checked by the staff.