



GUEST FIRE SAFETY PROCEDURE

UPON CHECKING IN:

1. Look out the window to orientate yourself.
2. Familiarize yourself with location of the fire exits.
3. Look for the fire alarm button in the corridor.
4. Follow the procedures of fire safety.
5. Remember the extension to contact the duty manager.
6. Comply with fire safety regulations.
7. Notify the hotel staff if a person with disabilities who cannot move without assistance is staying in the room

IN CASE OF FIRE:

1. ABOVE ALL, STAY CALM AND DO NOT PANIC!

When the fire alarm is activated immediately, without panic, move towards the nearest evacuation exit. DO NOT TAKE BAGGAGE WITH YOU.

2. If you are a witness of a fire, contact the hotel telephone operator immediately.
If there is smoke in the room, move to the exit. STAYING LOW. Smoke and gases go up.
Leave the room, close the door tight and move to the nearest fire exit.
3. Follow the emergency exit signs.
4. Never use the elevators!

IF YOU CAN NOT LEAVE YOUR ROOM:

1. If there is smoke outside, keep the window closed. Open the window if there is no smoke outside. Hang a sheet or a blanket out the window.
2. CALL FOR HELP.
3. If the door is hot or there is smoke under it, do not open the door.
4. Cover your nose and mouth with a wet towel.
5. Use wet towels and sheets to block the vents and cracks around the door.
6. Switch off all ventilators in the bathroom and in any other parts of your room. If the switch cannot be found, block the vents with wet towels as well
7. If the doors and the walls are hot, pour water on them. Try to keep everything wet.
8. **STAY CALM AND DO NOT PANIC!**

RECEPTION: 1301 / +7 965 264 55-20

DUTY ENGINEER: +7 903 214-33-60

CALL FIREFIGHTERS:

STANDARD TELEPHONE – 01

CELLPHONE – 112