



Stay Safe and Secure

For Your Safety & Comfort

- Take note of the fire exit nearest to your room.
- Find out how to shut off your room's air conditioning system.
- Study the Building Evacuation Plan located on your room door to establish the route towards the fire exits.
- Locate the fire extinguisher and alarm system within your area.
- Keep your room key near you when you retire to bed.

You Can Help Prevent a Fire

- Do not smoke in bed.
- Do not throw combustible items into the wastepaper baskets.
- Disconnect any personal electrical appliances after use.
- Switch off your television set and lights before leaving your room or before you go to sleep.
- Do not burn items in your room.



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If You Discover a Fire

- Do not panic.
- Press 8888 or the CareLine.
- Activate the nearest alarm by breaking the glass.
- Use a fire extinguisher only on a small fire. Do not attempt to fight a large fire.
- If the fire is large, leave your room, making sure that you close the door behind you. Ensure that you have your room key with you.



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When The Fire Alarm Rings

- Take note of the fire exit nearest to your room.
- Do not panic.
- Evacuate your room.
- If your room door is hot, do not open it. If it feels normal to touch, open the door slowly.
- Keep low to the floor. Exit and close the door behind you.
- If there is heavy smoke in the corridor, shut the door and stay in your room and press 8888 or the CareLine to advise your location.
- If there is little or no smoke, go to the nearest staircase exit, walking low and staying close to the wall. It is good to cover your nose with a wet towel.
- Test the exit door for heat. If the stairway is free of heavy smoke, exit down to the lobby level.
DO NOT USE THE ELEVATOR.
- Always take your room key with you. If the exits are unsafe, return to your room.



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If You Are Forced To Stay In Your Room

- Press 8888 or the CareLine to advise your location.
- Turn off the air-conditioning to prevent smoke being forced into your room.
- Fill the bathtub with water.
- Use wet towels and sheets to stuff all door cracks and openings to prevent smoke from entering your room.
- Continuously wet these items from time to time.
- Stay calm, help will be on the way.