

- a. take the room key on the bedside table, and go to the entrance door. If necessary crawl to avoid inhaling smoke;
- b. feel the entrance door including the door knob with the palm of your hand to determine any possible heat (if it is hot don't open it). Open the door slightly keeping the palm of your hand on the door to close it quickly if the corridor is smoke filled;
- c. if the corridor is not smoke filled, leave your room and close the door;
- d. go to the nearest fire exit stairwell making your way along the corridor wall on the side of the fire exit, to avoid missing it if visibility becomes impaired. If necessary, crawl to avoid inhaling smoke;
- e. when you reach the fire exit, walk down the stairs while holding on to the handrail, as some panicky people may rush past.

NOTE:

1. If smoke fills the stairwell at a lower level, walk back up to the roof. (Exit stairwells are designed to permit entrance

from the street level and the roof).

2. When you reach the roof, prop the door open to help clear the stairwell of smoke (the only time you leave a door open).
3. Find the windward side of the building, sit down and wait for rescue by firemen.

TRAPPED IN YOUR ROOM

If the entrance door is hot or the corridor is smoke filled, it would be safer to remain in the room, fight against smoke and flames, and await rescue:

1. open the window, if possible. Don't break it because you might injure yourself, and outside smoke, if any, would come into your room. If the outside air is fresh, leave the window open but keep an eye on it, ready to close it if smoke comes in;
2. phone the Fire Department to report the situation;
3. phone the receptionist to report that you are trapped in your room;
4. turn on the electric fan, if any, of the bathroom exhaust and leave the door open;
5. fill the bath-tub with water: