



## **R U L E S**

### **of conduct in emergency situations at the Hotel**

The purpose of these Rules is to provide information about the behavior of Hotel employees and guests in emergency situations, and to contact the reception at the phone number 2000 for any questions that guests may have.

#### **Sequence of actions in case of fire**

- Please study the evacuation plan, which is in your room and in the hallway.
- Fire hoses and extinguishers are located in the hallway; all the rooms and corridors are equipped with the smoke detectors and Fire suppression systems. The basic firefighting capability is forbidden to be misused.
- Pay attention to the emergency exit directions signs placed on each floor.
- All emergency exits can be opened easily towards the way out of the Hotel, the entrance throughout of them is not possible, instead you can use the main entrance to the Hotel.
- In case of fire the sound alert system triggers automatically.
- You must move to the nearest emergency exit in accordance with the evacuation plan, to go outside and move to the area of the large parking behind the hotel if it is possible.
- Do not use the elevators.
- Always keep your room key with you. If the corridor would be filled with smoke, you may have to go back into the room.
- If the smoke is thick, crawl on the floor, because there is more air and the visibility is much better.
- If the doors are very hot, plug the gaps in the doors with the wet towels, wet towel can also be used for breathing.
- Call all the emergency services. Open the window, make a lot of noise, and attract the attention of as much passers as possible.

#### **Sequence of actions in case of detection of abandoned things**

- If you noticed an abandoned thing, contact the employee of the Hotel immediately. Do not touch the find.
- Do not touch the find or suspicious objects, which can be explosive device, because it can lead to an explosion with lots of deaths and destructions.

#### **Sequence of actions in case of explosion**

- Try to calm down and talk to the hotel employees to get the clarification of the situation.
- Move carefully and do not touch the damaged constructions and wires.
- Do not use the opened flame (matches, lighters, candles, torches, etc.) in the destroyed or damaged rooms because of the danger of accumulated gas explosion.
- In case of smoke protect your respiratory with the wet cloth (handkerchief, towel, etc.).
- Check the possibility of mutual communication (tele-, radio-, telephone, voice communication).
- In case of a forced evacuation take the necessary things, money, valuables.
- If the evacuation is impossible you must let us know about yourself. Call to the operator. If the communication is not available, open the window and call for the help.
- After the exit from the building, move to a safe distance from it and do not take independent decisions about leaving.

- Act in strict accordance with the instructions of the hotel staff and officials.

### **Sequence of actions in case of hostage-taking**

- Try to limit any contacts with the terrorists, do not cause their aggression by words or actions, stay appeasable, calm and peaceable, do not panic.
- Do not try to free yourself.
- Use any opportunity to report about your location, any signs of terrorists, especially their behavior to the law enforcement agents.
- Do not react to the provocative actions of the terrorists, do not ask them any questions and try not to look straight in their eyes - it can cause more aggression to you. Adhere to the terrorists and ask their permission to any of your actions.
  - In case of a power release of the hostages, try to hide behind objects which can cover you from bullets.
- Try to move away from the front doors, windows, and take a horizontal position. Stay in this position until the command "exit from the premises" by a commander of the assault team. Later unquestioningly follow all his commands.
- During the assault do not take up criminal's weapon, as you may be mistaken for a terrorist and open fire on you.
- Try not to let the terrorists to rank among the hostages as much as it would be possible.

### **Sequence of actions in case of storm, hurricane or blizzard**

- Go to the leeward side of the building, keep away from windows, mirrors, look for reliable shelter. You can use built-in wardrobes, other furniture or mattresses. To go down to the basement (- 1 floor) would be the best.
- Don't move out to the street.
- During and after hurricanes, storms, tornadoes, etc. do not go into the damaged areas, if not sure in their safety and the absence of significant damage to stairs, walls and ceilings.
- Take precautions when returning to the room. Don't come and especially do not touch to any dangling wires, do not use electrical devices until they will be checked by the hotel staff.