



Emergency - There is a fire! What to do?

- 1 Do not panic, stay calm!*
- 2 Immediately look for the next Fire alarm and press it.*
 - a) Dial the intern number: 313*
 - b) Dial the number for the safety commissioner Jonas Gass 079 771 08 70*
- 3 Try to call the local fire brigade and inform them with
(Your Name, Name of the hotel, hotel address, what is burning): 118*
- 4 Guests and staff have to follow the instructions of the persons in charge. They have to alarm them with
Every resources available: (own voice, phone)! The meeting place in such case is the Flanagan's pub
on the other side of the street. This has to be communicated!*
- 5 Guest- and staff list has to be updated.*
- 6 The communication with staff and guest has to be held very calm and controlled. You have to advise
everybody where they can find the next exit doors. If the hotel alley is full of smoke
waiting in the rooms will guarantee a higher security.*
- 7 Close the windows and the doors to prevent the fire to grow*
- 8 If you do not put yourself or anybody in harm, try to put out the fire*
- 9 Do not use the elevators*
- 10 Inform the fire brigade on the current situation*