



Emergency Response for Guests/Employees with Disabilities

Once a Guest advises Front Desk of their disability, the information will be noted to the Manager on Duty. The hotel has a smoke detector, fire alarm (both sound and blinking) to alert Guests of fire and evacuation procedures. In the event of an emergency, follow the instructions below:

Upon Hearing the Fire Alarm:

- If an “Alert Signal” (intermittent chime) – stand by and prepare to leave the building.
- If “Evacuation Signal” (continuous gong sound):
 1. All occupants are advised to take their personal belongings, leave the Guest rooms immediately and close the door.
 2. Leave the building via the nearest exit and go to the designated area. **Designated Area is PARKING LOT at least 500m from building, away from glass windows**
 3. If you encounter smoke in one exit, use an alternate exit.
 4. If smoke is heavy where you are exiting, it may be safer to stay where you are.
 5. Close the door and place wet towel at the base of the door if you are staying.
 6. Notify other persons and call 911. If you are unable to leave, or require assistance, wait for emergency services to arrive.

If there is an immediate threat that requires evacuation, management will report to the Fire Department that there are customers with disabilities requiring assistance, if employees have not already assisted.

Each Guest room have a map outlining the nearest exit to use in case of emergency. Management is always available to provide assistance in explaining exit routes.