



## Tips For A Safe And Secure Hotel Stay

When staying overnight at a hotel -for business or leisure -it's important to take steps to protect your safety. Make your trip as safe as possible by following some special precautions:

- When you enter your room, check that everything is in working order, including your phone, lights, locks on doors and windows, etc. Report any problems to the front desk.
- Read the hotel's fire escape plan carefully. Locate the two nearest stairwells from your room and count the number of doors between your room and the stairwells -this will assist in an emergency evacuation if the hallway and exit stairway are dark or smoky.
- Make sure your room has a deadbolt lock and a peephole, as well as a chain or latch on the doors. Securely close and lock the door whenever you're in the room and again when you leave. Also lock all windows and doors, including connecting doors between rooms and sliding glass doors to patios or balconies.
- Never let anyone in your room without verifying the visitor and obtaining proper identification. If there is any question regarding their identity, call the front desk as soon as possible. Report all suspicious activity to management.
- Keep your hotel key/key-card with you at all times and don't display it in public. If you misplace your key/key-card, immediately notify the front desk.
- When leaving your room, leave the lights on and place the "Do Not Disturb" sign on the door. This gives the impression that someone is in the room. Leaving the television on can also add to the illusion that someone is in the room.
- Place all valuables in the hotel safe. When traveling, only bring the cash, credit cards and jewelry you need -don't draw attention to yourself by displaying them in public. Use an in-room safe for personal items that may be required on a "frequent use" basis.
- When returning to the hotel in the evening, use the main entrance and park your car in a well-lit area away from trucks, vans, dumpsters or woods. Never leave items visible in the vehicle - secure them in the trunk or take them with you into the hotel.

For additional information:

American Hotel & Lodging Association, [www.ahla.com](http://www.ahla.com)

National Fire Protection Association (NFPA), [www.nfpa.org](http://www.nfpa.org)

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