



## Hotel "Orbita" — Branch of JSC "Slavyanka" Hotel Complex

### Fire Safety Rules

**Making your personal safety a priority, we kindly ask you to adhere to the following fire safety rules:**

- **Do not use** any electric heating devices (irons, heaters, coffee machines, electric stoves, etc.), do not light candles in the room;
- **Do not leave unattended** any switched on TVs, tape recorders, luminaries, etc. and switch them off when leaving the room;
- **It is prohibited** to use your own electric appliances not included in equipment of the hotel equipment without prior consent of the administration of the hotel;
- **Do not cover** any switched on standard lamps, table lamps, wall lamps, items from inflammable materials (towel, cloths, etc.);
- **It is strictly prohibited to smoke in the hotel;**
- Please try to **remember** location of exits and stairs from your floor for evacuation in case of fire;
- Please review the personal evacuation plan from your room.

#### **In case of fire in your room:**

- Promptly call the number **112, 127**;
- Close windows;
- Take measures for fire extinguishment by any available means;
- If it is impossible to eliminate the combustion source by your own efforts, exit the number and close the doors without locking them;
- Leave dangerous area and act according to instruction of the administration.

#### **In case of fire outside your room:**

- If you see fire or smoke, promptly **notify** us by phone number **112, 127**;
- **Close** the windows and the door, **take** all your documents with you and go towards the exit from the building through smokeless corridors and stairs, and, in case of smoke, move towards the exit bending down to the floor (on all fours);
- **It is prohibited** to use lift upon evacuation.

#### **If you are unable to leave the room:**

- If corridors are intensely smoked, **stay** in your room, promptly closing the door and opening the windows;
- **Fill up** the bath tub with water;
- **Communicate by** phone **112, 127** your location;
- For the avoidance of smoke poisoning, **close** gaps and ventilation openings with wet towels or bedding items;
- In case of smoke penetration in your room, **protect** your nose and mouth with wet towel, bend or lay down on the floor;
- **Check** whether the door is heated and, if necessary, wet it with the use of the trash can;
- Upon arrival of firemen at the incident location, **approach** the window and give the sign that you need help;
- In case of the organized evacuation of the hotel residents, **act** according to instructions of the administration or fire protection service.

**The most important is to keep calm and do not give way to panic!**

**ADMINISTRATION**