

# HILTON EVACUATION PROCEEDURE

In case of fire...

Upon discovery of fire:

- a) All occupants must leave room immediately and close the door
- b) Sound fire alarm
- c) Leave building via nearest exit

Remain Calm.

Upon hearing fire alarm:

- a) If continuous signal – leave building via exit stairs
- b) If intermittent signal – stand by and prepare to leave building
- c) Close room door, take room key

If smoke is heavy in the corridor, it may be safer to stay in your room. Close door and place wet towel at base of door. Notify switchboard.

If you encounter smoke in the stairway, use alternate exit.

Do not use elevators.