

## Hotel Evacuation Procedures for Students

Upon checking into your hotel room:

- Review the emergency evacuation card posted next to your hotel room door.
- Keep a room key card where it is easily accessible: on the dresser/table closest to the door or on the nightstand near the lamp.

If the hotel needs to be evacuated:

- Chaperones will knock on your door to tell you to evacuate.
- Put your shoes on, grab the room key card, and exit your room.
- Walk with your rooming group to the nearest stairwell/fire exit and leave the hotel.
- Listen and follow the directions from the chaperones.
- **Refrain from using your phone to send/receive text messages, make/receive phone calls, or to take pictures/videos.** The administrator(s) will send communications containing the most accurate and up-to-date information to all families. Chaperones will let you know when you can communicate with your parents/guardians.
- Stay with your rooming group and wait calmly for further directions.

Situation is resolved and the signal is given to re-enter the hotel:

- Listen and follow the directions from the chaperones.
- Return to your hotel room and close the door.
  - If no one in your rooming group has a room key card, quietly wait outside your room for the administrator to send a hotel staff person to re-issue you a room key card.
- Once your chaperone has come to check on you, you may communicate with your family. Use the script listed below when communicating with your family. The goal is to reassure them that you are okay.

“I am okay. We had to evacuate the hotel. The fire department came. The hotel was checked, and we were allowed back in.”