

УТВЕРЖДАЮ:

Генеральный управляющий ООО «Орбита хотел менеджмент»

_____ Логинова Т.В.

Emergency rules

Earthquake

- Leave the building once you have noticed first signs of earthquake within 15-20 sec and find open location
- If you cannot leave the building, go to a doorway or corner of the room. Keep away from window, shelves, mirrors, chandeliers. You can also lie down under the table or bed. Cover head with your hands
- After a major earthquake strike you can move along the walls and leave the building
- Keep calm

Hurricane, tornado, storm

- Keep away from windows, mirrors, find shelter. You can use walk in wardrobes, furniture, mattresses. Best way is to find a shelter on the underground floor.
- Do not go outside
- Do not enter damaged buildings after natural disaster. Ensure safety of landings, walls and ceilings
- Be cautious and ensure safety when returning to your room. Do not touch or come close to damaged wires; do not use electrical appliances before they are checked by hotel team members.

Unattended items

- Should you find an unattended item please inform hotel team member. Do not touch item.
- Do not act on your own and make any decisions regarding found item as it can detonate, explode and cause damage.

Explosion

- Keep calm and gather information from hotel team member
- Move cautiously, do not touch damaged items, furniture or wiring
- Do not use matches, candles or lighter in closed area as it can cause detonate gas
- Use wet towel or piece of material to cover your mouth and nose
- Check if mobile or other network is available for communication
- In case of evacuation please take valuables and necessary belongings
- If you cannot evacuate ensure that you reach and inform hotel team member. If telephone line or other way of connection is not available open window and call for help
- Exiting building, move away for a secure distance, do not leave without notifying hotel team member

- Ensure you follow hotel team members or authorities instructions

Hostage taking

- Do not communicate with criminals; keep calm, peaceful in order not to cause their aggression. Do not panic.
- Do not escape or try to evacuate on your own
- Use any possibility to inform police about your location, criminals description, their behavior
- Do not react on provocative actions, do not ask questions, do not look them in the eyes as it can cause aggression. Follow their requests and ask permission for any actions.
- In case of building being taken by force by police find shelter behind furniture, cover yourself from bullets.
- Move away from the doors, windows. Lie down. Keep in this position until police allows you to proceed to the exit. Follow authorities instructions
- Do not take criminals' weapons as you could be identified as a criminal and shot you.
- Try not to allow criminals hide behind hostages