



# Hotel & Motel Fire Safety

## A Fact Sheet on Fire Safety While Staying in a Hotel or Motel

When traveling, it is important to become familiar with your surroundings. We are pleased that you have chosen to stay here in Wicomico County. Whether it is business or pleasure that brings you here, the Wicomico County Fire Marshal's Office would like you to review the following fire safety tips to assist you during your stay in one of our hotels or motels.

### Plan Ahead

- An evacuation plan should be posted on the back of your room door. If not there, please request one from the front desk.
- Read the plan carefully and take notice of the following:
  - Locate the two exits nearest your room.
  - Count the number of doors between your room and the exits. This will assist you in the need of an emergency evacuation.
  - Locate the fire alarm pull stations on your floor and near your room.
- Your room should be equipped with a smoke alarm. Take a minute to locate it and make sure the smoke alarm appears to be in working order. (i.e. - fastened to the wall or ceiling, power light lit, alarms when test button is pushed)
- Your room door has locking hardware (deadbolt) that should unlock when the lever or handle is operated. If this is not the case please notify the front desk immediately.

### While Staying in Your Room:

- Keep everything at least one foot away from the room's heat source.
- Unplug all electrical appliances that are not in use. (i.e. - irons, hair dryers, etc.)
- If the hotel allows smoking in your room please comply with the following:
  - Never smoke in bed
  - Smoke only when alert, never when tired or drowsy.

- Use a large, sturdy ashtray or purchase a special "safety ashtray".
- After using an ashtray, leave it on the bathroom counter or in the sink overnight before emptying.
- Always empty ashtrays into a non-burnable container, such as a metal garbage can.
- If your room is equipped with a fire sprinkler system never attempt to hang or place anything on the sprinkler heads.

### In the event of a fire:

- If the fire is in your room, get out quickly. Close the door making sure it latches shut, activate the fire alarm and notify the front desk.
- Always use a stairwell, never an elevator. The elevator could potentially stop and open at the floor where the fire is located.
- If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room.
- To check the hallway for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor.
- If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off the fan, heater, and air conditioner. Call the fire department to give your location. Signal from your window.

**Contact information is below if you need to make a comment or file a complaint.**