

<b>FIRE ALARMS GUEST PROCEDURE</b>
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Upon noticing smoke or a fire:

- Remain calm.
- Go to the nearest manual pull station and activate the device.
- **DO NOT ATTEMPT TO FIGHT A FIRE ALONE.**
- Close any doors to slow the spread of smoke and fire.
- Exit the building using the nearest fire exit. **DO NOT USE ELEVATORS.**
- When exiting, feel the doors before opening. If it is hot, **DO NOT OPEN**; find another route to exit.
- Upon notice to evacuate the building proceed to nearest exit. Associates of The Westin Calgary will direct you to the meeting place, which is in front of the hotel at a safe distance away. Do not re-enter the hotel until advised to do so by the Fire Department personnel or Management of The Westin Calgary.

Upon hearing Fire alarm bells:

- Remain calm.
- As soon as the fire alarm bells begin to ring it will be at a rate of 90 rings per minute, which is stage 1 of the alarm. A message will announce The Westin Calgary Fire Response Team is investigating the alarm. **DO NOT EVACUATE** at this point.
- Watch and listen for directions from The Westin Calgary Associates, Managers or Calgary Fire Department. Our Fire Response Team or the Fire Department will give directions if evacuation is needed.
- If evacuation is needed the ringing of the bells will increase to 120 rings per minute (Stage2 of fire alarm). An announcement will occur to proceed to the nearest exit and evacuate the building.
- Associates of The Westin Calgary will direct and assist you to the designated meeting place which is in front of the hotel at a safe distance away.
- Do not re-enter the hotel until advised to do so by the Fire Department personnel or management of The Westin Calgary.
- If the source of the emergency is confined to the lobby or lower level, the fire alarm will automatically bypass the Stage 1 fire alarm, and the Stage 2 fire alarm will be triggered and an evacuation announcement will occur.

**Evacuation from the Britannia & Belaire Room**

Exit out the south end of the room, turn Right and proceed out the front entrance of the hotel or exit out of the Service Door (located to the north end of the room) and exit down the stairs in the back of the Service Corridor.

The hotel's meeting spot is at the front of the hotel on the corner of 3<sup>rd</sup> Street and 4<sup>th</sup> Avenue at a safe distance.

**In an event of an Emergency**

**Do not call 911.** Please pick up a house phone which will automatically dial our Service Express Department, and let them know the details of your emergency. Assistance will be dispatched immediately.