



ASHP 2012 Summer Meeting & Exhibition
June 9-13, 2012
Baltimore Convention Center
Baltimore, Maryland

Hotel Safety Tips for Travelers

Before your trip

- Copy all credit cards, airline tickets, passports and important documents, front and back.
- Jewelry and luggage and all valuables should be photographed prior to trip.

When arriving and checking into your hotel room

- If you arrive in a bus or cab, stay with your luggage until it is brought into the hotel lobby.
- Keep a close eye on your luggage, purse, etc when checking in.
- When registering, sign only your last name and first initial. Don't use titles or degrees. Makes it harder to determine gender, marital status or profession. If you are a woman traveling alone, you might consider booking your room as Mr. and Mrs.
- Don't leave your credit card lying on the check-in counter while you complete your registration. Also make sure the credit card that is handed back to you by the hotel clerk is really yours.
- Instruct the desk not to give out your name and room number and ask for them to call you if someone inquires about you.

After checking into a room, examine the following:

- Examine the guest room lock and be sure it is functioning properly.
- The lock on the adjoining door is checked to insure it is locked and works
- Look for information in room about fire safety and read to become familiar with nearest fire exit / stairway. Locate nearest fire exit. Find one at each end of the hallway. How many doors away? Does the door open easily? Are the exit signs illuminated? If the lights are out, be helpful and contact the front desk to let them know. Is the stairwell clear of debris? Make a note on the back of the business card that you place by your bed noting the number of doors away to the emergency exit, in each direction, and the location of the fire extinguisher and fire pull box. When you enter your hotel room, make sure the door closes securely and that the deadbolt works. Keep the deadbolt and safety bar on at all time. It cannot be stressed enough that you should never prop your hotel room door open. Anyone could walk in.

- Place your room key in the same place every time, preferably close to the bed. If you have to leave the room in a hurry due to an emergency, you won't have time to be searching for your key. Also, you'll need the key to get back into the room. When inside a hotel room, for whatever length of time always use the deadbolt. If the room does not have a dead bolt or heavy-duty security clasp but has a chain, twist it to take up the slack before latching it. The door to your room must never be opened by anyone unless the guest is absolutely known.

To protect your valuables:

- Use the safe provided in the room to store keys, wallets, extra cash and credit cards, jewelry, and other small valuable items you are leaving in the room. If no safe is supplied, check with the front desk. They may have locked storage available for your use.
- Don't leave cash, travelers checks and expensive electronics and jewelry lying around the room.
- Leave larger expensive or breakable objects at home, if at all possible. If you must bring them, store them in the closet and out of the way of the cleaning crew.