



TRAVELING SAFELY





HOTEL ROOMS

Room Location

Where your room is located may have a lot to do with whether or not you survive a fire or other emergency.

Consider that rooms above the 7th floor are likely not accessible by most outdoor fire or rescue equipment.

If your room is not on the street side of the building, outdoor rescue capability is severely diminished.

If your room is on a higher floor, consider your ability to make your way down several flights of stairs.



Safety

Check the safety features in your room.

Do the Windows or Doors open? Are they locked?

Is there emergency lighting in your room or in the hallway?

Is there a speaker for emergency announcements nearby?



Fire Escape?

Smoke Detectors?

Door locks?

Safety

Have a plan.

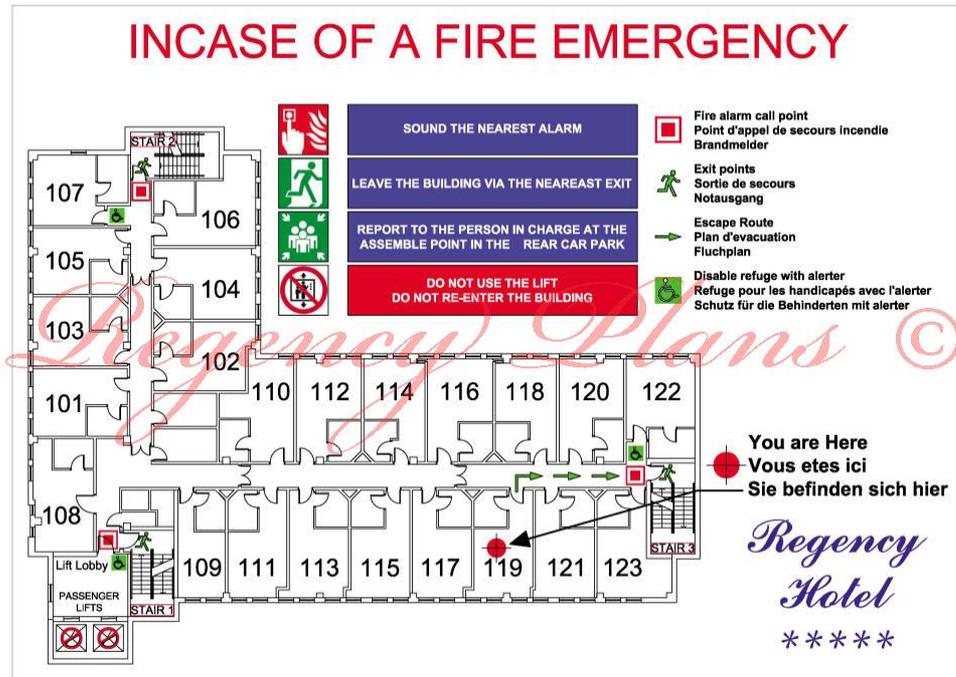
Review information on back of room door.

Count the number of doors to the exit.

Find a second exit and count the number of doors to it.

Check both exits and make sure they are there and usable.

Make sure **EVERYONE** in your party knows the plan.



SECURITY

Be aware of your surroundings. Try never to be isolated in areas such as elevators or remote corridors with people you do not know or trust. Use the buddy system where possible.

Have your key card in hand well before you arrive at your room door.



Before carding into your room, make sure no one is lurking nearby. Many criminal actions happen as a result of opportunity rather than planning.

Safeguard your hotel room key and destroy it at the end of your trip. Your personal information can be encrypted on or linked to your key card.



MUWG

MAXIMO UTILITY WORKING GROUP

October 26 – 28, 2021



August 9 – 11, 2022
Austin, Texas



PLACES WE VISIT

BUILDING EMERGENCY / EVACUATION PLANS



100 Federal Street, Boston

Office buildings usually have emergency and / or evacuation plans in place.

You should know what these plans are **BEFORE** an emergency occurs.

Be aware of where you are in the building and how you will evacuate.

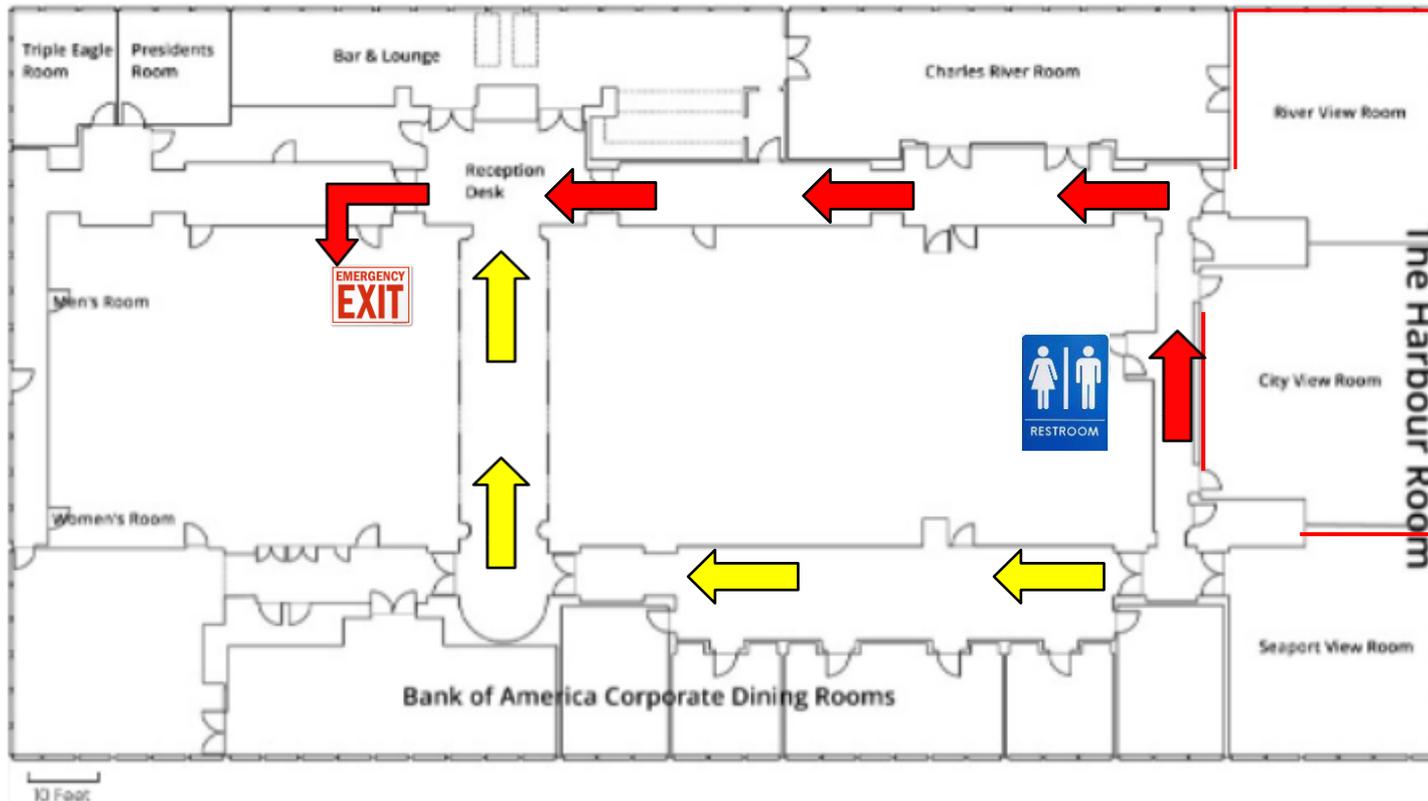
Know where the exits are and how you will access them.

Know your capabilities and what you plan to do in advance.

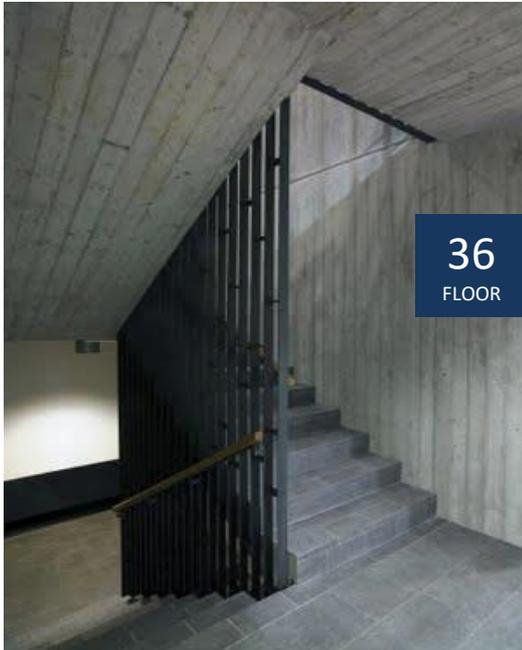
Emergency Plan – Boston College Club

100 Federal Street, Boston, Mass.
36th Floor

Club Diagram



EVACUATING THE BUILDING



Always use the stairs. Elevators may not work or may be needed by emergency services.

Try to keep to the right of the stairwell. Allow rescue workers room to climb.

Focus on exiting the building, not calling or texting on your cell phone.



When you exit the building, proceed to the pre-assigned meeting place.

Expect emergency vehicles to be arriving. Give them room to operate.

SECURITY CREDENTIALS

Many buildings we visit require us to obtain security credentials in order to gain access.

Safeguard these security passes. They contain your name and likely your photo as well as possibly other information.

In the wrong hands, this information can be used to create security or financial instruments without your knowledge.



Unfamiliar Places

Whether we travel for business or pleasure, we sometimes travel in unfamiliar places.

Try not to travel in isolated, dimly lit areas.

Use your sixth sense... If you are concerned as to whether you should enter a particular street or alley... DON'T



Valuables

If you are not prepared to lose it...
Don't bring it with you.



If you are not prepared to give it up...
Don't bring it with you



Limit what you will have to replace
if your wallet is lost or stolen.

Go through your wallet periodically and
remove unnecessary items.

