



Appendix F

What If

What If . . . ? is a booklet that is available to hotels to place in each guestroom. It is an excellent means of educating guests about what to do in case of fire.

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What If...?

Your Hotel Name
City


What if...?

What if... you're in a fire?

Probably it won't happen. You are in a building which was constructed to meet modern fire codes and which offers reasonable protection against such an occurrence. Your chances of being involved in a fire here may be thousands to one.

But your chances are even better if you understand, in advance, what to do in case of fire. Countless people are needlessly harmed by fires because they did *not* understand what to do.

This little booklet will tell you what to do, and it takes only three minutes to read. Increase your chances: please read it.



Andrew C. Casper
Chairman of Board of Visitors,
National Fire Academy,
U.S. Fire Administration

What if . . . you've just arrived?

Learn Where The Exits Are . . . before you first enter your room, look to the right and left of the door and locate at least *two* exits.

Walk To Each Exit . . . to help you remember their locations, walk to each exit from your room.

Count Doors On The Way . . . Choose a wall and, as you walk to each exit, count the doors along that wall between the exit and your room. This helps you remember the distance and location of exits—and may also help in case you have to find an exit when it's dark or smoky.

Find Alarms & Extinguishers . . . locate and walk to the Fire Alarm and Fire Extinguisher on your floor.

Find The “Off-switch” On Your Air Conditioner . . . in your own room, learn how to turn off your air conditioning system. This way, in case of fire, you can prevent smoke from being sucked into your room.

What if . . . you find a fire?

Pull The Nearest Fire Alarm . . . if you find a fire in your room or somewhere else, sound the alarm.

Close Doors Against The Fire . . . if possible, close the doors around the fire area, to keep the fire from spreading.

Phone Management For Help . . . immediately telephone the front desk or building management to report the fire. If you cannot reach them, don't hesitate to call the local fire department—its number is on the inside front page of all phonebooks.

Fight Only Tiny Fires . . . use a fire extinguisher—*if* it is a small fire.

Flee Larger Fires . . . if possible, exit from the building if the fire is not small.

Always Take Your Room Key . . . before trying to exit, be sure to take your room key. A tip—if possible, loop the key to your wrist with a rubber band.

Stay Calm . . . don't hurry, keep relaxed, and *think*. Your danger is almost always less than you imagine it to be.

What if . . . you hear an alarm from your room?

Take Your Room Key . . . if you're in your room, find your key. Again, if possible, loop it around your wrist with a rubber band.

Test Doors For Heat Before You Open Them . . . with your hand test the door to the hallway to see if it is hot or cool.

Inch the Door Open if It's Cool . . . if the door to the hall is cool, open it carefully, looking out for smoke. Slam it shut fast if there is thick smoke outside, and stay in your room.

Exit If There's No Smoke Outside . . . if the hallway contains little or no smoke, head for the nearest exit.

Hug Walls While Exiting . . . while moving to the nearest exit, keep close to the walls. If it's dark or smoky, count the number of doors to the exit, and feel along the walls as you go.

Exit With Caution . . . test the exit door for heat before opening it—and, again, watch out for thick smoke in the stairwell. If the stairwell is safe, exit down to the street.

Avoid Elevators . . . in case of fire, never use elevators for emergency exits.

Stay Calm . . . don't hurry, keep relaxed, and *think*. Your danger is almost always less than you imagine it to be.

What if . . . your exit's blocked?

Go Back To Your Room . . . should the stairwell start filling with thick smoke, and your exit turns out to be unsafe, if possible return to your room—it's the safest place for you.

Or Otherwise Go To The Roof . . . if you can't return to your room from the stairwell, go up to the roof. There you can wait out the fire or be in position for a possible helicopter rescue.

Stay Calm . . . don't hurry, keep relaxed, and *think*. Your danger is almost always less than you imagine it to be.

What if . . . you can't leave your room?

Stay There . . . if you can't exit, your room is the safest place to be.

Shut Off The Air Conditioner . . . to prevent smoke from being sucked into your room, flip the "off-switch" on your air conditioning system.

Stuff Wet Cloth Under The Door . . . wet towels, sheets or blankets can keep smoke from entering through the crack under your door

Stuff Air Vents With Wet Cloth . . . this will also keep out smoke.

Remove All Drapes From The Windows . . . in case fire should enter a window, no fabric will be nearby.

Fill Your Bathtub . . . keep plenty of water in the tub, and have wastebaskets or icebuckets nearby for carrying water. This way, you can quickly re-moisten the wet cloths that are keeping smoke out.

Phone Your Location . . . telephone the front desk or building management and tell them your location. If you can't reach them, don't hesitate to call the local fire department—its number is on the inside front page of all phonebooks.

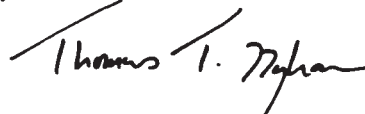
Stay Calm . . . don't hurry, keep relaxed, and *think*. Your danger is almost always less than you imagine it to be.

What if ... nothing ever happens to you?

As Chief Andrew C. Casper said at the beginning, probably nothing will.

If you never have a bad experience with fire, there could be several reasons why. Maybe it's because this building is unusually well-constructed to guard against the outbreak of fire. Or maybe you and all its other occupants have been careful not to smoke in bed or to empty ashtrays into wastebaskets.

Or maybe it's because you've understood this booklet. We sincerely hope you have.



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