



## **SAFETY BOOK**

1. **THE TEAM AT HOTEL GOLDEN GRAND REQUESTS ALL TO TAKE GOOD CARE OF THEMSELVES & THEIR BELONGINGS.**
2. **KEY**  
**Please Safeguard Your Guestroom Keycard. If You Lose Your Keycard Or It Is Stolen, Report To The Front Desk Immediately Otherwise Someone May Misuse Your Keycard In Any Way. Please Deposit Your Keycard At The Front Desk Upon Checkout. Do Not Leave Your Keycard In Your Guestroom.**
3. **GUESTROOM DOORS + WINDOWS**  
**Your Guestroom Door Is Equipped With A Double-Locking System. Lock Your Door From The Inside When You Are In Your Guestroom. Use The Safety Latch For Additional Security Before Retiring For The Night Or Leaving Your Guestroom, Make Sure The Door Is Locked And Secure Entrances.**
4. **IN-ROOM SAFE**  
**For Your Convenience, A Complimentary Safe Is Located In Your Guestroom. The Hotel Is Not Responsible For Loss Of Any Article Kept In The In-Room Safe , So Please Keep Your Belongings At Your Own Risk, The Hotel Management Will Not Be Responsible For Any Loss**
5. **ADMITTANCE**  
**Never Admit Anyone Inside Your Room May It Be Repairmen Or Strangers Without Confirming Them By Contacting The Front Desk At (9). Never Admit People With Unsolicited Deliveries.**
6. **YOUR PLANS**  
**Do Not Reveal The Name Of Your Hotel Or Your Guestroom Number To Strangers. Be Discreet When Discussing Your Plans For The Day, Particularly If You Will Be Off The Premises.**
7. **CHECKING IN / OUT**  
**Do Not Leave Your Luggage Unattended While Checking In Or Out.**
8. **IN CASE OF FIRE**  
**For Your Safety, Hotel Golden Grand, New Delhi Is Equipped With All The Required Safety Measures And The Floor Plan Has Been Duly Displayed**

On The Room Entry Door From Inside For Your Reference. Please Be Prepared. Know The Locations Of Stairways, Exits And Fire Alarms.

9. IN CASE OF FIRE

Do Not Use Elevators If You Discover Fire Or Smoke In Your Guestroom, First Call The Fire Department (101) And Give Them Your Location (Name, Address And Guestroom Number). Press The Service Button On Your Telephone And Report Conditions At The Reception At '9'. Take Your Keycard Exit The Guestroom And Close The Door Behind You. Alert Others In The Area And Activate The Nearest Fire Alarm. Walk To The Nearest Stairwell And Exit The Building. Do Not Use Elevators. If Smoke Is Present, Stay Low.

10. HOW TO EVACUATE

Before You Open Your Guestroom Door, Feel It For Heat To Determine The Correct Course Of Action.

a) IF DOOR IS NOT HOT

Open the door slightly and look in both directions for the nearest exit sign. Exit with caution. Take your guestroom keycard, exit the guestroom and close the door behind you. Walk to the nearest stairwell and exit the building. Do not use the elevators.

b) IF DOOR IS HOT

Do not open the door. Call the fire department (101) and give them your location (name, address and guestroom number). Press the Service button on your telephone and report conditions at the reception at '9'. Stuff wet towels or clothes under the door and in air vents to keep out smoke and fumes.

Remain calm and wait for further instructions. If you cannot exit, your guestroom is the safest place to be. If you think you need to open a window for air, and you are above the ground floor, avoid breaking the window because you may need to close it to keep smoke out later.

**MAY GOD BLESS US ALL**