

## HOTEL CHECK-IN AND ROOM SURVEY

### CHECK-IN

Survey the lobby and hotel entrances. Look around the lobby area and quickly survey the following:

- Access procedures (is there any security check? Or can anybody freely enter the building?)
- People occupying the public space of the lobby (are there families or mostly single travelers? Can you spot non-guests?)
- The location of main and emergency exits
- Staff identification (do they carry badges? Do they wear uniforms?)
- Access restriction to guest rooms
- External lighting.
- Parking lots and security.

### CHOOSE YOUR FLOOR AND A ROOM

Request a room that:

- Is between the second and sixth floors.
- Is NOT above or near the lobby.
- Is NOT facing the entrance, car park, or a busy street.
- Is NOT easily accessible through external safety stairs, trash cans, or balconies.
- Is NOT a room adjoined by another one via a common door.

### KEEP YOUR ROOM NUMBER TO YOURSELF

- If your room number is written down in an envelope, keep it in your room. Do NOT carry it with you when you leave the hotel to avoid the risk of losing it.

### SURVEY YOUR HOTEL ROOM

As the check-in is complete and you have arrived at your room, take a few minutes to survey the space and take some precautionary safety measures before unpacking your luggage and resting.

- Make sure that nobody follows you when going to your room.

- Study the hotel emergency plan and read the safety instructions in your hotel room. Check where the nearest emergency exit to your room is. Count the steps between your room and the nearest emergency exit (in case of fire or blackout).
- Check for smoke alarms in your room and in the hallway where your room. Ensure that they are working (especially those in your room.)
- Check all windows. Do not stay in a room with bars on the window unless they can be opened from the inside.
- Make sure you can lock windows and doors with a deadbolt or chain. Keep windows and doors locked at all times.
- Ensure that the hotel phone works and that you know how to operate it.

### **SAFE BEHAVIOR**

- Keep curtains closed at night.
- Use the peephole to identify visitors before opening the door.
- When you leave your hotel room, make it seem like someone is in the room. Leave lights and television on, the closet and bathroom doors open and place the “do not disturb” tag on your door handle. If you need housekeeping service, call the front desk and request it directly.
- Secure luggage and your computer. If possible, close and lock your laptop to prevent identity theft or financial fraud.
- If a room safe is available, store valuables, money, credit cards, and travel documents when you leave the room. If not, consider asking the front desk to store valuables in their safe deposit box if possible.
- Keep important documents, keys, money, and credit cards in a small bag next to your bed at night, so you can quickly grab it during an emergency.
- Keep a "Go Bag" available in case of an emergency departure. Once fully packed, it should include your passport, driver's license, credit and/or debit cards, cash, airline tickets, medications, devices (phone, laptop) and chargers, list of all essential contact information, notebook and pen, personal items and toiletries, change of clothes, and dry food and drinking water. Store the bag in the same location every day so you can locate it quickly.
- Avoid inviting people back to your hotel room.
- If you feel unsafe, contact your program coordinator and your point of contact at the destination, or the Safety & Security Team via the Incident Reporting Line or Global Hub.