

Emergency Procedures

For your safety, The Westin Cincinnati is equipped with the latest in fire protection systems. Please be prepared. Know the location of stairway exits and fire alarms.

IN CASE OF FIRE, DO NOT USE ELEVATORS.

If you discover fire or smoke in your room:

- Call the fire department (9-911) and give them your location (The Westin Cincinnati, 21 E Fifth Street, Cincinnati, room number)
- Call Service Express ®
- Take your room key, exit the room and close the door behind you.
- Alert others in the area.
- Activate the nearest fire alarm.
- Walk to the nearest stairway and exit the building (DO NOT USE THE ELEVATORS).
- If smoke is present, stay low.

If you are ordered to evacuate your room and the door is NOT HOT:

- EXIT WITH CAUTION: Feel the door. If the door is NOT HOT, open it slightly and look in both directions for the nearest exit sign.
- Take your room key, exit the room and close the door behind you.
- Walk to the nearest stairway and exit the building (DO NOT USE THE ELEVATORS).

If you are ordered to evacuate your room and the DOOR IS HOT:

- DO NOT OPEN THE DOOR
- Call the fire department (9-911) and give them your location (The Westin Cincinnati, 21 E Fifth Street, Cincinnati, room number)
- Call Service Express ®
- 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 room 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.

Safety & Security Procedures

Please take a moment to review the following information regarding safety and security if you have any questions regarding our procedures, please contact Service Express ®.

Room Key

- Safeguard your room key as you would your residence key. If you lose your room key or it is stolen, report to the Front Desk immediately. Deposit your room key at the Front Desk or in the Express Check-Out box when checking out. Do not leave your key in your room.

Room Doors and Windows

- Your room door is equipped with a double locking system. Lock your door from the inside while occupying your room. For additional safety, use the safety latch. Be sure your guestroom door is locked and secure openings to balconies or patios before retiring or leaving you room.

Safe Deposit boxes

- Do not keep valuables in your room. Complimentary safe-deposit boxes are available at the Front Desk. Do not leave any valuables inside parked vehicles.

In-Room Safe

- For your convenience, complimentary in-room safes are located in each Westin guestroom below the nightstand. Under state law, the hotel is not responsible for loss unless articles are stored in safe-deposit boxes at the Front Desk.

Admittance

- Never admit repairmen or strangers without checking with management. Never admit persons with unsolicited deliveries.

Your Plans

- Do not reveal the name of your hotel or room number to strangers. Never discuss your plans for staying away from the hotel in front of strangers.

Checking in/Checking out

- Do not leave your luggage unattended with checking in or out.

If at anytime during your stay you notice anything of a suspicious or alarming nature, or have need of any special assistance, please contact the management.