

**Southern Pines Police Department**  
**Safety Tips**  
***Hotels/Motels***

***Before You Leave***

- Plan your trip. Know where you are going and how you are getting there. If traveling by vehicle, have maps available and know your route. Plan your stops in advance. If traveling by air, rail or some other method, plan for transportation to your final destination and hotel/motel
- If renting a vehicle, ask your own auto insurance company if your policy covers rental vehicles
- Make sure you have your driver license with you to show to the rental agent
- Before leaving the rental agency, ask for a local map and directions to your hotel/motel
- If taking a taxi or limousine, know the fare upfront. Ask what method of payment is accepted (Cash, check or credit card) and always get a receipt from the driver

***When You Arrive***

- Start by parking in a well-lit area, near the building
- Remove all valuables and lock your vehicle. Make sure nothing is visible from outside the vehicle
- When checking in, only request the number of keys you will need. Extras can get lost

***Fire Safety***

- When you check into your room, look at the fire exit information on the back of the door. Make sure you know the location of the stairways and exits and can find them in an emergency. Take a few minutes and practice moving from your room to the nearest stairwell and exit. Count the doors between your room and the exit door in case you can't see due to a power failure or smoke
- Make sure your room has a working smoke detector. If you travel often, consider bringing a portable, battery operated smoke detector with you. That way you will know it works and can make sure the batteries are fresh before you leave home
- If you see a fire or smell smoke, leave immediately and notify the facility staff. If it is coming from your room, be sure to close the door behind you when you exit
- Alert your neighbors as you exit
- When you hear a fire alarm, plan to leave the building IMMEDIATELY. First, feel the door to see if it is hot. If not, open it slowly and move to the nearest exit. If there is smoke, crawl along the floor. Since smoke rises, the air will be freshest closest to the floor. If you can't exit, roll up a wet towel and place it along the floor at the base of the door to keep smoke out. Move to the window and open it for fresh air and to alert emergency responders of your location. Call the front desk or dial 911 if you can to let someone know you are in your room and can't exit safely. Turn off fans and air conditioners. Hotel/motel staff will direct you when it is safe to return.
- Make sure your belongings do not block the path to the door, in case you need to leave quickly in an emergency
- Plan a meeting point away from the building for your family in case you have to evacuate the building. Then, if some family members are in other parts of the facility, you can be safely reunited

***Crime Prevention***

- While in your room, keep the door closed
- Check the windows, adjoining room doors and sliding glass doors to make sure they are locked
- If you find any problems with locking systems or fire alarms and activation systems, notify the management
- Before opening the door for a visitor, look through the peep hole and make sure you recognize the person

- If you call for room service or other hotel staff, check first before opening the door. If you did not request staff assistance, call the front desk BEFORE opening the door to verify the identity of the staff person. Ask if that person is supposed to have access to your room and the reason for the access
- Do not invite strangers to your room
- When you return to the hotel/motel, try to use the main entrance as much as possible. After dark, it may be the only door accessible to enter
- Be observant of people in the parking lots and around the front of the building and report anything suspicious
- At night, deadbolt the door and use whatever other locks are provided
- If the room has a safe, use it to safeguard your valuables. If not, see if the hotel/motel front desk has a safe or a safety deposit box for guest use
- Report any suspicious people, circumstances or situations to the management or the local police
- When using the facility amenities, like the pool area, safeguard your room key and other valuables
- NEVER write your room number on your key or keycard
- Always provide adult supervision to your children and take a few minutes to review these safety procedures with them

**For more information or a presentation on this topic, contact the Community Services Coordinator at (910) 692-2732.**