

- 1. Don't answer the door to your guestroom without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
- 2. Keep your room key with you at all times and don't needlessly display it in public. Should you misplace it, please notify the front desk immediately.
- **3.** Close the door securely whenever you are in your room and use all of the locking devices provided.
- **4.** Check to see that any sliding glass doors or windows and any connecting room doors are locked.
- 5. Don't invite strangers to your room.
- 6. Be aware of potential phone scams and prank calls to your guestroom. Hotel employees will never request credit card or personal information over the phone, nor will they advise a guest to damage hotel property.
- 7. Place all valuables in the hotel or motel's safe deposit box.
- 8. When returning to your hotel or motel late in the evening, be aware of your surroundings, stay in well-lighted areas, and use the main entrance.
- **9.** Take a few moments and locate the nearest exit that may be used in the event of an emergency.
- **10.** If you see any suspicious activity, notify the hotel operator or a staff member.

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