

Fire



- IF YOU HEAR A FIRE ALARM OR SMELL SMOKE:
 - ASSESS THE SITUATION. FEEL THE DOOR - IF IT IS HOT, DO NOT EXIT. IF IT IS SAFE TO EXIT, TAKE ONLY YOUR ROOM KEY.
 - STAY LOW (SMOKE AND TOXIC GASES RISE).
 - WHEN YOU ARE MOVING, STAY CLOSE TO WALLS AND HANDRAILS.
 - PROCEED TO THE NEAREST EMERGENCY EXIT (DO NOT USE ELEVATORS). IF YOU SEE SMOKE AHEAD, DO NOT PROCEED. LOOK FOR AN ALTERNATIVE EXIT.
 - IF ALL PATHWAYS ARE BLOCKED, RETURN TO YOUR ROOM.
 - IF POSSIBLE, TURN ON THE BATHROOM FAN AND OPEN THE WINDOW FOR VENTILATION, BUT BE ABLE TO CLOSE THE WINDOW IF NEEDED. AVOID BREAKING WINDOWS UNLESS YOU NEED TO.
 - CALL THE FRONT DESK OR HEALTH & SAFETY LINE TO TELL THEM YOUR LOCATION.
 - HANG BEDSHEETS OUT YOUR WINDOW TO ALERT FIREFIGHTERS.
 - FILL THE BATHTUB. USE TRASH CANS TO BAIL WATER ONTO HOTEL DOORS OR HOT WALLS. WET TOWELS AND WEDGE THEM INTO CRACKS AROUND DOORS. TIE A TOWEL OVER YOUR NOSE AND MOUTH TO REDUCE SMOKE INHALATION.

Readiness



- DOWNLOAD THE INTERNATIONAL SOS AND RED CROSS FIRST AID MOBILE APPS.
- PACK A DAILY KIT:
 - BOTTLED WATER AND SNACKS
 - SPARE PHONE BATTERY
 - FLASHLIGHT
- AT NIGHT:
 - KEEP A FLASHLIGHT AND YOUR ROOM KEY ON YOUR NIGHTSTAND.
 - CHARGE YOUR DEVICES.
 - BE READY TO EVACUATE THE HOTEL IN CASE OF FIRE.

Other Key Phone Numbers



- DENMARK COUNTRY CODE: **+45**
- LOCAL EMERGENCY: **112**

24/7 ICANN Health & Safety Services



FROM 11-16 MARCH 2017, WE ARE PROVIDING TWO SERVICES TO SAFEGUARD YOUR HEALTH AND SAFETY.

Health & Safety Center (HSC)

- VISIT THE HSC FOR HELP WITH:
 - ILLNESS
 - INJURY
 - SECURITY INCIDENT
 - EMERGENCY COMMUNICATION
 - FIRE OR EVACUATION
 - OTHER MEDICAL- OR SECURITY-RELATED ISSUE

Health & Safety Hotline

- PROGRAM THE FOLLOWING INTO YOUR PHONE:
 - MAIN LINE: **+1 424 488 6710** OR **+45 27 83 74 13** (INTERNATIONAL DIALING)
 - LOCAL LINE: **27 83 74 13** (FROM LOCAL PHONE)
 - EMAIL: **MEETING-ASSISTANCE@ICANN.ORG**
- KEEP YOUR PHONE **CHARGED** AND **ON** AT ALL TIMES.

Medical Assistance



- ROUTINE FIRST AID:
 - THE HEALTH & SAFETY CENTER (HSC) WILL COORDINATE ALL TREATMENT REQUIRING ACTION BEYOND ROUTINE FIRST AID.
 - CONTACT HSC FOR ALL INCIDENTS.
 - IF IMMEDIATE POLICE OR FIRE RESPONSE IS NEEDED, DIAL **112** ON A LOCAL PHONE.

First Aid Primer

- 1 CHECK** THE SCENE TO ENSURE IT IS SAFE, AND CHECK THE VICTIM FOR UNCONSCIOUSNESS OR OTHER LIFE-THREATENING CONDITIONS.
- 2 CALL** THE HEALTH & SAFETY LINE.
- 3 CARE** IS IDEALLY GIVEN BY AN INDIVIDUAL TRAINED IN FIRST AID OR CPR. FOR ASSISTANCE, CONTACT THE HSC.

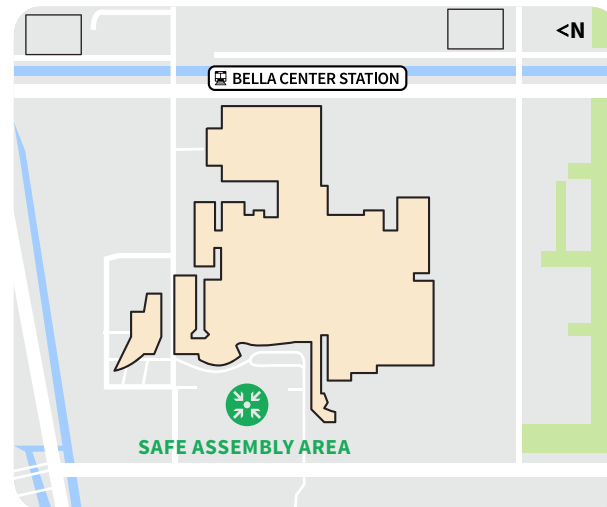
GROUND FLOOR



Major Incident Response



- YOUR PRIORITY SHOULD BE **SAVING LIVES**, THEN PREVENTING **INJURIES**.
- **IF IT IS SAFE WHERE YOU ARE, STAY WHERE YOU ARE.**
 - ICANN PROCEDURES DO NOT OVERRULE VENUE OR HOTEL PROCEDURES. FOLLOW VENUE OR HOTEL EMERGENCY AND EVACUATION PROTOCOL.
- **CALL THE HEALTH & SAFETY LINE.**
 - GIVE YOUR LOCATION, DESCRIBE YOUR SITUATION AND INDICATE WHAT SUPPLIES YOU MAY NEED (WATER, FOOD, BLANKETS).
- IF POSSIBLE, GROUP WITH OTHER STAFF/GUESTS.



Personal Security Tips



- BE AWARE OF YOUR SURROUNDINGS AND BE VIGILANT ABOUT SECURITY.
- KEEP A CLOSE EYE ON YOUR ELECTRONIC DEVICES.
- DRINK BOTTLED WATER WHEN TRAVELING TO REDUCE THE RISK OF SICKNESS.
- KEEP AWAY FROM CHAOTIC SITUATIONS LIKE PROTESTS.
- TRAVEL IN GROUPS, LIMIT MOVEMENTS AT NIGHT AND NEVER WALK ALONE AT NIGHT. THIS IS ESPECIALLY TRUE FOR SOLO FEMALE TRAVELERS, WHO CAN BE A SOURCE OF CURIOSITY IN SOME REGIONS.
- MAINTAIN A LOW PROFILE AND AVOID OUTWARD SIGNS OF WEALTH.
- OBSERVE AND RESPECT LOCAL CLOTHING CUSTOMS. DRESS MODESTLY TO AVOID DRAWING ATTENTION TO YOURSELF.
- USE ATM IN HOTELS AND BANKS ONLY, AND ONLY DURING BUSINESS HOURS.
- LOCK YOUR VALUABLES, INCLUDING CAMERAS AND LAPTOPS, IN YOUR HOTEL SAFE.
- IF APPROACHED BY A MUGGER OR ROBBER, DO NOT RESIST. COMPLY WITH ORDERS TO HAND OVER MONEY/PROPERTY.
- KEEP AN EYE ON DRINKS AND FOOD, ESPECIALLY AROUND NEW OR UNKNOWN PERSONS.
- ONLY TAKE TAXIS FROM ICANN-APPROVED HOTELS. DO NOT HAIL TAXIS ON THE STREET.