**Health and Safety Instructions - ICANN60**

**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**

- UAE Country Code: +971
- Local emergency: Fire 997  Police 999

**24/7 ICANN Health & Safety Services**

- FROM 28 OCTOBER–3 NOVEMBER 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
  - Lost property

**Health & Safety Hotline**

- Program the following into your phone:
  - Main line: +1 424 488 6710 or +971 55245 4886 (International dialing)
  - Local line: 055 245 4886 (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 YOU NEED ASSISTANCE FOR A NON-MEDICAL EMERGENCY, DIAL 997 (FIRE) OR 999 (POLICE) 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.

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.

- 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.

Personal Security Tips

- ROUTINE FIRST AID: