

Safety Tip of the Month – February 2008
VSI Safety Committee
“Safety Tips When Traveling and Staying Overnight”

During the upcoming championship season, many of you will be traveling with your teams to meets and staying overnight in motels or hotels. Here are some tips to help make your trips safe and enjoyable.

Checking In

- Protect your name by not repeating it aloud.
- Guard your room number.
- Protect your key at all times. Do not lay it on restaurant tables or pool chairs where it can be stolen.
- Place any valuables in the motel or hotel safe.
- Never leave valuables in your vehicle in clear view of others - lock them in the trunk.
- Keep your itinerary to yourself.

Getting To Your Room

- Proceed to your room along with others in your party. There is safety in numbers.
- Know the exact location of your room.
- Beware of being followed.
- Have your key ready and enter quickly.

Stairways, Stairwells and Elevators

- Generally avoid stairwells. They are not meant for guests to move from floor to floor. They are intended for emergency uses. If you have to travel on the stairways, be aware of someone following you.
- When entering the elevator, stand at the controls. If attacked, you would want to hit as many floor buttons as possible to be able to escape or call for help. Do not hit the emergency stop button.
- Another tip for using elevators is to enter last. That way you are not forced to be in the back if you feel threatened. Always notice who exits with you. If you do not feel comfortable, step back into the elevator and return to the lobby to report your suspicions.

Entering Your Room

- Once at your room, open the door fully. Glance around to make sure you are alone.
- Hold the door open with one of your bags while you do a quick safety check. Notice any potential hiding places.

Secure Your Room

- Lock the door and keep them locked at all times.
- Lock any adjoining room doors and secure all windows.
- Check to make sure the telephone is in working order.
- Note how to place outside calls in case you would need to call the police or fire department. You would not want to rely on others to summon help for you.
- Do not answer the doorbell in a motel or hotel room without verifying who it is. If they say they are an employee, call the desk first to verify someone from the staff is to have access to your room and why.

Returning To Your Room At Night

- Use the main entrance. Be observant and look around before entering parking lots