**Hotel Safety and Security Checklist**

**Name of Hotel or Lodging:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location/Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Reviewer:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Security** |  |  |
|  |  |  |
| Is there a professional security team on duty at the hotel 24/7? |  |  |
|  |  |  |
| Is there security screening of bags at the entrance to the hotel? |  |  |
|  |  |  |
| Is there security screening of people at the entrance to the hotel? |  |  |
|  |  |  |
| Is the lighting around the outside of the hotel adequate? |  |  |
|  |  |  |
| Are vehicles screened before entering the hotel area? |  |  |
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| Is there a professional security manager? |  |  |
|  |  |  |
| Is access to underground parking controlled? |  |  |
|  |  |  |
| Does the hotel have an emergency plan that is tested regularly? |  |  |
|  |  |  |
| Is there CCTV coverage of public areas? |  |  |
|  |  |  |
| Does the hotel have emergency power capability? |  |  |
|  |  |  |
| Is the area of the hotel free of high risk facilities like embassies or key government buildings? |  |  |
|  |  |  |
| Are entrance doors other than the main entrance monitored to prevent unauthorized access? |  |  |
|  |  |  |
| **Fire Safety** |  |  |
|  |  |  |
| Is there a fire/smoke detection system? |  |  |
|  |  |  |
| Is there a system for alerting hotel guests of a problem? |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are there fire extinguishers and/or hose reel systems? Are they clearly marked? |  |  |
|  |  |  |
| Is there a sprinkler system? |  |  |
|  |  |  |
| Are emergency exit doors equipped with panic hardware? |  |  |
|  |  |  |
| Do the emergency exit doors swing out? |  |  |
|  |  |  |
| Do the emergency exit stairs go directly to the outside of the building? |  |  |
|  |  |  |
| Is the fire plan regularly tested? |  |  |
| Has the hotel staff had basic fire safety training? |  |  |
|  |  |  |
| **Room** |  |  |
|  |  |  |
| Is there a safety lock on the door that will unlock when the door handle is turned? |  |  |
|  |  |  |
| Are the rooms controlled by a card-key system? |  |  |
|  |  |  |
| Is there a peephole or some means to see who is outside the door? |  |  |
|  |  |  |
| Are the emergency fire exits clearly marked on each floor? |  |  |
|  |  |  |
| Is there a safe in the room for storage of valuables? |  |  |
|  |  |  |
| Is there high speed Internet access? |  |  |

**Comments:**

**Note**: The checklist assumes a relatively low threat environment. Should the situation worsen the checklist will need to be expanded to include things like standoff distance and shatter resistant windows.