HOTEL EMERGENCY PREPAREDNESS CHECKLIST

Emergency Preparedness Planning

Date .....

TASK	STATUS
Develop and maintain an updated emergency action plan.	
Identify potential risks (e.g., fire, natural disasters, medical emergencies).	
Assign roles and responsibilities to staff for each emergency type.	
Establish an emergency communication plan (internal and external).	
Ensure emergency contact numbers are easily accessible (police, fire, medical).	
Schedule regular emergency training and drills for staff.	
Additional Task:	

Instructions:

- *Regularly review and update the emergency plan to account for new risks or changes in operations.*

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HOTEL EMERGENCY PREPAREDNESS CHECKLIST

Equipment and Supplies Readiness

Date .....

TASK	STATUS
Inspect and maintain fire extinguishers; ensure they are easily accessible.	
Check smoke detectors and fire alarms for functionality.	
Stock first aid kits with necessary medical supplies and ensure they are readily available.	
Ensure emergency lighting is functional and backup power supplies are tested.	
Maintain a supply of flashlights, batteries, blankets, and water.	
Verify elevators have emergency systems and phones in working order.	
Additional Task:	

Instructions:

- *Conduct monthly inspections of all emergency equipment and restock supplies as needed.*

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HOTEL EMERGENCY PREPAREDNESS CHECKLIST

Staff Training and Awareness

Date .....

TASK	STATUS
Train staff on evacuation routes, assembly points, and emergency procedures.	
Conduct fire safety and extinguisher use training.	
Ensure staff can identify and assist guests with disabilities during emergencies.	
Provide training on responding to medical emergencies (e.g., CPR, AED use).	
Familiarize staff with communication protocols during emergencies.	
Additional Task:	

Instructions:

- *Hold mandatory emergency training sessions at least twice a year.*

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HOTEL EMERGENCY PREPAREDNESS CHECKLIST

Guest Safety Measures

Date .....

TASK	STATUS
Display evacuation routes and emergency contact numbers in every guest room.	
Provide information on assembly points during check-in or in-room guides.	
Ensure hallways, stairwells, and exits are clear of obstructions.	
Conduct regular inspections of guest areas for potential hazards.	
Inform guests promptly of emergency situations and provide clear instructions.	
Additional Task:	

Instructions:

- *Focus on clear communication and ensuring guests feel safe and informed at all times.*

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HOTEL EMERGENCY PREPAREDNESS CHECKLIST

Post-Emergency Recovery

Date .....

TASK	STATUS
Assess and document the extent of damage or disruption caused by the emergency.	
Ensure all staff and guests are accounted for and safe.	
Report incidents to relevant authorities and insurance providers.	
Begin necessary repairs and maintenance promptly.	
Conduct a debriefing session with staff to review response effectiveness.	
Update emergency plans based on lessons learned.	
Additional Task:	

Instructions:

- *Prioritize the safety of staff and guests while coordinating recovery efforts.*

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