

Comprehensive Emergency Preparedness for the Hotel Industry Emergency Action Plan Checklist

December 12, 2001

- ___ Is a written emergency action plan present for the facility?
- ___ Is the plan updated regularly, particularly in regard to structural or procedural changes within the facility?
- ___ Is the plan certified at least on a yearly basis?
- ___ Are emergency drills conducted in a serious manner?
- ___ Is there a system of evaluating performance during these drills?
- ___ Does the emergency plan address natural disasters (floods, hurricanes, tornadoes, storms, power failure, contaminated water supply, etc.)?
- ___ Does the emergency plan address civic problems (strikes, civil disobedience, riots, bomb threats, siege by civilian psychopath, terrorist siege, etc.)?
- ___ Does the emergency plan address fire and explosions, gas leaks, hazardous materials spills, and chemical agents.
- ___ Does the emergency plan address utility failures?
- ___ Has a comprehensive risk assessment been completed to evaluate the potential emergencies the facility must contend with?
- ___ Does the plan have a mission statement or other clear statement of intents?
- ___ Is authority in a crisis situation clearly delegated to an individual or team?
- ___ Are clear and specific building floor plans and site maps included in the plan?
- ___ Are there direct contact numbers for the local police precinct, fire department, emergency medical service, and hospital?
- ___ Is there a current listing of contact information for key personnel that may need to be notified to respond to an on site emergency during off hours?
- ___ Is there an emergency contact for all employees?

- ___ Is there a system of notification for family members of employees during an emergency?
- ___ Is there a media liaison to handle all inquires from the press?
- ___ Is a chain of command established including alternates?
- ___ Has a command center been established for control and communication during an emergent situation? On-site and Off?
- ___ Are employees aware of their obligation to immediately report any developing or potential emergency situations.
- ___ Does the plan identify the warning or notification system present in the facility. Are backups identified?
- ___ Are specific emergency evacuation procedures identified with primary and secondary evacuation routes from each section of the building?
- ___ Has a post evacuation assembly area been designated?
- ___ Is there a method of employee census?
- ___ Is there a pan to assist with the evacuation of physically challenged guests or employees?
- ___ Is a regular review of exit doors and evacuation routes for proper signage and lighting?
- ___ Has a determination been made for the shut down procedures of critical or sensitive operations or systems?
- ___ Has an equipment protection plan been devised?
- ___ Is there a system of protection, backup, or removal of vital records?
- ___ Is the location and contents inventory of first aid kits throughout the building been identified?
- ___ Is there a plan to establish site security during an emergency, including procedures for the positive identification, admission, and control of employees and other personnel into the facility. And provisions for directing, controlling, and limiting traffic to provide for orderly movement of emergency response vehicles?
- ___ Are employee trained annually on the details of this plan and any specific responsibilities.
- ___ Are employees informed of any new provisions or procedures that are added to this plan

_____ Are new hire receiving training before the commencement of work?

_____ Do the training elements at least consist of:

- I. Individual roles and responsibilities
- II. Information about threats, hazards, and protective actions
- III. Notification, warning, and communications procedures
- IV. Emergency response procedures
- V. Evacuation and accountability procedures