

Hotel Emergency Preparedness Checklist

 Show only Checklist

Display Style
Default 

Fire Safety Equipment

Check functionality and accessibility of fire extinguishers, smoke detectors, fire alarms, and sprinkler systems.

Fire Extinguisher 1 - Last Inspection Date (MM/DD/YYYY)

Enter a number...

Fire Extinguisher 1 - Pressure Gauge Reading (PSI)

Enter a number...



Fire Extinguisher 1 - Condition

- ☐ Good
- ☐ Needs Maintenance
- ☐ Damaged

Smoke Detector 1 - Battery Status (Voltage)

Enter a number...

Sprinkler System - Test Date

Fire Alarm System - Last Serviced

Enter date...

Emergency Exit Signs - Illumination

- ☐ Working
- ☐ Not Working

Emergency Lighting

Verify emergency lighting systems are operational and illuminate escape routes.

Emergency Light #1 Runtime (minutes)

Enter a number...

Emergency Light #2 Runtime (minutes)

Enter a number...

Light #1 Functionality

- ☐ Functional
- ☐ Malfunctioning
- ☐ Needs Replacement

Light #2 Functionality

- ☐ Functional
- ☐ Malfunctioning
- ☐ Needs Replacement

Last Inspection Date

Enter date...

Inspection Time

Enter time...

Notes/Observations

Write something...

Evacuation Procedures

Confirm evacuation routes are clear, marked, and accessible; review emergency contact information.

Briefly describe the hotel's evacuation plan.

Write something...

Number of clearly marked evacuation routes.

Enter a number...

Are evacuation routes free of obstructions?

☐ Yes

☐ No

Date of last evacuation drill.

Enter date...

Time evacuation drill completed.

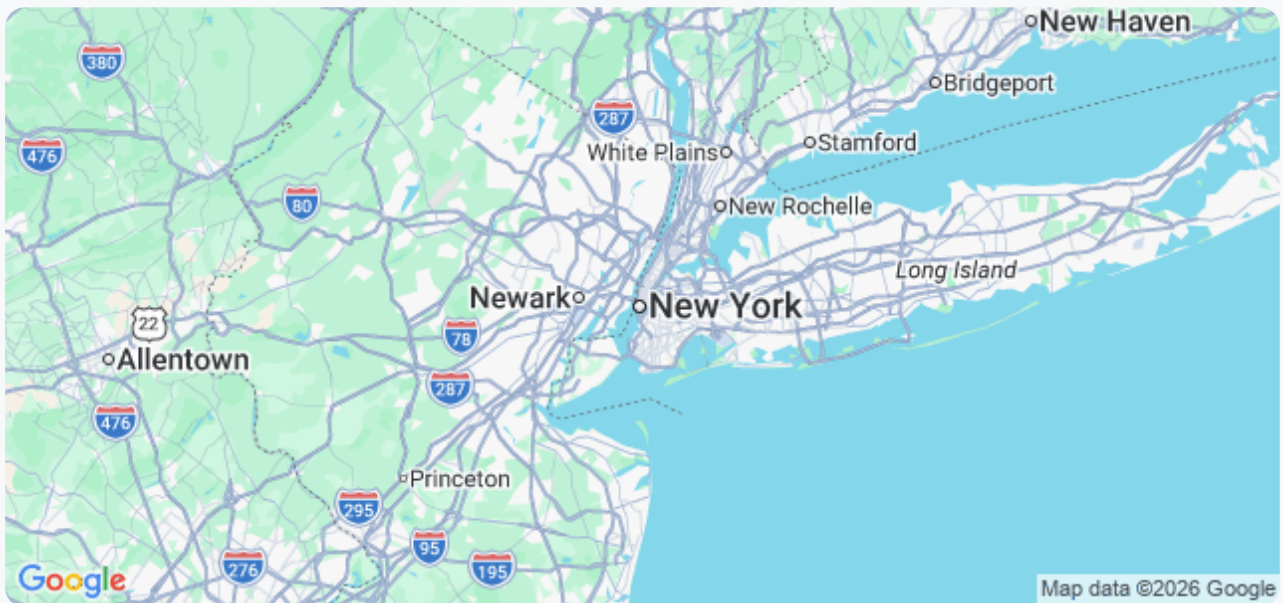
Enter time...

Which staff members are trained in evacuation assistance?

- ☐ Front Desk Staff
- ☐ Housekeeping Staff
- ☐ Security Personnel
- ☐ Maintenance Staff

Location of emergency assembly point.

 [Set My Current Location](#)



Staff Training

Assess staff knowledge of emergency procedures, including evacuation protocols, first aid, and communication systems.

Last Fire Safety Training Date

Enter date...

Number of Staff Trained in First Aid/CPR

Enter a number...

Emergency Roles Assigned (e.g., Fire Warden, First Aider)

- ☐ Fire Warden
- ☐ First Aider
- ☐ Evacuation Coordinator
- ☐ Communication Officer

Summary of Recent Training Updates

Write something...

Next Training Session Scheduled?

- ☐ Yes
- ☐ No

Time of Next Scheduled Training Session

Enter time...

Guest Communication

Ensure guests are aware of emergency procedures and have access to relevant information (e.g., emergency contact numbers, evacuation maps).

Emergency Contact Information (displayed in rooms)

Write something...

Evacuation Route Instructions (displayed in rooms)

Write something...

Notification Method for Emergencies (Staff)

- ☐ PA System
- ☐ Mobile Alerts
- ☐ Direct Phone Call

Methods for Guest Notification (During Emergency)

- ☐ Public Address (PA) System
- ☐ Text Message Alerts
- ☐ Email Notifications
- ☐ Door-to-Door Announcements

Last Guest Communication Plan Review Date

Enter date...

Time of Last Emergency Drill Announcement

Enter time...

Security Systems

Check functionality of security cameras, access control systems, and alarm systems.

Camera System: Total Number of Functional Cameras

Enter a number...

Access Control System: Operational Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Out of Service

Last Security System Maintenance Date

Enter date...

Alarm System: Status

- ☐ Armed
- ☐ Disarmed
- ☐ Tampered

Notes/Observations regarding Security System Performance

Write something...

Upload Security System Log Data (if applicable)

 Upload File

Utility Safety

Inspect gas lines, electrical panels, and water systems for leaks or hazards.

Gas Line Pressure (PSI)

Enter a number...

Electrical Panel Voltage (V)

Enter a number...

Water Leak Detection System Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Not Installed

Last Electrical Panel Inspection Date

Enter date...

Notes on any observed issues

Write something...

Emergency Generator Status

- ☐ Operational
- ☐ Needs Maintenance
- ☐ Not Installed

Natural Disaster Preparedness

Review plans for potential natural disasters (e.g., hurricanes, earthquakes, floods), including supplies and evacuation routes.

Last Hurricane/Flood Drill Date

Enter date...

Sandbag Quantity Available

Enter a number...

Evacuation Route Description (Specific to Disaster)

Write something...

Potential Disaster Risks (Select All That Apply)

- ☐ Hurricane
- ☐ Flood
- ☐ Earthquake
- ☐ Tornado
- ☐ Wildfire

Emergency Contact List (Updated)

 Upload File

Communication Plan for Staff and Guests

Write something...

Designated Shelter Location (If Applicable)

- ☐ On-site
- ☐ Off-site (Specify Location)

Medical Emergency Response

Verify availability of first aid kits, AEDs (Automated External Defibrillators), and trained personnel.

AED Expiration Date (MM/YY)

Enter a number...

Last First Aid Kit Inspection Date

Enter date...

Time of Last AED Battery Check

Enter time...

AED Location

- ☐ Front Desk
- ☐ Near Pool
- ☐ Employee Break Room
- ☐ Other

First Aid Kit Contents Checked (Select all that apply)

- ☐ Bandages
- ☐ Antiseptic Wipes
- ☐ Gauze Pads
- ☐ Pain Relievers
- ☐ CPR Mask

Notes on Medical Supplies Condition (e.g., expiration dates, damage)

Write something...

Staff CPR/First Aid Certified (Yes/No)

- ☐ Yes
- ☐ No

Record Keeping & Review

Ensure all emergency preparedness plans and records are up-to-date and reviewed regularly.

Last Review Date

Enter date...

Review Frequency (in months)

Enter a number...

Summary of Review Findings

Write something...

Areas Requiring Action

- ☐ Fire Safety Equipment
- ☐ Staff Training
- ☐ Emergency Lighting
- ☐ Guest Communication
- ☐ Natural Disaster Plan

Action Items Assigned To

Write something...

Completion Date of Action Items

Enter date...

Notes/Comments

Write something...