

# Hotel Emergency Preparedness Checklist

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## 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.**

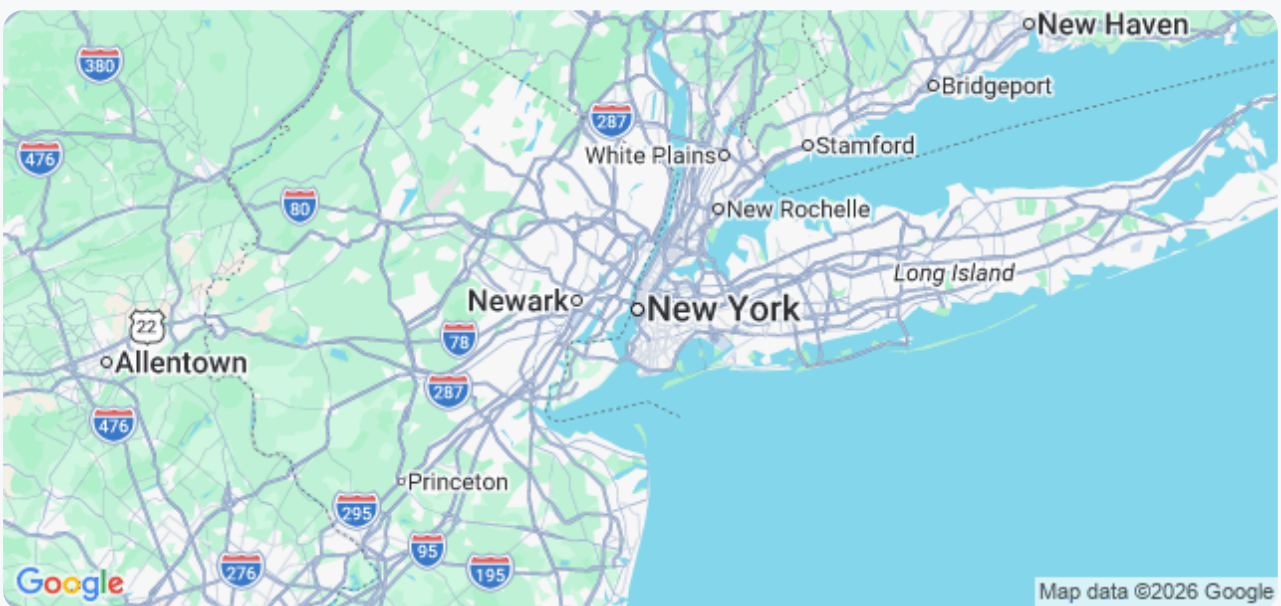
Enter time...

**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...