

Safety and Security Checklist for hotels hosting events

Below is a list of sample questions that an organization can raise with hotel risk managers in advance of events that they are hosting. Due to the nature of a changing venue, a performing arts organization's emergency plan will always be an add-on to the hotel's existing plan and best practices.

Health and Safety

1. What is the policy regarding guests carrying open containers of alcohol in the hotel?
2. What is the policy regarding smoking in the hotel?
3. Do local law enforcement and/or public safety officials patrol the hotel, or is guest safety and security addressed primarily by the hotel's security guards?
4. Are hotel security guards trained to deal with guest misbehavior by requesting compliance first, rather than resorting first to more punitive measures?
5. Are hotel security guards armed?
6. Is there a hotel policy regarding guests carrying weapons?
7. By what means does the hotel enforce its weapons policy?
8. Are upper floors of the hotel accessible only by scanning a room key inside the elevators?

Fire

9. Is there a local fire marshal who will patrol the hotel during the conference?
10. Does the hotel have any prohibitions on guests placing combustible signs or objects in either guest rooms or hallways?
11. Does the hotel prohibit signs or objects that could block guest egress from either guest rooms or hallways?
12. Does the hotel restrict the use of extension cords or electrically powered equipment in either guest rooms or meeting rooms?
13. Does the hotel restrict guests from hanging flammable objects or soft goods from walls or ceilings?
14. Does the hotel conduct routine fire drills in which guests are required to exit the building at congregate at a designated meeting space?
15. By what means does the hotel enforce its fire and egress policy?

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