

## CHECKLISTS, FORMS AND TEMPLATES

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### SAMPLE HOTEL SECURITY ASSESSMENT

The sample checklist below is a composite of measures that many companies now prefer to be standardized in the hotels their personnel frequent in select destinations.

#### **Perimeter:**

Adequate setback from street

- Barriers in place (concrete planters, tire killers etc.) to prevent vehicles from getting too close to the entrance
- Vehicle access control:
  - Denial of access for unauthorized vehicles (or at least restricting access to 50 meters from the hotel entrance)
  - Inspections of all vehicles, including delivery vehicles
  - Denial of parking against or in the front of the building
  - Above-ground parking only
  - Controls on security staff at delivery areas
- Pedestrian access control:
  - Bag searches
  - Walk-through metal detectors for all those entering the building (guests, visitors, suppliers, etc.)
  - Luggage inspections, using X-ray machines
- On-site security personnel (including local police or military, preferably)
  - Full-time security manager
  - Round-the-clock security officer(s) in front of the hotel
  - Patrols conducted around the outside perimeter, as well as inside the hotel
  - Explosives-detecting dogs
  - Surveillance detection program

#### **Entrance/Registration/Staff:**

- Plain-clothes police presence
- Separate staff entrance

- Registration above the ground floor
- Vetted staff
- Adequately trained staff, in areas of:
  - Vehicle searches
  - Luggage inspection
  - Surveillance detection
  - Suicide bomber characteristics
  - Crisis management

**Additional Security Measures:**

- Anti-shatter film on windows (at least in front lobby windows)
- High-quality CCTV cameras, covering all access points
- Restaurant not in open lobby area or easily accessible from street
- Adequate lighting surrounding the hotel
- Availability of secure transportation between the hotel and airports

**Emergency Procedures:**

- Regularly tested smoke detectors/sprinkler systems
- Regularly tested emergency response procedures, such as redundant communications procedures in case phones or computers do not work
- Satellite phones on property
- Adequate evacuation routes from the hotel
- Fire exits and extinguishers clearly marked
- Alarm systems at all points of entry
- Emergency power generators, in good working condition, with adequate access to a fuel supply

**Room Checklist:**

- Room selection (look for):
  - Emergency procedures printed in all hotel rooms
  - A room not directly above the front lobby, if possible
  - A room not above floor seven, which would make it harder to get down the stairs in a fire emergency

- Security personnel patrolling hallways
- Rooms whose access by staff is controlled and monitored
- Sprinkler system in room
- Windows/sliding glass doors secured
- Adequate room door security (peephole, privacy lock, etc.)

### **Large Meeting Factors:**

Measures to look for before selecting a hotel to host a large event include:

- Open communication and coordination—before the event—between hotel security staff and company security personnel
- Even tighter restrictions—during the event—on access control to the hotel, including the parking lot and any restaurants within the hotel
- Heightened security around meeting rooms, including security staff patrolling areas outside the room; tight control of staff access to the rooms

### **Other Questions to Ask:**

- Is the hotel in a part of town known to have high crime rates, frequent demonstrations, ethnic or political tensions, or any other issues which could lead to violence against individuals or against the hotel?
- Is the hotel located on main roads and surrounded by other high-profile targets (such as foreign embassies or other well-known hotels or restaurants known to attract large numbers of Westerners)?
- Is the hotel known to house large(r) numbers of Western tourists or military contractors?
- Are there any holidays at the time of an employee's visit that might increase the number of Western tourists further and make the hotel a more attractive target?

(Source: Overseas Security Advisory Council; other sources)