

## **Event Security Assessment**

**Event Name:**

**Event Location:**

**Tentative Schedule:**

	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>	<b><u>Distance</u></b>
Police Department				
Fire Department				
Ambulance				
Nearest Hospital				
Nearest Level 1 Trauma Center				

	<b><u>Name</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
Primary Hotel Contact			
Security Director			
24 Hour Security			
Hotel Contact #1			
Hotel Contact #2			
Hotel Contact #3			
Hotel Contact #4			
Hotel Contact #5			

**General Hotel Information:**

Owner of Hotel	
Year built?	
# of Floors	
# of Rooms/Suites	
Are there Concierge/Club Floors? Are these floors restricted access?	
Bus staging and loading locations/procedures?	
Livery Staging location/procedure?	
Are hotel employees unionized?	
Which union(s)?	
What type of background checking/drug screening of employees?	
Employee Entrance Access Control?	
Employee ID procedures?	
Main Lobby Access Control?	
Access control of other entrances?	

What is Security Coverage at hotel	
What is the access control to sleeping rooms?	
Access control to meeting rooms?	
In-Room Safes?	
A/V Company?	
CCTV? Extent of coverage? Monitored? Type of recording?	
Area Crime Rate/Concerns	
Fitness Center open to non-hotel guests?	
Hours for Fitness Center?	
Access Control/Security for fitness center?	
Walking/running paths? Concerns?	
Fire alarm description? Local alarm only, direct transmission to fire department or to Central Station?	
Local alarm only, direct transmission to fire department or to Central Station?	

What is alarm protocol? Full evacuation always or on case by case?	
Average Fire Department Response time?	
What is the Central Station? Is the Central Station UL Listed?	
Does the hotel have AEDs? How many, and where? What is staff training on them an on First Aid?	
Smoke detectors in guest rooms, hallways, public areas? Hardwired? Visual notification?	
Sprinklers in guest rooms, hallways, public areas?	
Fire Extinguisher locations?	
Emergency Maps in guestrooms/hallways?	
Emergency generators/lighting?	
Guestroom door security, safety chain/bar? Peepholes?	
Guestroom doors autolock?	
What is access control to guestroom floors via elevator/stairwells?	
Do rooms have Balconies/Patios? Door security?	
Access from adjoining balconies?	

Guestroom windows open? Security?	
Power Outage SOP?	
Evacuation Meeting Points?	
Evacuation drills conducted? How often?	
Policies/procedures for picketers?	
Nearest Office Supply Store (Staples, Office Max, Kinkos)	
Nearest Pharmacy (CVS, Walgreens, etc.)	

**Event Specific Information:**

Other groups coinciding with event? Expected VIPs at same time?	
Other area events or areas of concern?	
Posting of event info in hotel/hotel TV.	
Ongoing renovations/work planned?	
Grouping of executives?	

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