

Event Security Assessment

Event Name:

Event Location:

Tentative Schedule:

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

| | <u>Name</u> | <u>Phone</u> | <u>Email</u> |
|-----------------------|-------------|--------------|--------------|
| 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:

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| 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? | |

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| 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? | |

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| 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 and on First Aid? | |
| Smoke detectors in guest rooms, hallways, public areas? Hardwired? Visual notification? | |
| Sprinklers in 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? | |

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| 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:

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| 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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