



### Hotel Safety Guidelines

Below are some vital questions every meeting planner should ask of prospective meeting hotels. Use the blank space on the right side of this sheet for your notes.

- Is the hotel SafePlace Accredited? (Please visit [www.safeplace.com](http://www.safeplace.com) for more information.)
- Are criminal background checks performed on all staff members, including housekeeping and catering personnel?
- Does the number and qualification of weekend and evening management staff differ from weekday staff?
- Will a manager be onsite at all times throughout my meeting? May I have their name and phone number?
- Is management adeptly trained for emergencies: e.g., bomb threats, natural disasters, fire and medical emergencies?
- May I review the hotel's written emergency management/safety information plans?
- What security and emergency management training has the hotel provided its staff in past year? Does the hotel conduct regular drills? Is staff evaluated regularly regarding these measures?
- Is the facility compliant with national food service codes and standards?
- May I review the hotel's written housekeeping work practices?
- In the event of an incident, will my client and I be promptly notified? By what means?
- Does the facility comply with the national fire code, ensuring safe building evacuation?
- In the event of a "lockdown" situation (catastrophic weather or other situation), does the hotel provide an area of refuge stocked with food and water for guests?

Source: [www.safeplace.com](http://www.safeplace.com)