

April 2025 Safety Calendar: Emergency Preparedness

Verita.

Preparing for various emergency types is critical to ensure the safety and well-being of your hotel. Policies and procedures should be in place to protect your staff, guests and visitors. It’s important to be prepared for the unexpected.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
Be aware of visible and invisible risks	Conduct a risk assessment to identify exposures	Explore potential vulnerabilities	Evaluate emergencies for staff, guests, contractors, and visitors	Identify key emergency response members	Develop policies and procedures	Hold tabletop meetings
Week 1: Are you prepared?						
13	14	15	16	17	18	19
Active shooter	Civil unrest	Tax Day	Tornados, hurricanes, convective storms	Floods or tsunamis	Violent crime/loitering	Cyber attack
Week 2: Recognize your potential loss exposures: Examples						
20	21	22	23	24	25	26
Formal training should be provided for key topics	Ensure trainings are curated to be engaging to staff	Ensure appropriate staff is trained	Ensure staff understands the training	Determine frequency of training dependent on the importance/priority	Document the training	Provide additional training as needed
Week 3: What type of training is provided?						
27	28	29	30			
Make sure everyone understands their roles	Key staff should know the location of the Emergency Preparedness Manual	Hold periodic meetings discussing specific emergency related events	Operational changes or new exposures should be addressed			
Week 4: Is everyone on the same page regarding emergency preparedness?						



## Emergency preparedness:

Preparing for various emergency types is critical to ensure the safety and well-being of your hotel. Policies and procedures should be in place to protect your staff, guests and visitors. It’s important to be prepared for the unexpected.

Week 1	Week 2	Week 3	Week 4
Are you prepared?	Recognize your potential loss exposures: Examples	What type of training is provided?	Is everyone on the same page regarding emergency preparedness?
<div>1. Be aware of visible and invisible risks</div> <div>2. Conduct a risk assessment to identify exposures</div> <div>3. Explore potential vulnerabilities</div> <div>4. Evaluate emergencies for staff, guests, contractors, and visitors</div> <div>5. Identify key emergency response members</div> <div>6. Develop policies and procedures</div> <div>7. Hold tabletop meetings</div>	<div>1. Active shooter</div> <div>2. Civil unrest</div> <div>3. Bomb threat</div> <div>4. Tornado’s, hurricanes, convective storms</div> <div>5. Floods or Tsunamis</div> <div>6. Violent crime/loitering</div> <div>7. Cyber attack</div>	<div>1. Formal training should be provided for key topics</div> <div>2. Ensure trainings are curated to be engaging to staff</div> <div>3. Ensure appropriate staff is trained</div> <div>4. Ensure staff understands the training</div> <div>5. Determine frequency of training dependent on the importance/priority</div> <div>6. Document the training</div> <div>7. Provide additional training as needed</div>	<div>1. Make sure everyone understands their roles</div> <div>2. Key staff should know the location of the Emergency Preparedness Manual</div> <div>3. Hold periodic meetings discussing specific emergency related events</div> <div>4. Operational changes or new exposures should be addressed</div>

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