

April 2025 Safety Calendar: 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.

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

April 2025



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

Are you prepared?

1. Be aware of visible and invisible risks
2. Conduct a risk assessment to identify exposures
3. Explore potential vulnerabilities
4. Evaluate emergencies for staff, guests, contractors, and visitors
5. Identify key emergency response members
6. Develop policies and procedures
7. Hold tabletop meetings

Week 2

Recognize your potential loss exposures:
Examples

1. Active shooter
2. Civil unrest
3. Bomb threat
4. Tornado's, hurricanes, convective storms
5. Floods or Tsunamis
6. Violent crime/loitering
7. Cyber attack

Week 3

What type of training is provided?

1. Formal training should be provided for key topics
2. Ensure trainings are curated to be engaging to staff
3. Ensure appropriate staff is trained
4. Ensure staff understands the training
5. Determine frequency of training dependent on the importance/priority
6. Document the training
7. Provide additional training as needed

Week 4

Is everyone on the same page regarding emergency preparedness?

1. Make sure everyone understands their roles
2. Key staff should know the location of the Emergency Preparedness Manual
3. Hold periodic meetings discussing specific emergency related events
4. Operational changes or new exposures should be addressed

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