

# Checklist for Meeting Planners

## Hotel Security

### Determining Security Needs

- ☐ Is the nature of the meeting/event highly sensitive?
- ☐ Does the nature of the meeting/event require special access control procedures?
- ☐ Will any celebrities or VIP guests require special security arrangements?
- ☐ Are any known threats directed against the company, association, senior management, guests, attendees or venue?
- ☐ Will large sums of cash, electronic equipment or other valuable items be present?
- ☐ Has the hotel experienced labor problems, demonstrations, threats, fires, etc.? If yes, be sure to obtain specific details.

### Hotel Room Checks

- ☐ Do guests' rooms have deadbolt door locks and self-closing devices?
- ☐ What type of door lock system is in place: card access or standard key?
- ☐ Are key cards or keys provided without room numbers or hotel name marked on them?
- ☐ Is there a view port (peep hole)?
- ☐ Do sliding glass doors to patio have a secondary locking device, and are all locking devices operable?
- ☐ Is an emergency evacuation plan posted?
- ☐ Is the evacuation plan consistent with ADA requirements?
- ☐ Are smoke detectors and fire sprinklers in place and working?
- ☐ What sound alarm provisions are made for hearing-impaired guests?
- ☐ Do guest rooms have safes? If not, what options are available for safeguarding valuables?

### Hotel Security Personnel Check

- ☐ Who will be the planner's security contact?
- ☐ Are all security personnel certified in CPR/first aid?
- ☐ How many officers and supervisors are on duty per shift, and how visible is security presence?

- ☐ How are fire, medical, weather, and bomb threat emergencies handled?
- ☐ Will clearly written duties/responsibilities be provided to security personnel?
- ☐ If the event requires contracting of additional security personnel, what performance criteria will be employed to ascertain their level of training and competence?
- ☐ Who will brief security personnel on their duties and responsibilities to the meeting/event?
- ☐ What internal security checks (name badge, electronic pass, code) are in place to verify security personnel before allowing access to restricted areas?

### **Security Procedures**

- ☐ What is the in-house security emergency number?
- ☐ How often are room keys/cards inventoried?
- ☐ How does the front desk maintain room key/card security?
- ☐ How often are room key/card combinations to rooms changed? Request date of last change.
- ☐ At your request, will all details pertaining to your event be omitted from the facility's announcement boards?
- ☐ If guest does not respond to requested wake-up call, what actions are taken?
- ☐ Are security video cameras in place? Where are they located, and how are they monitored?
- ☐ Does security patrol the interior and exterior of the hotel? How often?
- ☐ What procedures and systems are available for VIP guests?
- ☐ Are the interior hallways and exterior areas (particularly parking lots and garages) well lighted?
- ☐ Are there special on-property storage areas for equipment prior to setup or shipping? Who has access to these storage areas?
- ☐ Does the hotel have a good relationship with the local police department?
- ☐ Have all hotel employees been instructed in hotel evacuation procedures? What was the date of the last training session?
- ☐ Can meeting rooms be re-keyed?