

## **Best Western Plus InnTowner - Special Event Security Checklist**

### **Event Commencement**

1. Upon arrival get Keys and Radio from Manager on Duty. - Log Time every 15 minutes.
2. Secure and patrol all Banquet Rooms in use and secure when cleared. Log Time.
3. Ensure all doors are locked including guestrooms, pool, fitness rooms banquet rooms back of house doors and all exterior doors. Log Time.
4. Check exterior doors in conference rooms to ensure they are closed/locked. Log Time.
5. Ensure all emergency exit doors are armed. Log Time.
6. Check bar and restaurant. Log Time.
7. Lock kitchen when staff are all gone. Log Time.

### **Throughout night**

1. Patrol floors and lot regularly for disturbances or safety issues. Log Time.
2. Respond to security calls as needed. Log Time.

### **11:00PM**

1. Turn off automatic front door so that guests must use key to access all hotel. Log Time.
2. Close pool and lock door. Log Time.

### **Before Leaving**

1. At 5:00AM turn on automatic front door. Log Time.
2. When first kitchen/restaurant staff arrives unlock kitchen and disarm dumpster door alarm in kitchen. Log Time.
3. 5:45Am Unlock fitness room door but NOT pool.
4. Turn in Keys and Radio
5. Copy nightly report and give copy to Manager on Duty.

### **Emergencies**

1. Fire Alarm
  - a. Investigate alarm area for fire, heat and smoke. Report to Front Desk
  - b. If nothing found reset alarm in office panel and front desk.
  - c. If danger CALL 911 and ensure hotel clears.
  - d. If all clear silence alarm at front desk panel and in office.
  - e. Area 6 on the alarm panel is non-functional. Ignore Alarms from this area.
2. 911 Calls from rooms
  - a. Switch front doors to open
  - b. Call elevator to lobby and hold door open
  - c. When emergencies personal arrive, escort them to room
  - d. Open door if guest doesn't
  - e. Hold elevator on floor for return.
3. Flood Alarms
  - a. Place buckets over drain pipes in back lot
  - b. Change over switches in pump room
  - c. Place flood gates in front of doors in basement
    - i. Guest entrance by elevator
    - ii. Door to pump room
    - iii. Maintenance exterior door
  - d. If all clear have front desk silence alarm