

TRC 2010 Calendar

January 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <small>New Year's Day</small>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 <small>Martin Luther King Jr. Day</small>	19	20	21	22	23
24	31	25	26	27	28	29
						30

February 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 <small>Groundhog Day</small>	3	4	5	6
7	8	9	10	11	12 <small>Lincoln's Birthday</small>	13
14	15	16	17	18	19	20
21 <small>St. Valentine's Day Chinese New Year</small>	22 <small>Presidents' Day</small>	23	24 <small>Ash Wednesday</small>	25	26	27
28						29 <small>Parim</small>

March 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 <small>Daylight Savings Time begins</small>	22	23	24 <small>St. Patrick's Day</small>	25	26	27 <small>Spring begins</small>
28 <small>Palm Sunday</small>	29 <small>Passover begins</small>	30	31			

April 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <small>April Fool's Day</small>	2 <small>Good Friday</small>	3
4 <small>Easter Sunday</small>	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 <small>Earth Day</small>	30	

May 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <small>May Day</small>
2	3	4	5	6	7	8
9	10	11	12 <small>Cinco de Mayo</small>	13	14	15
16 <small>Mother's Day</small>	17	18	19	20	21	22 <small>Armed Forces Day</small>
23	30	24 <small>Victoria Day (observed)</small>	25 <small>31</small>	26	27	28
						29

June 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 <small>Flag Day</small>	15	16	17	18	19
20 <small>Father's Day</small>	21 <small>Summer begins</small>	22	23	24	25	26
27	28	29	30			

July 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <small>Canada Day</small>	2	3
4 <small>Independence Day</small>	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 <small>Labor Day</small>	7	8 <small>Rosh Hashanah</small>	9	10	11
12 <small>Grandparents Day</small>	13	14	15	16	17 <small>Yom Kippur</small>	18
19	20	21	22	23	24	25
26	27	28	29	30 <small>Autumn begins</small>		

October 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 <small>Columbus Day</small>	12	13	14	15	16
17	18	19	20	21	22	23
24	31	25	26	27	28	29
						30

November 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 <small>Daylight Savings ends</small>	8	9	10	11 <small>Veteran's Day</small>	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <small>Hanukkah begins</small>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26 <small>Kwanzaa</small>	27	28	29	30	31 <small>Christmas Eve</small>	<small>Christmas Day</small>
					<small>New Year's Eve</small>	

Hotel Evacuation Procedures for fire, bomb threats, and mass destruction:

All Departments

- Follow evacuation directions in hotel's emergency/evacuation binder.

Front Office/PBX/M.O.D.

- Notify 911 operator, engineering personnel, hotel security and hotel accounting of your intent and reason for evacuating building. Give hotel address and house count to operator.
- Hit "hot keys" to initiate printing of emergency back-ups reports on high speed printer.
- Recall all elevators to ground floor.
- Activate evacuation annunciator/alarm.
- Make evacuation announcement on hotel public address system.
- Release E-Key (emergency key) from vault to hotel security or fire/police chief at scene.
- Lock down all safes, vaults and cash drawers. Do not take money or valuables with you!
- Identify rooms with disabled guests. Send personnel to assist them in evacuating or waiting for fire department assistance.
- Send personnel to each hotel floor to direct guests and staff to emergency exits.
- Answer calls from guestroom phones only as time/personnel permit.
- Close pipeline to lobby gas fireplace (if applicable).
- Move all bell carts away from lobby exits. Place against walls.

- Have valets/door personnel move all vehicles away from entrances and sides of building.
- FOM/MOD collects the in-house registration bucket and MOD keys and reports to police/fire command post.

Housekeeping/Laundry

- Room attendants place housekeeping carts in closet or guestrooms. Do not leave them in the hallway!
- Laundry personnel turn off all equipment. Close gas pipelines to laundry.
- Check all storage rooms in basement, lock down all storage rooms and on-premise laundry.
- Housekeeping/laundry personnel carry out blankets/sheets and bathrobes for evacuating guests.

Food & Beverage

- Kitchen personnel turns off all stoves, ovens and other cooking implements. Turn off main gas valve to kitchen. Check all coolers and walk-ins for personnel.
- Secure all monetary funds.
- Have restaurant/lounge/banquet personnel direct guests to emergency exits. Check restaurant and lobby restrooms for guests and employees. Exit building, report to marshalling point.

Purchasing/shipping/receiving

- Check all storerooms/cooler/walk-ins for personnel. Lock down after checking.
- Exit building, report to marshalling point.

Human Resources

- Lock down all personnel files. Exit the building, report to marshalling point.

Sales, Marketing and Catering

- Check all offices and bathrooms for guests and personnel.
- Take function room reservation book, or print copy of Delphi master reservation list. Evacuate building with book/list. Report to marshalling point.
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- Accounting
- Lock all negotiable assets in hotel safe and vault room.
- Activate emergency back-up evacuation procedures for hotel CIS systems.
- Print hotel house ledger, city ledger, advance deposit record and trial balance. Take reports to marshalling point.
- Check all offices and restrooms for personnel. Exit hotel, report to marshalling point.

Security

- Collect all available master guestroom keys from key distribution center.
- Lock down security office and key distribution center.
- Have security desk pull all time cards or print "clocked in" employee list. Bring the timecards/list to marshalling point outside of hotel for Human Resources to take roll call of employees. Take master

keys and E-key to police/fire command post for distribution to emergency personnel.

Engineering

- Turn off all HVAC systems to hotel.
- Ensure fire pump and sprinkler generator is on standby.
- Check all mechanical and storage rooms for personnel. Lock down mechanical and storage rooms.
- Assist in evacuating guests. Exit building, report to marshalling point. Chief Engineer/Engineer on Duty takes hotel blueprints/schematics to police/fire command post.

Note: This is not an exhaustive list of tasks to be performed in the event of an evacuation or emergency but is presented only as a convenience for hotel managers. Personnel should always follow their hotel's/company's standard operating procedures for evacuation.



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