# TRC 2008 CALENDAR

	211225		100	1000	15.74	130					
January 2009											
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
				New Year's	2	3					
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			14								
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25	26	<b>27</b>	28	<b>29</b>	30	31					

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1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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10000	<b>29</b>	30	<b>31</b>				

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	May 2009										
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July 2009										
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			22			<b>25</b>				
<b>26</b>	<b>27</b>	28	29	30	31		Charles of			

Constitution of	Marie Marie	12413111	Herman	SEPHEREIC	100		ä			
September 2009										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	25			
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Grandparents Day			16							
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<b>27</b>	28	29	30				THE PERSON			

COLUMN TO SHARE	EUR FERRESSE	MICH STREET	naceus:	SEPARATE EN	400464						
October 2009											
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11	Columbus Day Thanksgiving Canada	13	14	<b>15</b>	<b>16</b>	<b>17</b>					
	19		21								
<b>25</b>	26	<b>27</b>	28	<b>29</b>	30	31 Halloween					

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

Make evacuation announcement on hotel public address system.

Release E-Key (emergency key) from vault to hotel security or fire/police

Lock down all safes, vaults and cash drawers. Do not take money or valu-

Identify rooms with disabled guests. Send personnel to assist them in evacu-

Send personnel to each hotel floor to direct guests and staff to emergency

Answer calls from guestroom phones only as time/personnel permit.

Have valets/door personnel move all vehicles away from entrances and

FOM/MOD collects the in-house registration bucket and MOD keys and

Move all bell carts away from lobby exits. Place against walls.

ing of your intent and reason for evacuating building. Give hotel address and

Front Office/PBX/M.O.D.

Recall all elevators to ground floor.

Activate evacuation annunciator/alarm.

ating or waiting for fire department assistance.

Close pipeline to lobby gas fireplace (if applicable).

reports to police/fire command post.

sides of building.

# Housekeeping/Laundry

• Room attendants place housekeeping carts in closet or guestrooms. Do not leave them in the hallway!

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

- Laundry personnel turn off all equipment. Close gas pipelines to laundry.
- Notify 911 operator, engineering personnel, hotel security and hotel account-Check all storage rooms in basement, lock down all storage rooms and on-
- Housekeeping/laundry personnel carry out blankets/sheets and bathrobes Hit "hot keys" to initiate printing of emergency backups reports on high speed

- 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 per-
- 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.

- Check all storerooms/cooler/walk-ins for personnel. Lock down after check-
- 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.

- 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 marshal-

- 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.

- 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 mechani-
- 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 <u>not</u> 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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Of the last the	Summer Begins Father's Day	22	23	24	<b>25</b>	<b>26</b>	<b>27</b>
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i d	WHEN PERSONS NAMED IN	A THURSDAY AND A SUR	MEDICAL PROPERTY AND ADDRESS.	STATE OF THE PERSON.	THE RESERVE AND ADDRESS OF THE PARTY NAMED IN	CARCOLA CARACTERISTICS	Mark Total Street, or other

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4	Control of Page	MERCHANIC PROPERTY.	ALCOHOL:	THE PERSON NAMED IN	To be a second		A STATE OF THE PARTY.

153472	NAMES OF PERSONS ASSESSED.	PERSONAL PROPERTY.	THE PERSON	TOURS OF THE	S. T. C. Stewart Services	PREFILE TOURS	********				
		November 2009									
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	Daylight Savings Ends Fall Back	2	3	4	5	6	7				
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13230				18							
	22	<b>23</b>	24	25	26 Thanksgiving	<b>27</b>	28				
	29	<b>30</b>									

8	STATE OF STREET	ARREST LAKE	######################################	2452424045	CT STREET, SQUARE	MARKATE PARTY	*******
Ī	December 2009						
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	6	7	8	9	10	11	12
i				16			
÷		Winter Begins		23		25 Christmas	26 Boxing Day Kwanzaa
WITH STREET	<b>27</b>	28	<b>29</b>	30	31		

# The Rooms **Chronicle**<sup>®</sup>

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