

TRC 2008 CALENDAR

January 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 M.L. King Jr Day	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Presidents' Day	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
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				

April 2009						
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		

May 2009						
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 Memorial Day	26	27	28	29	30
31						

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

<p>All Departments</p> <ul style="list-style-type: none"> Follow evacuation directions in hotel's emergency/evacuation binder. <p>Front Office/PBX/M.O.D.</p> <ul style="list-style-type: none"> 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 backups 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. 	<p>Housekeeping/Laundry</p> <ul style="list-style-type: none"> 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. <p>Food & Beverage</p> <ul style="list-style-type: none"> 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. <p>Purchasing/shipping/receiving</p> <ul style="list-style-type: none"> Check all storerooms/cooler/walk-ins for personnel. Lock down after checking. Exit building, report to marshalling point. <p>Human Resources</p> <ul style="list-style-type: none"> Lock down all personnel files. Exit the building, report to marshalling point. <p>Sales, Marketing and Catering</p> <ul style="list-style-type: none"> 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. 	<p>Accounting</p> <ul style="list-style-type: none"> 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. <p>Security</p> <ul style="list-style-type: none"> 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. <p>Engineering</p> <ul style="list-style-type: none"> 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. <p>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.</p>
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June 2009						
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				

July 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Canada Day	2	3	4 Independence Day
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 2009						
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 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Columbus Day Thanksgiving Canada	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween

November 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Veteran's Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30					

December 2009						
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 Christmas	26
27	28	29	30	31		

The Rooms Chronicle



P.O. Box 2036
 Niagara University, NY 14109-2036
 Phone: Toll free: 866-READ TRC (732-3872)
 Direct dial: 716-286-7375. Fax: 716-286-8277
 URL: www.roomschronicle.com
 E-mail: editor@roomschronicle.com