

TRC Calendar 2011

Hotel Evacuation Procedures for fire, bomb threats & mass distruction:

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 marshaling point.

Purchasing/shipping/receiving

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

- Exit building, report to marshaling point.

Human Resources

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

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 Re-sources 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 person-nel. 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 pre-sented only as a convenience for hotel managers. Personnel should always follow their hotel's/company’s standard operating procedures for evacuation.

January 2011						
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 Martin Luther King Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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February 2011						
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 President's Day	22	23	24	25	26
27	28					

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March 2011						
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		

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April 2011						
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
				Good Friday		
24	25	26	27	28	29	30
Easter Sunday						

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May 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
						7
8	9	10	11	12	13	14
Mother's Day						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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June 2011						
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
Father's Day						
26	27	28	29	30		

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July 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	Independence Day					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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August 2011						
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			

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September 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	Labor Day					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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October 2011						
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					
	Halloween					

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November 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
					Veterans Day	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
				Thanksgiving Day		
27	28	29	30			

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December 2011						
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
Christmas Day						

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