



Hotel Security Sample Checklist

GLOBAL SECURITY CONCERNS

Worldwide

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In response to recent hotel attacks in Jordan and Egypt, U.S. companies are reviewing the way they assess the risks to hotels not just in the Middle East, but throughout the world. Many are updating their security prerequisites to include new security measures - such as walk-through metal detectors and 24-hour security patrols. The sample checklist below is a composite of measures which many companies now prefer to be standardized in the hotels they frequent.

OSAC would note that this is not a comprehensive list of hotel security issues and mitigating actions. OSAC has a document on its website, titled "Hotel Safety: Staying Safe in your Home away from Home," which gives more detail on general hotel security measures. For access to the document, please log on with your password to OSAC's [website](#), or else click [here](#) to be taken there automatically. OSAC also has a section on hotel security in its document "Personal Security Guidelines for the American Business Traveler Overseas," which can be found in the Resource Library section of OSAC's website or by clicking [here](#).

According to the companies who provided information, the items on their checklists are used to facilitate a rating system for each hotel. For example, if a hotel meets most or all of the conditions described below, then it could be considered "good," in that it meets the company's requirements for housing staff there. Hotels who do not meet these conditions could be considered fair or poor.

Sample Hotel Security Checklist:

Perimeter:

- Adequate setback from street
- Barriers in place (concrete planters, tire killers etc.) to prevent vehicles from getting too close to the entrance
- Vehicle access control:
 - Denial of access for unauthorized vehicles (or at least restricting access to 50 meters

from the hotel entrance)

- Inspections of all vehicles, including delivery vehicles
- Denial of parking against or in the front of the building
- Above-ground parking only
- Controls on/security staff at delivery areas
- Pedestrian access control:
 - Bag searches
 - Walk-through metal detectors for all those entering the building (guests, visitors, suppliers, etc.)
 - Luggage inspections, using X-ray machines
- On-site security personnel (including local police or military, preferably)
 - Full-time security manager
 - Round-the-clock security officer(s) in front of the hotel
 - Patrols conducted around the outside perimeter, as well as inside the hotel
 - Explosives-detecting dogs
 - Surveillance detection program

Entrance/Registration/Staff:

- Plain-clothes police presence
- Separate staff entrance
- Registration above the ground floor
- Vetted staff
- Adequately trained staff, in areas of:
 - Vehicle searches
 - Luggage inspection
 - Surveillance detection
 - Suicide bomber characteristics
 - Crisis management
- Anti-shatter film on windows (at least in front lobby windows)
- High-quality CCTV cameras, covering all access points
- Restaurant not in open lobby area or easily accessible from street
- Adequate lighting surrounding the hotel
- Availability of secure transportation between the hotel and airports

Emergency Procedures:

- Regularly tested smoke detectors/sprinkler systems
- Regularly tested emergency response procedures, such as:
 - Redundant communications procedures in case phones or computers do not work

- Adequate evacuation routes from the hotel
- Fire exits and extinguishers clearly marked
- Alarm systems at all points of entry
- Emergency power generators, in good working condition, with adequate access to a fuel supply

Room Checklist:

- Room selection (look for):
 - Emergency procedures printed in all hotel rooms
 - A room not directly above the front lobby, if possible
 - A room not above floor seven, which would make it harder to get down the stairs in a fire emergency
 - Security personnel patrolling hallways
 - Rooms whose access by staff is controlled and monitored
 - Sprinkler system in room
 - Windows/sliding glass doors secured
- Adequate room door security (peephole, privacy lock, etc.)

Large Meeting Factors:

Measures for which companies are looking before they select a hotel to host a large event include:

- Open communication and coordination - before the event - between hotel security staff and company security personnel
- Even tighter restrictions - during the event - on access control to the hotel, including the parking lot and any restaurants within the hotel
- Heightened security around meeting rooms, including security staff patrolling areas outside the room; tight control of staff access to the rooms

Other Questions Companies Are Asking:

- Is the hotel in a part of town known to have high crime rates, frequent demonstrations, ethnic or political tensions, or any other issues which could lead to violence against individuals or against the hotel?
- Is the hotel on main roads and surrounded by other high-profile targets (such as foreign embassies, other well-known hotels or restaurants known to attract large numbers of

Westerners)?

- Is the hotel known to house large(r) numbers of Western tourists or military contractors?

- Are there any holidays at the time of an employee's visit that might increase the number of Western tourists further and make the hotel a more attractive target?

For Further Information:

For further information on hotel security, please see the OSAC documents listed above.

OSAC also has PowerPoint presentations that detail the attacks on hotels in [Jordan](#) in November 2005, and on the separate attacks in [Sharm el Sheikh](#) (July 2005) and [Dahab](#) (April 2006), Egypt. Please log on with your password to the OSAC website to view these presentations.

OSAC always welcomes further input on additional security measures your organization requires of hotels where personnel are housed. If you wish to contribute to this report, please contact OSAC's Middle East Regional Coordinator using the links provided on the OSAC website.

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