

The Field Checklist for

# Hotel Security Assessments



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## **The Field Checklist for Hotel Security Assessments**

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1. Travel
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# INTRODUCTION

The Field Checklist for Hotel Security Assessments is a comprehensive tool that enables you to effectively evaluate the security of hotels in higher-risk environments.

This checklist is designed to assess the security of hotels located in higher-risk areas where there is a potential threat from armed groups and terrorists. As such, it covers aspects of security such as vehicle and personnel checks. However, most of the checklist can be applied to hotels in any location, regardless of the level of risk.

The checklist also incorporates fire safety, emergency preparedness and response, guest health and safety, and several other important factors.

The checklist does not use a rating system. After completing the checklist, you will need to evaluate your observations during the assessment and use your knowledge and experience to determine if the hotel is sufficiently secure for your needs.

The questions in the checklist mostly pertain to the existence of specific security features. However, note that even if these features are present, it doesn't necessarily mean they're working well or properly maintained, or that they're effectively managed. Therefore, it's crucial to have a good understanding of security operations and systems.

## Format

This checklist is designed to be printed on A5 paper and is formatted so it can be inserted into an A5 binder.

# PREPARATION

## Read the checklist in advance

Read through the checklist in advance of your site visit.

The checklist is organised thematically and focuses on specific areas of the hotel or aspects of hotel operations. This layout simplifies and streamlines the assessment process.

## Imperative to be on site

Governments and companies routinely send security questionnaires to hotels. This approach may be appropriate for lower-risk locations, but it is not sufficient for higher-risk locations, especially where there is a risk from terrorism. In such cases, it is essential to physically visit the hotel and spend time observing its security procedures.

## Informing the hotel

Ideally, you should not notify the hotel of your intent to conduct a security assessment. This ensures that you are able to observe security procedures on a 'normal' day, without staff being alerted in advance that an assessment is taking place.

In our experience, the most effective approach is to check into the hotel on the first day and spend the afternoon and evening familiarising yourself with the hotel. During this time, you should assess the security of the perimeter, access points, public areas, and guest corridors and rooms. On the

morning of the second day, present yourself to hotel management and ask to speak to the security manager. From there, you can complete the remainder of the assessment, including back of house areas such as staff access points and the Security Control Room.

## **Staying at the hotel**

Completing a robust security assessment does not necessarily require staying at a hotel. However, it is preferable to do so if you have the time and budget available.

## **Conducting the assessment**

Start your assessment from the outside of the hotel and work your way in. This approach allows you to experience the effects of layers of security as an attacker would. This checklist is structured to apply this approach in practice.

Observe key security operations over time. For instance, spend 10-15 minutes observing vehicle and personnel search activities. Observe these activities during the day and at night. Go through them yourself to gain a firsthand perspective of their effectiveness.

Do not take the word of hotel staff for granted. Verify all claims by observing activities and reviewing documents and records with your own eyes.

You are not obligated to share your findings with the hotel. However, if you discover a significant security vulnerability, you should bring it to the attention of the hotel security manager during your assessment.

## **Basic Hotel Information**

Hotel name:

Street address:

Phone number:

Website:

## **General Manager**

Full name:

Work email:

Work phone:

## **Security Manager**

Full name:

Work email:

Work phone:

## **Sales Manager**

Full name:

Work email:

Work phone:

## Hotel Profile

Who owns the hotel?

Does the ownership of the hotel present risks?

Yes  No

Is the property part of a well-known Western hotel brand?

Yes  No

Is the property considered to be a popular business hotel?

Yes  No

Does the property host diplomatic functions?

Yes  No

Does the property host local government events?

Yes  No

According to the hotel, is the hotel OSAC recommended?

Yes  No

According to the hotel, is the hotel UN DSS approved?

Yes  No

According to the hotel, which embassies use the hotel for guest stays:

- 1.
- 2.
- 3.

According to the hotel, which major corporate clients use the hotel for guest stays:

- 1.
- 2.
- 3.
- 4.
- 5.

Overall, does the profile of the property increase the likelihood that it may be targeted?

Yes  No

Additional comments:



## Immediate Area

*Go to the front of the property and survey the immediate surroundings.  
If safe to do so, walk around the outside of the hotel perimeter.*

What facility is located to the right of the hotel?

What facility is located to the left of the hotel?

What facilities are located to the rear of the hotel?

What facilities are located opposite the hotel?

Is the property next to or across the street from an embassy?

Yes  No

If 'yes', include details:

Is the property next to or across the street from a major government facility?

Yes  No

If 'yes', include details:

Is the property next to or across the street from a military or police facility?

Yes  No

If 'yes', include details:

Overall, do the properties around the hotel increase the risk to guests staying in the hotel?

Yes  No

Additional comments:

# RISK OVERVIEW

Is the hotel in a part of town known for high levels of crime?

Yes  No

If 'yes', include details:

Is the hotel close to locations where protests occur?

Yes  No

If 'yes', include details:

Has the property been the target of a protest action in the last 10 years?

Yes  No

If 'yes', include details:

Has the property been the target of a terrorist attack in the last 10 years?

Yes  No

If 'yes', include details:

To your knowledge, has the property been the target of a terrorist plot in the last 10 years?

Yes  No

If 'yes', include details:

Has the property suffered earthquake damage in the last 10 years?

Yes  No

If 'yes', how serious was the earthquake damage?

Has the property suffered flood damage in the last 10 years?

Yes  No

If 'yes', how serious was the flood damage?

Has the property suffered fire damage in the last 10 years?

Yes  No

If 'yes', include details:

Overall, what do you assess the threats to this hotel to be?

- 1.
- 2.
- 3.
- 4.
- 5.

*The following sections focus on the physical security of the property.*

# PERIMETER SECURITY

## Outer Perimeter Vehicle Parking

Is parking permitted along the outside of the perimeter barrier?

Yes  No

*If 'no', go to the next section.*

If parking along the outer perimeter prevented by bollards or other obstacles?

Yes  No

Is security signage installed along the outer perimeter stating that no parking is permitted?

Yes  No

Do security officers or hotel staff enforce parking restrictions to ensure no vehicles park along the outer perimeter?

Yes  No

## **Additional Notes and Observations**

Include any additional notes and observations here.

