UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ITB-2016-787 ANNEX D

UN SECURITY AND SAFETY MEASURES FOR HOTELS

In compliance with the United Nations Division of Headquarters Security and Safety Services' Information Bulletin on Hotel Security the following essential physical security measures and safety measures should be evaluated when considering occupying a hotel with visiting UN staff and/or meetings.

1. **Emergency exits/stairways** – dedicated emergency exits and stairways should be in place to ensure that guests and staff can evacuate, if required. Ideally, more than one evacuation route should be available to allow for multiple options in an emergency.

2. **Emergency signage** – evacuation routes should be properly indicated using standard emergency signage, including for low-light conditions. Signage should be abundant to ensure that even in critical situations, occupants can find their way out once alarms are activated.

3. **Smoke detectors, fire alarms and lights** – smoke and heat detectors, as well as audible alarms and strobe lights, should be installed throughout the premises, to allow for early detection, alarm activation and clear indications to guests.

4. **Fire suppression systems** – fire extinguishers, fire hoses and sprinklers should be installed throughout the facility and clearly marked to ensure that they can be found and accessed in the event of an emergency.

5. **Photo ID issued to all hotel staff** – all hotel staff, including contractors, vendors and conference participants, should be issued a photo ID that allows security to easily and effectively restrict access to specific areas.

6. **Security awareness training for hotel staff** – hotel staff should be trained and prepared to respond to emergencies. They will function as "fire wardens" in an emergency situation.

7. **Vehicle access control – check** – If vehicles must enter the perimeter, they must be checked to ensure that they have legitimate business with the hotel.

CONFIRMATION on compliance with above measures:

Date: