



**MINISTRY OF FOREIGN AFFAIRS AND TOURISM**

**DEPARTMENT OF TOURISM**

**RISK MANAGEMENT SECTION**

**MULTI HAZARD PREPAREDNESS PLAN FOR  
EMERGENCY RESPONSE AND EVACUATION**

**(Template for Medium, Small Hotels, Guest houses and  
Self-Catering Establishments)**

**{Insert Name of Business}**

**{Insert Date last updated}**

## 1. Establishment Profile

Name:

Address:

Contacts: - telephone:

Fax:

Email:

## 1.2 Management Team

Designation	Name	Contact Telephone numbers
Manager		
Supervisor		
Others - specify		

## 1.3 Staff List

Name	Position	Female	Male	Contact Telephone numbers
(include all staff)				

1.4 Attach maps of site and buildings.

## 2. Emergency Management

### 2.1 Emergency Management Team (Guesthouses and Self-caterings)

Position on Committee	Name	Job title/ Representing	Contact Tel numbers
<b><i>N.B Depending on the style of operation small establishments' Emergency team may be only two to five persons</i></b>			
Manager			
Supervisor			
Others ( <i>specify</i> )			

### 2.2 Details of First Responders

Description	Name of contact person there	Contact Telephone numbers
Police		
Fire and Rescue Services Agency		
Hospital/Health Centres		
Department of Tourism		
Tourism sector focal point		
Others ( <i>list them</i> )		

## 2.3 Emergency Control Team

(NB: For small guest houses and self-catering members are going to be less and constitute of the same persons and each person will have to take on a few additional responsibilities)

Position on Team	Name	Responsibility on Team	Job title/ Representing	Contact Tel numbers	Related training done
<b>Emergency Command- Leader</b> <i>e.g. Manager</i>					
<i>Deputy leader- e.g. .Supervisor</i>					
<i>Operations – Leader e.g. Manager</i>					
<i>Logistics – Leader e.g. supervisor</i>					
<b>Communications –leader e.g. manager</b>					
<i>Member- Communications e.g. Manager</i>					
<b>Finance &amp; Administration – Leader e.g Manager or accounts person</b>					
<i>Member – procurement e.g Manager or accounts person</i>					
NB: numbers will differ depending on the size of the establishment and not all members will need to be Involved in all emergency cases. However, all <b>functions</b> must be catered for.					

## 3. Hazard and Risk Assessment

Hazards related to:	Risks & consequences	What can be done	Person/s responsible	By ,when/ Deadline
Fire inside buildings or surrounding area i) ii) iii) ...				
Flooding i) ii) ...				
Infectious diseases				

epidemic				
Landslide				
Transportation accident(on land & sea)				
Kitchen or Laundry accident				
Loss or failure of utilities				
Hazardous materials release				
Civil unrest, including armed attack				
Others – (specify)				

## 4. Emergency Response

### 4.1 Emergency contacts (Medium, Small hotels, guest houses and Self-catering businesses)

	Name	Phone number – office/mobile/home
Manager		
Supervisor		
<i>Maintenance person</i>		
Electrician		
<i>Others (list)</i>		
Other essential services (list)		
Key suppliers		
Key emergency numbers		

## 4.2 Emergency Response Procedures

Hazards related to:	Teams to be activated	Response actions, including alert & communication systems* to be used	Evacuation Sites	
			Primary site	Alternative site
Fire inside buildings				
Fire in surrounding area				
Flooding (including tsunami, sea swell)				
Outbreak of Diseases; <i>(infectious diseases i.e. SARS, including SARS-Covid-2 Dengue, , Plague, Ebola etc)</i>				
Wind and rain storms				
Landslide				
Transportation accident				
Accident on establishment site				
Loss or failure of utilities				
Hazardous materials release				
Civil unrest, armed attack				
Others – (specify)				



## **4.3 Communications Strategy**

**Insert your communication strategy here**

**Explain to when, to whom and how you intend to communicate.**