

Hotel Name: Assessment Date :	Completed By: GM / Manager:
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1. BOUNDARY, VEGETATION & HOUSEKEEPING CONTROLS

Done	Control Item / Action	Notes / Owner	Further Actions
☐	Surrounding Land Audit: High-risk vegetation (grassland, shrub, woodland, golf course) mapped.		
☐	External Combustible Loading: Waste compounds, decking, fencing & LPG cleared of vegetation.		
☐	Suspension of High-Risk Activities: BBQs, naked flames & fireworks paused during high risk.		
☐	Hot Works Management: Strict risk assessment & permit-to-work system enforced externally.		

2. BUILDING ENVELOPE & INFRASTRUCTURE SYSTEMS

Done	Control Item / Action	Notes / Owner	Further Actions
☐	HVAC & Air Isolation: Duty team trained to shut off external intakes or switch to recirculation.		
☐	Smoke Ingress Seals: Procedures to secure external doors, windows, eaves, and vulnerable plant.		
☐	Car Parks & Access Routes: Clear zone maintained ensuring Emergency Services access is unimpeded.		

3. ESCALATION, DECISION AUTHORITY & EVACUATION PLANNING

Done	Control Item / Action	Notes / Owner	Further Actions
☐	Defined Triggers: Clear criteria for monitoring → sheltering → controlled exit → relocation.		
☐	Shelter vs. Evacuation Protocol: Decision tree established for keeping occupants safe inside.		
☐	Dynamic Evacuation Assembly: Alternative outdoor assembly points identified for varying winds.		
☐	Night-Time Authority: Delegated authority assigned to duty night managers for emergency calls.		
☐	Emergency Services Contact: Early notification protocol established (contact Fire & Rescue early).		

4. TESTING, COMMUNICATION & REOCCUPATION

Done	Control Item / Action	Notes / Owner	Further Actions
☐	Tabletop Exercises: Department heads tested on "approaching fire & compromised road" scenario.		
☐	Controlled Communication: Guest instruction method set up (avoiding default alarm evacuation response).		
☐	Safe Reoccupation Protocol: Clear sign-off criteria (utilities, hotspots, air quality) before return.		

Operational Note: External wildfires require a dynamic response. Never automatically evacuate occupants outdoors without verifying that assembly areas and routes are free of heavy smoke and fire.

Reviewer Signature :	GM Sign-Off:
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