



Hotel Security Guidance

Security Pre-Assessment Form (SPA)

The SPA is the best way for you to check if your security measures are already in line with the TUI Hotel Security Standard. Complete the Security Pre-Assessment Form to establish what you already have in place and where there is potential to improve your security. The SPA follows the Four Objectives of the TUI Hotel Security Standard and guides you through what is required.

The form should be completed by you as early as possible. It will show you where there are opportunities to improve your security and amend plans and procedures as necessary.

Measures	Yes	No	Reference to / page in TUI Hotelier Security Guidance	Comments
Are the security management processes & mitigation measures documented, reviewed and updated when necessary?			4	
Are documented security emergency procedures in place and implemented?			5	
Are emergency contact details (police, fire brigade, hospital, regulatory authority etc.) provided and kept easily accessible?			6	
Are emergency communication lines (alerting, alarming, response procedures & measures) implemented inhouse, such as a PA system or loudhailer/megaphone?			7	
Are processes or systems in place to inform TUI or its representatives in case of any security occurrences that impact customer security?			8	
Is there a periodic risk assessment conducted that documents foreseeable risks in all areas, including physical, personnel, and information security?			8	
Are you continuously monitoring external risks, such as protests etc., by using local media and government agencies to keep yourself informed?			10	
Is there a person responsible for the security management of the hotel?			11	
Are security resources with clearly defined responsibilities allocated?			11	
Is there a security training system to educate newcomers, update existing staff with knowledge and skills, and/or train employees on emerging incidents?			11	

Version control

Version	Date	By	Revision/changes made
Draft 01	20220401	Robert Zsolt Doma	Development
Draft 02	20220521	Robert Zsolt Doma	Additional Information
Final v.1	20220722	Robert Zsolt Doma	Review and minor amendments
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