

# ECPAT-USA ANTI-TRAFFICKING HOTEL CHECKLIST

Has your hotel taken measures to protect children from commercial sexual exploitation and trafficking? Use this checklist as a guide.



## Management

- Develop a formal policy against trafficking.
- Develop a protocol for response.
- Conduct periodic training on indicators and the protocol for response. Train all new associates.
- Require vehicle information and photo ID at check-in.
- Do not rent by the hour.
- Use security cameras placed strategically. Verify that all guests and visitors who enter are captured and recorded. Use cameras at the front desk and in parking areas.
- Establish law enforcement contacts trained on human trafficking. Work with contacts willing to be discreet by using plain-clothes officers, back of the house entrances/exits and unmarked vehicles.
- Monitor online sex ads such as Craigslist and Backpage for your hotel name and pictures of your rooms and guests.
- Block Internet access to popular websites for online sex ads.
- Change wi-fi passwords in rooms and cafes regularly.
- Limit hotel entrance to one staffed area at night. Require that associates actively greet and speak with all guests and visitors. Require that all visitors are logged. Include guest name, visitor name, arrival time, departure time and room number.
- Implement a policy requiring that guests meet and escort their visitors at night.
- Implement a no cash policy. Do not accept cash as payment during large events such as sporting events or conventions since it may attract criminal activity.
- Create an afterhours call list for notification. Include appropriate management and law enforcement.

## Associates

- Create an afterhours call list for notification. Include appropriate management and law enforcement.
- Run a report of all rooms paid in cash. File the report daily.
- Be wary of requests for rooms close to exits. Remain vigilant when working near these rooms.
- Actively greet and speak with all visitors arriving at night. Log the guest's name, visitor's name, room number, arrival time and departure time. Watch for a trend of visitors to the same room.
- Contact management and law enforcement if necessary.
- Be aware of guests who check-in then go back to their car or the street to bring in children dressed revealingly for age or weather.
- Be aware of rooms with excess condoms, lubricants, sex toys, lingerie, towels and used gift cards. Report these indicators to management. Remain posted near the room.
- Take the time to verify that the photo ID at check-in is actually the guest. Oversized hats and sunglasses may be used to help make this more difficult for you. Alert management if a guest or visitor is hesitant or refuses to show an ID. Closely watch visitor activity to this room.
- Remain posted near the guest room if activity is noticed. Actively greet everyone on the floor. Ask that guests show a room key. Offer to accompany visitors to the guest room door. Discreetly record the date/time and physical description if you encounter a visitor. If questioned, respond that you are conducting a routine security post on the floor and it will continue all night. You have the right to remain posted anywhere within the hotel. Listen for sounds of an emergency. If you hear an emergency, call 911 and respond immediately.