

FREE RESOURCE · TEMPLATE

High-Risk Action Escalation Register

For Caribbean hospitality teams

Separate routine follow-up from actions that need senior visibility because of severity, delay, dependency or repeated failure.

WHAT'S INSIDE

- Escalation trigger
- Interim controls
- Senior owner
- Risk context
- Decision required
- Escalation history

How to use this template

Use this as a management aid alongside the requirements, procedures and risk method that apply to your property.

- 1 **Define escalation criteria**
Use the property's approved criteria for severity, overdue time, repeat failure or management dependency.
- 2 **Record the exposure**
State what remains uncontrolled and what interim measure is protecting people or operations.
- 3 **State the decision needed**
Make the escalation actionable: approval, budget, shutdown, contractor, policy change or leadership decision.
- 4 **Assign senior ownership**
Record who must make or sponsor the decision and the date required.
- 5 **Track until verified**
Do not remove the item merely because it was discussed; retain the evidence of resolution.

Who this is for. General Managers, Operations Managers, safety/compliance leads, department heads and property managers across Caribbean hospitality.

IMPORTANT

Occupational safety, risk assessment, incident reporting and recordkeeping requirements differ by jurisdiction. OSHA references are US good-practice context only. Verify locally before use.

High-Risk Action Escalation Register

Separate routine follow-up from actions that need senior visibility because of severity, delay, dependency or repeated failure.

ACTION / ISSUE	RISK / EXPOSURE	ESCALATION TRIGGER	INTERIM CONTROL	DECISION / SUPPORT NEEDED	ESCALATED TO	DATE ESCALATED	TARGET	STATUS	EVIDENCE	VERIFIED
Repeated failure of emergency light fitting	Reduced emergency illumination	Repeat failure / unresolved action	Affected area checked and temporary control applied	Approve replacement / engineering action	[General Manager]	[Date]	[Date]	Escalated	[Location]	[Date]
[Issue]	[Exposure]	[Trigger]	[Control]	[Decision]	[Role]	[Date]	[Date]	[Status]	[Location]	[Date]

Finding the issue is a start. CaribSafe keeps the follow-through visible.

Connect risks, incidents, corrective actions, owners, due dates and evidence so management can see what still needs attention and what has actually been verified.

[Book a 20-minute walkthrough](#)

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