



FREE RESOURCE · WORKSHEET

Staff Emergency Response Flow

For Caribbean hospitality staff safety

Define the first response, verification, escalation and documentation path before an emergency alert is ever needed.

How to use this resource

1 Assess the work

Identify where the employee works, whether they are alone, what could go wrong and how quickly help could arrive.

2 Agree the contact method

Choose a practical check-in, radio, phone or alarm process and make sure the employee knows how it works.

3 Set the escalation trigger

Decide what a missed check-in, overdue journey or raised alert means before it happens.

4 Protect privacy

Collect only the safety information needed for the purpose and follow the privacy/employment rules that apply locally.

5 Review incidents and near misses

Use what actually happens to improve staffing, training, routes, supervision and emergency procedures.

IMPORTANT

This resource supports staff-safety planning. It does not replace risk assessment, training, supervision, emergency services or the employment, privacy and occupational-safety requirements that apply locally.

Staff Emergency Response Flow

Define the first response, verification, escalation and documentation path before an emergency alert is ever needed.

Alert / trigger type

First receiving role

Immediate contact attempt

When to call emergency services

When to notify property security / duty manager

Location information available

Trusted / emergency contact rule

If staff member cannot be reached

Internal escalation

Evidence / incident record opened

Post-event welfare follow-up

Review / closure

Technology supports the safety process. It does not replace it.

CaribSafe connects SOS, journey tracking, safety check-ins, Trusted Contacts and incident visibility with the wider operational processes your team already needs.

[Book a 20-minute walkthrough](#)