

Hurricane Time Line Checklist

Updated 05/30/2013

At Beginning of Hurricane Season – June

1. Review Hurricane manual for updates from prior year.
2. Review and update Resort's Emergency Response Team & request re-entry letter from Sheriff's Department.
3. Update Asset Inventory listing. Document with video as needed.
4. Review/Update Emergency Preparedness Supply information.
5. Memo staff to prepare their personal disaster plan.
6. Identify areas of possible water intrusion. Prepare plexiglass shields.
7. Generator testing and restock fuel supply.
8. Check guest lighting supplies (glow sticks).
9. Attend annual preparedness meeting – July.

4 days from Expected Arrival

1. Management monitors progress of storm and expected path.
2. Provide initial notice to guests and employees.
3. The Guest Hurricane Guide is made available to guests at Front Desk.
4. Distribute, charge and test satellite phones.
5. Initiate "Weather Advisory" updates on website.
6. Review necessity for draw down of lake. Prepare pumps/hoses. **48 hour notice to EPA required prior to commencement of activity.**
7. Website Updates as needed.

3 days from Expected Arrival

1. Management holds department head meeting.
2. Update In-House Guests (Phone message if necessary).
3. Preliminary work is begun on property (see Pre-Hurricane Management Checklist).

2 days from Expected Arrival

1. Management holds department head meeting.
2. Review of county evacuation status.
3. In the event no mandatory evacuation is issued:
 - A. Work schedules are reviewed.
 - B. Updated notice is provided to guests. (including website updates)
4. In the event mandatory evacuation is issued:
 - A. Guests are asked to leave Phone Message and Common Area Postings.
 - B. Management enacts closing procedures (see Pre-Hurricane Management Checklist).
 - C. Issue satellite telephones.
 - D. Distribute telephone call lists.
 - E. Prepare for telephone re-routing.
 - F. Reschedule deliveries, appointments, etc.

1 day from Expected Arrival

1. Property is closed (see Pre-Hurricane Management Checklist).
2. Telephone message scripts are changed.
3. Utilities shut off.
4. Fire and police are notified of vacant property.

12 hours from Expected Arrival

1. In the event no mandatory evacuation is given, personnel will either leave or arrive early for work shifts and secure rooms for staff to stay onsite.
2. Management continues to monitor the storm.

Post Hurricane

1. First Response Team returns to the Resort as soon as they are able.
2. Communication is established with corporate offices.
3. Procedures associated with Post -Hurricane Property Assessment document (see copy) begin to be carried out depending upon available resources.