

## Sample

### Hotel/Motel Hurricane Plan Checklist

Our hotel/motel is located in evacuation level \_\_\_\_\_ (A-E)

A – Evacuate for all hurricanes and if ordered to do so, for tropical storms.

B – Evacuate for hurricane category 1-5

C – Evacuate for hurricane category 2 -5

D – Evacuate for hurricane category 3 -5

E – Evacuate for hurricane category 4 - 5

Our hotel is not located in an area subject to evacuation for a hurricane.

(Evacuation levels can be determined by address on our web page at <http://www.santarosa.fl.gov/emergency> or by telephone at 850-983-5360)

The attached checklists describe what must be done, when and by whom.

- The manager is responsible for insuring that all employees are familiar with this plan, have plans for their family and are prepared to assist our guests in a timely and efficient manner.

- Our priorities are:

1. Safety of guests and employees.
2. Protection of critical business records/systems.
3. Protection of the building and contents as much as possible.
4. Get back in business as quickly as possible.

- Checklists:

- I. Before Hurricane Season Checklist

- II. Hurricane Season Checklist

- III. Hurricane Watch Checklist

- IV. Evacuation Order Checklist

- V. Hurricane Warning Checklist

- VI. After the Storm Checklist

- VII. Getting Back in Business Checklist

## **I. BEFORE HURRICANE SEASON CHECKLIST**

Hurricane season is June 1 – November 30<sup>th</sup>. The following must be done each year prior to the beginning of hurricane season.

A. Review and update plans as required:

1. Who:
2. When:

B. Train staff on plan:

1. Who:
2. When:
3. How:

C. Assemble needed supplies/equipment:

1. Who:
2. When:
3. What: Food, water, batteries, first aid supplies,
4. Where:

D. Ensure employees have plans for their families:

1. Who:
2. When:
3. How:

## **II. HURRICANE SEASON LIST**

During hurricane season the following must be accomplished daily

A Monitor weather reports daily:

1. Who:
2. How: Radio, TV, NOAA Weather Alert Radio, sign up for e-breaking news at <http://www.santarosa.fl.gov/emergency/publicwarning.html>
3. When:

B Inform guests of our hurricane plan:

1. Who:
2. How: Handout, in room services notebooks
3. When: During Check-in

C. Track/Plot coordinates of storms:

1. Who:
2. When:
3. How:

### **III. HURRICANE WATCH CHECKLIST**

A Hurricane Watch means a hurricane may affect our area in 36 hours or less.

**A. Alert Staff:**

1. Who:
2. How: Public Address System/Pagers

**B. Advise guests and encourage early evacuation:**

1. Who:
2. How: Door to door, note on door, phone - message, message on television

**C. Cancel reservations for next 48 hours:**

1. Who:
2. How:

**D. Begin to secure loose objects outside:**

1. Who:
2. What: Pool chairs, umbrellas, trash containers
3. How:

**E. Assist guests with sheltering arrangements, if needed: or advise them of safe area(s).**

1. Who:
2. How: Other Hotel/Motel, shelter location maps

**F. Assist guests with transportation arrangements, as required:**

1. Who:
2. How: Hotel/Motel Van, Taxi, Limo, Rental Car, call Emergency Management Information line at 850-983-INFO (4636)

#### **IV. EVACUATION ORDER CHECKLIST**

We have been ordered to evacuate by local official. We have approximately eight hours to complete the following.

A. Advise guests of order to evacuate:

1. Who:

2. How:

B. Complete securing of the grounds:

1. Who:

2. What:

3. How:

C. Assist guests with sheltering arrangements, if needed:

1. Who:

2. How:

D. Assist guests with transportation arrangements, if needed:

1. Who:

2. How:

E. Release non-essential employees / those who live in evacuation zones / manufactured homes:

1. Who:

2. How:

## **V. HURRICANE WARNING CHECKLIST**

A hurricane is expected to strike our area in less than 24 hours. The weather will deteriorate very quickly and outside conditions may be unsafe in 12 hours or less.

A. Release as many employees as possible:

1. Who:

2. How:

B. Shut down/secure facility: or move guests and employees to safe area(s).

1. Who:

2a. Shut down/secure facility:

How: Turn off water, gas, main breaker, electric

Where:

2b. Move guests and employees to safe area:

How:

Where:

C. Evacuate/protect critical records/systems.

1. Who:

2. What:

3. Where:

4. How:

## **VI. AFTER THE STORM CHECKLIST**

Once the storm has passed and re-entry to our area has been authorized, the following must be accomplished as indicated.

### **A. Assess damages:**

1. Who:
2. How:

### **B. Contact Insurance Agent:**

1. Who:
2. How:

### **C. Estimate time for completion of needed clean-up/repairs:**

1. Who:
2. How:

### **D. Arrange for clean-up/repairs to begin:**

1. Who:
2. How:

### **E. Notes for non-evacuating facilities:**

1. Allowing guests to return to their room.
2. Provide for their needs.
3. Assist with departure or other accommodations.

## **VII. GETTING BACK IN BUSINESS CHECKLIST**

Now that all major clean up and emergency repairs have been accomplished, it's time to open our doors as quickly as possible.

A. Advise needed staff to report:

1. Who:
2. How:
3. When:

B Arrange for needed supplies:

1. Who:
2. How:
3. What:

C Advise Convention and Visitors Bureau of available rooms:

1. Who:
2. When:
3. How: Call the Emergency Operations Center, emergency support function 18 at 850-983-5353 to report closing and opening for business or if any assistance is needed.