

## HURRICANE PREPARENESS

Pre-Hurricane Preparedness				
	Task	Date	Volunteer	Completed
<input type="checkbox"/>	Update Emergency telephone lists to include current emergency response team members, associates and all local authorities such as Fire, Police, Utilities, Medical and Vendors etc. Include your network of sister properties if they are in close proximity to your Hotel.			
<input type="checkbox"/>	Maintain a working relationship with local Fire and Police departments, as they are an excellent resource for helping to plan for emergency situations.			
<input type="checkbox"/>	Implement and conduct training/drilling for all associates to be aware of their duties, rally points and command centers/shelters including all alternate locations.			
<input type="checkbox"/>	Maintain emergency communication systems such as two-way radios with base station capabilities. Cellular or Push to talk phones may not work during certain emergencies. In addition, review your company program on how associates will be able to communicate with you in emergency situations and instructions on return to the job.			
<input type="checkbox"/>	Purchase and maintain emergency supplies such as drinking water, medical supplies, canned non-perishable foods, flashlights, batteries, glow-sticks, transistor radios and construction materials for securing the property and vital equipment.			
<input type="checkbox"/>	Maintain or contract a business interruption vendor to ensure vital services during emergency situations. They can provide you with a back-up generator and fuel supply if your property does not already have them in place. You will also be given priority, as these supplies are harder to get during emergencies due to overwhelming demand. Also, make sure the company is located outside of the Hurricane zone as local companies resources may be allocated by the authorities for use elsewhere.			
<input type="checkbox"/>	Do a property review to determine what key equipment and stock will need to be protected and secured from wind/water damage. Keep copies of all building plans and procedures on hand that allow for safe shut down of gas, electric, HVAC and all critical equipment.			

## HURRICANE PREPARENESS

Pre-Hurricane Preparedness, continued				
	Task	Date	Volunteer	Completed
<input type="checkbox"/>	Place your legal, medical, financial, and insurance records in a safe and accessible place away from wind/water damage. All non-essential electrical equipment and computers should be turned off, moved to higher ground, and secured to prevent damage.			
<input type="checkbox"/>	Identify key business operations and list them by priority. This will help you identify which should be recovered first after an emergency situation.			
<input type="checkbox"/>	Arrange for contracting site Security after a Hurricane. Review the contract before signing and ensure the company is reputable and will sign a hold harmless agreement.			
<input type="checkbox"/>	Ensure your Fire suppression systems are operational and have been tested.			
	Additional duties/notes:			

## HURRICANE PREPARENESS

Impending Hurricane				
	Task	Date	Volunteer	Completed
<input type="checkbox"/>	Monitor the Hurricane track and status/Alert arriving guests, in-house guests and associates keeping them updated periodically			
<input type="checkbox"/>	Inspect all Roof drains, gutters and flashing to see if repairs are necessary			
<input type="checkbox"/>	Activate the Emergency response team and begin implementing the plan as trained			
<input type="checkbox"/>	Shut down all non-essential electrical and gas powered equipment			
<input type="checkbox"/>	Install Hurricane shutters/plywood covers over all windows and doors/Place sandbags in necessary positions throughout the property			
<input type="checkbox"/>	Trim all trees that may come in to contact with power lines or become unstable in high winds and flooding.			
<input type="checkbox"/>	Walk the entire property (including roof) and Secure any loose or unrestrained materials such as trash bins, dumpsters, trailers, scaffolding, window washing equipment and roof antennas/cables.			
<input type="checkbox"/>	Ensure all gas powered equipment is filled/Generators, vehicles, fire pumps and emergency tools			
<input type="checkbox"/>	Ensure all emergency supplies are readily available for distribution to the Emergency response team			
<input type="checkbox"/>	Verify that the fire suppression system is operating properly and test the PA system if one is installed			
<input type="checkbox"/>	Establish scheduling for critical and back-up personnel and rotation/Evaluate your team as they may have personal emergencies and will not be able to report for work. Advise associates of how they will be notified to return to work			

## HURRICANE PREPARENESS

During Hurricane				
	Task	Date	Volunteer	Completed
<input type="checkbox"/>	Inspect all Roof drains, gutters and building structure as often as possible if safe to do so. Never put yourself in harm's way.			
<input type="checkbox"/>	Monitor any electrical, gas powered equipment that is operational and necessary for critical for Hotel services			
<input type="checkbox"/>	Update guests and associates with all current news regarding Hurricane status			

## HURRICANE PREPARENESS

Post-Hurricane Checklist				
	Task	Date	Volunteer	Completed
<input type="checkbox"/>	Activate site Security service to ensure a safe recovery process.			
<input type="checkbox"/>	Evaluate facility for any Safety hazards, such as fallen electrical wires, gas leaks, fallen tree limbs, broken glass and structural damage. Check roof drains and all gutters and clear them as necessary. Initiate smaller repairs that can be done safely by in-house Engineering/Maintenance Department. Take pictures and send claims to Petra Risk Solutions at <a href="mailto:claims@petrarisksolutions.com">claims@petrarisksolutions.com</a>			
<input type="checkbox"/>	Review list of critical systems and reactivate according to priority. Communicate return to work status to associates and essential personnel.			
<input type="checkbox"/>	Restore Fire suppression systems to active status if they are installed on the property.			
<input type="checkbox"/>	Contact Business interruption vendor to begin repairs as necessary			
<input type="checkbox"/>	Review refrigerated stock for spoilage if there has been intermittent power failures			

## HURRICANE PREPARENESS

<b>Hurricane Emergency Preparation</b>			
<i>Periodically check, replace, or replenish emergency supplies</i>			
	<b>Emergency Supplies</b>	<b>Replaced?</b>	<b>Date Replaced/ Name</b>
<input type="checkbox"/>	Battery-powered radio with Weather Band, extra batteries		
<input type="checkbox"/>	Flashlights, batteries (Glow sticks will work also)		
<input type="checkbox"/>	Bottled water		
<input type="checkbox"/>	First-aid kits		
<input type="checkbox"/>	Non-perishable food		
<input type="checkbox"/>	Sand Bags		
<input type="checkbox"/>	Rain Gear		
<input type="checkbox"/>	Tools, instructions for turning off utilities		
<input type="checkbox"/>	Personal medications, infant formula		
<input type="checkbox"/>	Pet Food		
<input type="checkbox"/>	Cots/Blankets		
<input type="checkbox"/>	Toilet Paper/Portable toilets		
<input type="checkbox"/>	Portable Generators		
<input type="checkbox"/>	Water pumps		
<input type="checkbox"/>	Blowers		
<input type="checkbox"/>	Personal Protective equipment (gloves, glasses etc.)		
	Additional Items:		

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<b>Hurricane Emergency Preparation</b>			
<i>Periodically check, replace, or replenish emergency supplies</i>			
	<b>Auto Emergency Supplies</b>	<b>Replaced?</b>	<b>Date Replaced/ Name</b>
<input type="checkbox"/>	Flashlight, batteries		
<input type="checkbox"/>	Flares or reflective caution signs		
<input type="checkbox"/>	Bottled water		
<input type="checkbox"/>	First aid kit		
<input type="checkbox"/>	Walking shoes, gloves, hat		
<input type="checkbox"/>	Waterproof coat		
<input type="checkbox"/>	Reflective vest		
<input type="checkbox"/>	Wool blanket		
<input type="checkbox"/>	Spare tires		
<input type="checkbox"/>	Fire Extinguisher		
	Additional Items:		