

SAMPLE

HOTEL / MOTEL HURRICANE PLAN

- Our Hotel/Motel is in evacuation level _____
- Our Hotel/Motel is / is not located in an area subject to evacuation for a hurricane. (Evacuation levels can be determined by address on the Internet: <http://www.pinellascounty.org/> or by telephone 453-3150.
- The attached checklists describe what must be done, when and by whom.
- The manager is responsible for insuring that all employees are informed on this plan, have plans for their family and are prepared to assist our guest in a timely and efficient manner.
- Our priorities are:
 1. Safety of guest 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.
- Tabs:
 - 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 begins on the 1st of June! The following must be done each year, before that date.

- 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. Insure employees have plans for their families:
 - 1. Who: _____
 - 2. When: _____
 - 3. How: _____

II. HURRICANE SEASON LIST

During hurricane season (June 1 through November 30) the following must be accomplished every day.

- A Monitor weather reports daily:
 - 1. Who: _____
 - 2. How: Radio, TV, NOAA Weather Alert Radio,

 - 3. When: _____

- B Inform guests of our hurricane plan:
 - 1. Who: _____
 - 2. How: Handout,

 - 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 tv

- 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,

 3. How: _____
- E. Assist guests with sheltering arrangements, if needed: or advise them of safe area(s).
1. Who: _____
 2. How: Other Hotel/Motel

- F. Assist guests with transportation arrangements, as required:
1. Who: _____
 2. How: Hotel/Motel Van, Taxi, Limo, Rental Car,

IV. EVACUATION ORDER CHECKLIST

We have been ordered to evacuate by local official. We have about 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, as required:
 - 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. Determine when needed clean-up/repairs could be completed:
 - 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. Providing for their needs.
 - 3. Assisting with departure or other accommodations.

VII. GETTING BACK IN BUSINESS CHECKLIST

Now that all major clean up and emergency repairs have been accomplished, its 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: _____