



COMPLIANCE STATION · FREE EDITION

Storm Prep & Shutdown Checklist

Is your hurricane plan a binder or a drill?

Hurricane season as a standing condition: one owner, one dry run, a countdown that starts the day a storm is named.

Property _____ Date _____ Walked by _____

WHAT THIS PREVENTS

The named-storm scramble: a shutdown run from memory by whoever happens to be on shift, shutters that don't fit, a generator that starts but can't carry the building, a walk-in full of spoiled product with no photo of it, and a reopening where guests arrive before the elevator, water and fire panel have been checked. It also prevents the insurance claim that dies for lack of dated 'before' pictures.

How to use it

1. One role owns this plan (the 'Plan Owner', usually GM or Director of Engineering). Everyone else owns a line in it. A plan with a committee owns nothing.
2. Pre-season items are done by June 1 whether or not the forecast looks quiet. The countdown sections are triggered by a named storm with your county inside the cone, not by the news.

A. The system — hurricane readiness as a standing condition

ITEM
☐ Written storm plan exists, is dated this season, and names ONE Plan Owner role plus a backup
☐ Trigger points written in plain language: what 'watch', 'warning', county evacuation order and [VAR] wind speed each cause the property to do
☐ Property calendar carries the season: pre-season deadline (June 1), mid-season re-check (Aug 1), dry-run date, and vendor contract renewal action-by dates (due date minus lead time [VAR])
☐ Full dry run completed with the actual crew: shutters up on a test section, generator under load, PMS backup restored on a spare machine, phone tree fired
☐ Storm log (paper binder plus a cloud folder) holds the plan, the countdown sheets, vendor contacts, insurance documents and last year's after-action
☐ Roles chart: every countdown line has a role owner and a named 'Verified by' role who is not the doer
☐ Self-check of the plan by a manager not on the engineering team: can they find the shutters, the fuel, the generator key and the vendor list without help

B. Pre-season by June 1 — inventory, tests, contacts, documents (first 4 of 10 items)

ITEM
☐ Shutter / panel inventory: count matches openings ([VAR] panels), each labeled to its window, hardware bagged and counted, tracks cleared and lubricated
☐ Sandbags or flood barriers on hand at par [VAR] for the doors and drains that flooded last time; sand source and fill point identified



ITEM

- ☐ Generator serviced, load-tested for [VAR] minutes at full building load, transfer switch exercised, service report on file
- ☐ Fuel: generator tank full, run-time at load calculated ([VAR] hours), fuel vendor priority-delivery agreement current, fuel stabilizer dated

WHAT THE FULL EDITION ADDS

This free edition covers 11 of 55 line items. The full edition gives you the whole system:

- **All 7 sections, all 55 items**, from standing readiness to closing the loop.
- **A frequency on every line** (every shift, weekly, quarterly), so nothing waits for someone to remember it.
- **An owner column** naming the role responsible, so the list survives turnover and days off.
- **A pro tip on every item**: practical operator advice on what actually gets missed.
- **A sign-off block**: completed by, verified by, date and corrective actions.

SAMPLE PRO TIP

The plan from 2019 with the old GM's cell number on it is not a plan. Print the year on the cover so nobody can pretend.

Get the full checklist for \$9.99 at onawaithospitality.com/compliance-station

CHECKLIST USE NOTICE

This checklist provides operational guidance. Applicable laws, regulations, codes, and mandatory requirements always take precedence. Completing this checklist does not establish or certify regulatory compliance.

Read the full Checklist Use and Regulatory Disclaimer: onawaithospitality.com/faq