



# HURRICANE PREP CHECKLIST

## Beginning of Hurricane Season

- Update contact information for staff, boaters, and stakeholders.
- Test run generators and pumps to ensure they are in proper working condition.
- Check and restock various supplies, including oil spill kits and first aid kits.

## 72 Hours Prior to Landfall

- Conduct an all-hands meeting to review the storm plan and assign responsibilities.
- Check the storm plot and stay updated on weather forecasts.
- Notify boaters to remove their vessels from the marina.
- Test run pumps and backup generators to verify functionality.
- Backup computer records and relocate important documents offsite.
- Top-off ice and fuel tanks to ensure adequate supplies.
- Confirm contact information for all staff members.

## 48 Hours Prior to Landfall

- Hold another all-hands meeting to ensure everyone is well-informed.
- Perform a ground check for loose items and secure or remove them.
- Secure all trash cans and dock boxes to prevent them from becoming hazards.
- Bring backup fuel station onsite for uninterrupted operations.
- Check all vessels for proper tie-ups and secure loose gear.
- Clear the ship's store of items that could be damaged or pose risks.
- Post important contacts on doors and prominent locations.
- Tie open all gates to reduce wind pressure.

## 24 Hours Prior to Landfall

- Conduct a final all-hands meeting to provide last-minute instructions and reassurance.
- Shut off power and water to the docks for safety purposes.
- Secure all doors and windows to prevent water intrusion and wind damage.
- Perform a ground check for loose items and secure or remove them.
- Secure computer equipment and business records in a safe location.
- Recheck all docks and vessels to ensure proper tie-ups and secure loose gear.
- Shut off fuel and power supply to minimize potential hazards.

## After the Storm

- Maintain communication with staff members.
- Conduct an initial survey of damage and generate a priority list.
- Arrange for debris cleanup.
- Contact necessary contractors for repairs and restoration.
- Provide assistance and support to tenants as needed.
- Inspect and restore power and water services.
- Maintain a detailed record of events, damages, losses, and expenditures.