

Hurricane Response Checklist

No.	TASK (Source: trnus.com / Strategic Claim Consultants.	Checked		NOTES
		Yes	No	
RESPONSE TEAM PREPARATION				
1	Roles and responsibilities assigned to designated team members?			
2	Food storage and donation plan in place and can be done in 24 hours?			
3	Emergency kits, flood bags/sandbags in stock?			
BEFORE THE STORM				
4	Elevate appliances and relocate food supplies: If possible, place refrigerators on cement blocks to protect against flooding. Move canned goods and other items to higher ground or distribute to team.			
5	Fill empty spaces in the freezer with frozen plastic jugs of water, bags of ice or gel packs to extend cold temperatures.			
6	Freeze anything you will not need immediately. A fully stocked freezer will retain its temperature for about 48 hours, while a half-full freezer will last ~24 hours. If a power outage lasts longer, use dry or block ice. 25 pounds of dry ice will keep a 10 cubic foot freezer cold for 3 to 4 days.			
7	Secure physical contact info for vendors, suppliers, first responders, doctors, hospitals, and personnel.			
8	Secure master list of inventory and assets. Photograph all restaurant property.			
9	Bring in all non-secured outdoor items & furniture. Organize and secure any loose items within the restaurant.			
10	Secure the restaurant with the proper plywood boarding and binding of shutters			

11	Secure generators & external battery packs for mobile phone, tablet, and computer charging in safe place			
12	Stamp and date all food			
13	Unplug all appliances & secure all electronics			
14	Map out all evacuation routes due to floor, fire or landslide			
EMERGENCY COMMUNICATION				
15	Keep communication minimal and calm			
16	Maintain and secure updated list of team's emergency contacts			
17	Maintain and secure updated list of parish hospital, fire, shelter, insurance and ODPEM contacts.			
18	Update customers via social media on closing and reopening procedures			
AFTER THE STORM				
19	Calmly discard items such as meat, poultry, fish, eggs, dairy, sauces, etc. if your refrigerator was off more than four hours. Toss any items or equipment that may have been in contact with floodwater. Document and take pictures of all losses.			
20	Ensure all team members are safe and accounted for.			
21	Take pictures of any damage for insurance purposes			
22	Document all disaster-related expenses. Do not pay cash upfront for any repairs billed to insurance.			