



FREE RESOURCE · TEMPLATE

Hurricane Evidence Pack Index

For Caribbean hospitality hurricane readiness

Index the plans, decisions, communications, photos, costs and recovery records that explain what the property did before, during and after the event.

How to use this resource

1 Localise the plan

Use the official emergency arrangements, authorities, contacts and property procedures for the island where you operate.

2 Assign before activation

Name the people and back-ups responsible for key functions before storm conditions create pressure.

3 Work from official information

Monitor recognised meteorological and government sources and translate updates into property decisions.

4 Record significant actions

Capture decisions, accountability, changes and evidence as the event develops.

5 Debrief and improve

After the event or exercise, assign improvements and verify that important gaps are actually closed.

IMPORTANT

Follow official warnings, evacuation orders and national/local disaster-management instructions. This resource supports planning; it does not replace emergency authorities, professional advice or your approved emergency plan.

Hurricane Evidence Pack Index

Index the plans, decisions, communications, photos, costs and recovery records that explain what the property did before, during and after the event.

EVIDENCE ITEM	PHASE	OWNER	DATE / PERIOD	EVIDENCE LOCATION	RELATED DECISION / ACTION	COMPLETE	NOTES

A hurricane plan should work when the storm is real.

CaribSafe Ready helps turn the plan into action.

CaribSafe Ready helps teams prepare, assign ICS-style roles, coordinate emergency tasks, maintain staff accountability and preserve the operational record for recovery and review.

[Book a 20-minute walkthrough](#)