



FREE RESOURCE · WORKSHEET

Pre-Storm Staff Briefing Sheet

For Caribbean hospitality hurricane readiness

Give staff one clear briefing covering the current situation, reporting arrangements, personal safety, guest support and the next update.

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.

Pre-Storm Staff Briefing Sheet

Give staff one clear briefing covering the current situation, reporting arrangements, personal safety, guest support and the next update.

Storm / event

Briefing date / time

Current official situation

Property operating status

Who is leading the response

Where staff report / check in

Shift / staffing changes

Guest support priorities

Restricted / unsafe areas

Emergency / evacuation arrangements

Communication channel

Personal / family preparedness reminder

Next scheduled update

Questions / acknowledgement

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](#)