



FREE RESOURCE · TEMPLATE

Staff Accountability Sheet

For Caribbean hospitality hurricane readiness

Create a simple status view showing which staff are on site, off site, expected, unreachable or require follow-up.

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.

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Create a simple status view showing which staff are on site, off site, expected, unreachable or require follow-up.

STAFF MEMBER	ROLE	EXPECTED STATUS	LAST CONFIRMED	CURRENT STATUS	LOCATION / REPORTING POINT	CONTACT ATTEMPT	FOLLOW-UP OWNER

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](#)