

# **Hurricane Preparedness Checklist**

*Carolinas GCSA – October 2017 updated*

- I. Before the Storm
  - a. Prep timeline, Watch/Warning actions
  - b. Inform all employees of plans to prepare for storm. Update current contact information for all staff members and ask their evacuation plans
  - c. Inform staff of procedure to return to work. Issue reentry passes
  - d. Evacuation plan
  - e. Employee plan and safety
  - f. Inventory, pictures for insurance purposes
  - g. Take aerial photos of course, maintenance facility, and pump house
  - h. Back up all computers. Irrigation computer taken off site with Superintendent
  - i. Remove any structures that prevent water from exiting property
  - j. Pump down lagoon levels
  - k. Irrigation shutdown
  - l. Secure or lock satellite box lids, remove any low lying boxes from potential storm surge
  - m. Building shutdown (empty mini and regular refrigerator)
  - n. Fill all course coolers with fresh water and store safely inside maintenance facility
  - o. Secure on course restrooms -cut off water and power to course bathrooms
  - p. Equipment staging and protection
  - q. Verify all chainsaws, chainsaw accessories and generators are operational and taken offsite between Management team.
  - r. Recovery materials staged and ready for return
  - s. Gas procurement
  - t. Ensure all equipment and gas cans are full prior to having fuel tanks filled
  - u. Recovery team arrangements
  - v. Contractor help and recovery arrangements pre-storm (local vendors, tree companies, fertilizer/chemical (anything to flush soils from water surges), sand, golf construction crew, irrigation serviceman, and rental companies contact temp agency for workers)
  - w. Pond issues, weir settings, EC readings from ponds
  - x. Remove any potential flying debris (trash cans, bunker rakes, tee marks, signage, pins, driving range material)
  - y. Be prepared to apply any growth regulators and/or fungicides before or right after a watch has been issued for your area.
  - z. Confirm generator and hand pump are available for fuel

## II. During the Storm

- a. Plan for first responders to return
- b. Employee safety and return plan for secondary teams
- c. Communication issues
- d. County/State coordination issues

## III. After the Storm

- a. Site evaluation, priorities to recovery
- b. Maintenance facility start up
- c. Worker safety, issues
- d. Worker accommodations, food, supplies
- e. Clean-up plan
- f. Pond issues, weir settings, EC readings from ponds
- g. Insurance issues, loss and replacements
- h. Take photos of damage and accurately track labor hours spent on clean up
- i. Tree and debris issues and removal (empty green waste containers before and schedule daily pick up until cleanup is finished)
- j. Government cleanup assistance, FEMA issues

\*Ron Wright of the GCSAA has a webinar entitled “60 Minute Disasters-Hurricanes” this is an excellent tool to help you think through these issues and to make plans.