

Hurricane Preparation Checklist

For RV park and campground owners and operators. Assign each task to a named person; in a small park, one person may hold several roles.

Park name

Decision-maker / backup

Guest departure deadline (date, time, time zone)

Staff work cutoff (date, time, time zone)

County emergency management phone

Insurance broker / claims phone

Do Now

Role	Task	Assigned to	Done
Owner/Manager	Check evacuation zone, official instructions, wind arrival timing, and RV-capable routes. Set guest departure and staff cutoff times.		☐
Front desk	Verify every occupied site, including seasonal and long-term guests and staff housing. Contact owners of unattended RVs.		☐
Front desk	Identify guests who need transportation, mobility, medical, accessibility, or pet assistance.		☐
Maintenance	Prioritize loose objects, aluminum picnic tables, drainage, utilities, fuel, and waterfront equipment.		☐
Owner/Manager	Photograph property and existing damage. Back up records off-site. Save policies and claim contacts.		☐

Before Unsafe Weather Arrives

Role	Task	Assigned to	Done
Front desk	Send deadline reminders. Document departures and unresolved needs. Contact incoming reservations and suspend arrivals.		☐
Maintenance	Store or anchor tables and loose items. Secure pool furniture per your pool professional. Close amenities and docks.		☐
Maintenance	Complete utility shutdowns with qualified electricians. Secure chemicals, fuel, and propane per supplier guidance.		☐
Owner/Manager	Confirm guests and staff have safe destinations. Refer refusals or assistance needs to authorities. Release staff.		☐

After Authorities Permit Return

Role	Task	Assigned to	Done
Owner/Manager	Return only when authorities allow. Restrict entry. Arrange inspections of roads, trees, buildings, and utilities.		☐
Maintenance	Keep flooded electrical equipment off until evaluated. Verify water, wastewater, and pool systems with qualified providers.		☐
Owner/Manager	Report claims promptly. Photograph damage before cleanup when safe. Keep invoices and receipts.		☐
Front desk	Send verified updates on reopening status and any closed sites or amenities.		☐
Owner/Manager	Approve reopening only after access, utilities, sanitation, and staffing are safe.		☐

If Time Is Short, Do These Five Things

- ☐ 1. Set a safe departure deadline based on official guidance and wind arrival timing.
- ☐ 2. Reach every occupied site and arrange help for guests who can't leave on their own.
- ☐ 3. Store or secure loose items, especially aluminum tables and pool furniture.
- ☐ 4. Complete safe utility shutdowns and release employees before conditions worsen.
- ☐ 5. Photograph your property and save records, policies, and claim contacts off-site.