



5 DAYS BEFORE AN INCIDENT

COMPLETED	5 Days Before [Incident] Tasks	Primary Staff Responsible	Alternate Staff Responsible
<input type="checkbox"/>	As needed, secure equipment, cabinets and fixtures vulnerable to the approaching event.		
<input type="checkbox"/>	Inspect the roof and grounds for loose debris which may become a hazard in high winds. If staff or temporary help is available, begin removal of the debris; otherwise, the removal may be done at the 72-hour interval.		
<input type="checkbox"/>	Notify employees of the potential for severe weather, and instruct them to prepare for the possible implementation of the emergency plan.		
<input type="checkbox"/>	Ensure all employees have the business' designated emergency telephone numbers, key contact information and other important documents such as an employee emergency wallet card, telephone call tree list, etc.		
<input type="checkbox"/>	[Insert additional rows for your own specific action items or tasks]		