

Storm Readiness Owner Report

A practical record for decisions before, during, and after rain

Use this report

Use this report to make the next decision visible. It does not replace emergency response, a qualified inspection, or local authority direction.

Property and reporting window

Property or portfolio	[Pending]
Site reference	[Pending]
Area reviewed	[Pending]
Report date and time	[Pending]
Forecast or event source and time	[Pending]
Next update owner	[Pending]

What needs attention

Condition observed	[Pending]
Exact location	[Pending]
Immediate effect on people, access, equipment, or operations	[Pending]
Safe access confirmed	[Yes / No / Pending]
Evidence attached	[Yes / No / Pending]

Decisions and work

Item	Decision or action Owner Due date Status
[location / issue]	[temporary measure or approved scope] [name] [date] [open / monitoring / pending verification]
[location / issue]	[next decision] [name] [date] [open / monitoring / pending verification]

Storm-period checks

Access, gates, keys, and after-hours contacts	[Yes / No / Pending]
Drains, pumps, roof areas, garages, and equipment rooms checked where safe	[Yes / No / Pending]
Occupant or tenant communication needed	[Yes / No / Pending]
Vendor coverage accepted	[Yes / No / Pending]
Next owner update	[date / time / owner]

After-rain review

Post-rain observation date and time	[Pending]
Same location rechecked	[Yes / No / Pending]
New or changed condition	[Pending]
Dated after photos or other field evidence	[Yes / No / Pending]
Remaining exposure	[Pending]
Monitoring interval	[Pending]
Trigger for earlier action	[Pending]

Closure state

Record these statuses separately. The operational incident status should reflect the current evidence state.

Closure fields

Administrative record complete	[Yes / No]
Vendor reported work complete	[Yes / No / Unknown]
Field result verified	[Yes / No / Proof unavailable]
Qualified review still needed	[Yes / No / Pending]
Administrative record state	[Complete / Incomplete / Pending]
Operational incident status	[Open / Field verification pending / Proof unavailable / Monitoring / Verified closed]

Next action

Next owner	[Pending]
Exact next action	[Pending]
Due date and time	[Pending]
Evidence expected	[dated photo / vendor record / specialist report / other]