



Hurricane 5 Day Preparation Checklist

Convenience Stores and Gas Stations

-5 | Days Before Landfall

- ☐ A. Be attentive to radio/tv reports and directions by authorized authorities.
- ☐ B. Check your fuel supply, if you are out or you anticipate running low/out, notify your Jobber/Manager/District Manager.

Preparation:

- ☐ 1. Locate your Hurricane Preparedness Guide. Have employees read and review the guide. [If you do not have a guide, download ours here.](#)
- ☐ 2. Have employees complete or update Emergency Contact Telephone list. If you don't have any current lists, you can [download these forms to get you started.](#)
- ☐ 3. Conduct a site inspection of facility noting potential problems or situations that could result in damage, impede evacuation or be a safety hazard. Document the findings for your records, and if required report findings to your Manager/District Manager.
- ☐ 4. Begin to meet with store employees to discuss availability, procedures, and delegation of responsibilities.
- ☐ 5. Develop and communicate a new work schedule for extra help to handle the rush of business and possible close-down and evacuation of station, if necessary.
- ☐ 6. Plan ahead to secure cash.
- ☐ 7. Have a radio available and tuned to local weather reports for current status and updates.
- ☐ 8. Maintain daily communication with your store employees and immediate supervisor and report events as necessary. TIP: Set up a group text message, Facebook group or email thread to stay in constant communication.
- ☐ 9. If you have an opportunity to place an order, order additional: water, ice, beverages, batteries, flashlights, bread, cigarettes, etc.

If your store is in an Evacuation Zone, you may be ordered to leave the vicinity by a particular time. These time/procedures guidelines will need to be adjusted to. If your store is ordered to immediate shutdown and evacuate, follow the order/recommendations and directions by local authorities.

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- ☐ A. Be attentive to radio/tv reports and directions by authorized authorities.
- ☐ B. Check your fuel supply, if you are out or you anticipate running low/out, notify your Jobber/Manager/Area Manager.

Preparation:

- ☐ 1. Continue to follow the procedures in the Hurricane Preparedness Guide. Practice or conduct dry run-throughs in anticipation. [If you do not have a guide, download ours here.](#)
- ☐ 2. Review and update Employee / Store / Emergency Contact Telephone lists with current phone #s. If you don't have any current lists, you can [download these forms to get you started.](#)
- ☐ 3. Conduct a site inspection of facility noting potential problems or situations that could result in damage, impede evacuation or be a safety hazard. Document the findings for your records, and if required report findings to your Manager/District Manager.
- ☐ 4. Begin to meet with store employees to discuss availability, procedures, and delegation of responsibilities.
- ☐ 5. Develop and communicate a new work schedule for extra help to handle the rush of business and possible close-down and evacuation of station, if necessary.
- ☐ 6. Verify that cash will be secure.
- ☐ 7. Have a radio available and tuned to local weather reports for current status and updates.
- ☐ 8. Maintain daily communication with your store employees and immediate supervisor and report events as necessary. TIP: Set up a group text message, Facebook group or email thread to stay in constant communication.
- ☐ 9. If you have an opportunity to place an order, order additional: water, ice, beverages, batteries, flashlights, bread, cigarettes, etc.

If your store is in an Evacuation Zone, you may be ordered to leave the vicinity by a particular time. These time/procedures guidelines will need to be adjusted to. If your store is ordered to immediate shutdown and evacuate, follow the order/recommendations and directions by local authorities.

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-3 | Days Before Landfall

- ☐ A. Be attentive to radio/tv reports and directions by authorized authorities.
- ☐ B. Check your fuel supply, if you are out or you anticipate running out today, notify your Jobber/Manager/Area Manager.

Preparation:

- ☐ 1. Continue to follow the procedures in the [Hurricane Preparedness Guide](#). Practice or conduct dry run-throughs in anticipation.
- ☐ 2. Remind all employees to update their [Employee Contact information](#).
- ☐ 3. Conduct a site inspection of facility noting potential problems or situations that could result in damage, impede evacuation or be a safety hazard. Report findings to your Manager/Area Manager.
- ☐ 4. Meet with store employees to discuss availability, procedures, and delegation of responsibilities.
- ☐ 5. Review and communicate the work schedule for extra help to handle the rush of business and possible close down, and any other anticipated actions.
- ☐ 6. Have a radio available and tuned to local weather reports for current status and updates.
- ☐ 7. Consider additional manning to expedite sales during anticipated rush.
- ☐ 8. Maintain daily communication with your store employees and immediate supervisor and report events as necessary.
- ☐ 9. If you will be receiving a merchandise delivery or anticipate running out of certain products prior to the Hurricane, place an order. Items that will be in high demand, water, ice, beverages, batteries, flashlights, bread, cigarettes, and fuel.
- ☐ 10. Check with your employees on their personal preparation and timetable of completion.
- ☐ 11. Prepare to secure windows with hurricane shutters or plywood if applicable.

If your store is in an Evacuation Zone, you may be ordered to leave the vicinity by a particular time. These time/procedures guidelines will need to be adjusted to. If your store is ordered to immediate shutdown and evacuate, follow the order/recommendations and directions by local authorities.

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Convenience Stores and Gas Stations

-2 | Days Before Landfall

- ☐ A. Be attentive to radio/tv reports and directions by authorized authorities.
- ☐ B. Check your fuel supply, if you are out or you anticipate running out today, notify your Manager/Area Manager.

Preparation:

- ☐ 1. Continue to follow the procedures in the [Hurricane Preparedness Guide](#). Practice or conduct dry run-throughs in anticipation.
- ☐ 2. Employees should update their information on the [Emergency Contact Telephone list](#).
- ☐ 3. Conduct a site inspection of facility noting potential problems or situations that could result in damage, impede evacuation or be a safety hazard. Report findings to your Manager/Area Manager.
- ☐ 4. Develop and communicate a new work schedule for extra help to handle the rush of business and possible close-down and evacuation of station, if necessary.
- ☐ 5. Consider additional manning to expedite sales during anticipated rush as well as prepare for shut-down. Notify associates that they are on 24-hour call.
- ☐ 6. Have a radio available and tuned to local weather reports for current status and updates.
- ☐ 7. Maintain daily communication with your store employees and immediate supervisor and report events as necessary.
- ☐ 8. Check with your employees on their personal preparation and timetable of completion.
- ☐ 9. If you will be receiving a merchandise delivery or anticipate running out of certain products prior to the Hurricane, place an order. Items that will be in high demand are water, ice, beverages, batteries, flashlights, bread, cigarettes, and fuel.
- ☐ 10. Prepare to secure windows with hurricane shutters or plywood if applicable.

If your store is in an Evacuation Zone, you may be ordered to leave the vicinity by a particular time. These time/procedures guidelines will need to be adjusted to. If your store is ordered to immediate shutdown and evacuate, follow the order/recommendations and directions by local authorities.

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- ☐ 11. Locate and make sure you know the proper procedure to turn off main water services.
- ☐ 12. Locate and make sure you know the proper procedure to close natural gas and/or propane valves.
- ☐ 13. Remind employees, if they need to fuel their car(s) and if product is available, they need to make their purchase.

If your store is in an Evacuation Zone, you may be ordered to leave the vicinity by a particular time. These time/procedures guidelines will need to be adjusted to. If your store is ordered to immediate shutdown and evacuate, follow the order/recommendations and directions by local authorities.

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Convenience Stores and Gas Stations

-1 | Day Before Landfall

- ☐ A. Be attentive to radio reports and directions by authorized authorities.
- ☐ B. Distribute and Post employees updated Employee contact list.
- ☐ C. If you have been notified the store will possibly be closed and evacuated, begin the preliminary store preparation for closure and evacuation if necessary.
- ☐ D. Check your fuel supply, if you are out or you anticipate running out today, notify your Manager/Area Manager.

Preparation:

- ☐ 1. Begin moving non-essential items (pump toppers, banners, plastic card holders, displays, signs, etc.) from the gas island and exterior of store. If items cannot be removed off the pump, make sure they are included when you shrink wrap the pump. Items to remain unless they become a safety hazard (outside trash cans, window squeegee, paper towels, etc.) Store outside movable materials into a secure environment (in dumpster area and lock dumpster area, remove pump toppers, outside racks, displays, signs, etc.). Car Wash with brushes - move the brush unit to the middle or opposite direction the storm is coming from.
- ☐ 2. Continue to follow the procedures in the Hurricane Preparedness Guide. Practice or conduct dry run-throughs in anticipation.
- ☐ 3. Check if Employee Emergency Contact list has been updated by every employee. If not, contact remaining employees and record their information. Give a copy to your Assistant Manager and send a copy to your Manager/Area Manager. Post in a visible and accessible location of the store for employees.
- ☐ 4. Re-confirm with store employees to discuss availability, procedures, and delegation of responsibilities.
- ☐ 5. Update and communicate the work schedule(s) to handle the remaining days and the day of re-opening if closing is ordered.
- ☐ 6. Have a radio available and tuned to local weather reports for current status and updates.

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- ☐ 7. Consider additional manning to expedite sales during anticipated rush as well as store preparation.
- ☐ 8. Maintain daily communication with your store employees and immediate supervisor and report events as necessary.
- ☐ 9. Hopefully by this time your employees have had discussions with family members and relatives for their personal preparation, and actions. Check with your employees where they are on their personal preparation.
- ☐ 10. If you will be receiving a merchandise delivery or anticipate running out of certain products prior to the Hurricane, place an order. Items that will be in high demand are water, ice, beverages, batteries, flashlights, bread, cigarettes, and fuel.
- ☐ 11. Ensure hurricane shutters are operational if equipped or prepare to board up windows.
- ☐ 12. Remind employees, if they need to fuel their car(s) and if product is available, they need to make their purchase
- ☐ 13. Take pictures of the inside and outside of the store in it's entirety so that you have documentation of the prior state before the storm for the insurance company should there be any damage.

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Convenience Stores and Gas Stations

0 | Day of Landfall

- ☐ A. Be attentive to radio reports and directions by authorized authorities.
- ☐ B. Notify employees scheduled to close the store to report if it is safe to do so.
- ☐ C. Begin store preparation for closure and evacuation if necessary.
- ☐ D. Check your fuel supply, if you are out or you anticipate running out today, notify your Manager/Area Manager.
- ☐ E. Remind on-duty employees if they need to fuel their car(s), they need to make their purchase if product is available.

Hurricane Close Down / Evacuation:

SPSA: Perform these tasks in a safe and controlled manner. If there are any dangers or risk of injury, do not perform that task. Any outside activity may have to be abandoned due to extreme weather conditions associated with hurricanes.

- ☐ 1. If not previously done, store outside movable materials inside in a secure environment (trash cans-secure trash cans in dumpster area and lock dumpster area., remove pump toppers, outside racks, displays, signs, etc.).
- ☐ 2. If not previously done, shrink wrap all pumps, car wash reader, tire inflation equipment, car vacuum equipment and gas island fire extinguishers if not removable from case.
- ☐ 3. Car Wash with brushes - move the brush unit to the middle or opposite direction the storm is coming from.
- ☐ 4. Bring into building: fill cap lids (dome type) and gas stick. Do not lock fill cap.
- ☐ 5. If you have an outside ice box, lock the doors.
- ☐ 6. Close all lids/doors to trash dumpster. If lids/doors are lockable, secure them with appropriate lock. Secure any objects in the dumpster area, close gate and if lockable, lock gate enclosure.
- ☐ 7. Check your gaskets on the fill caps for the motor fuel tanks, to make sure they are in good condition. Use grease to improve the seal, if needed. Do Not lock fill caps.
- ☐ 8. Secure gas nozzles and hoses; use shrink-wrap to go completely around nozzles, hoses, pump topper and MPD as one unit. Remove and store fill cover lids.

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- ☐ 9. Place and wrap in plastic bags all phone cards, GO Cards/Driver Cash cards, lottery tickets, money orders and lock in the bottom of the safe. Put all permits and licenses in plastic bag in the safe.
- ☐ 10. Make sure your computer systems are backed up, store computer discs and store records in a safe and dry place.
- ☐ 11. Remove gas price numbers from sign/turn off the outside price sign.
- ☐ 12. Shut off the breakers to the STP pumps to avoid burning out the pumps, if suction is broken.
- ☐ 13. Use plastic trash bags/8ft plastic tarp to cover POS/Cash register, computers, printers, fax machines, copiers and calculators.
- ☐ 14. Cover money order, lottery, safe and all other electronic/sensitive machines/equipment.
- ☐ 15. Cover security cameras, VCR/DVR, and TV(s) with plastic bags/ plastic tarp. Cover file cabinets, computers, phones, and backroom cigarettes with plastic bags/tarps.
- ☐ 16. Wrap Daily Reports, environmental records, and employee files in plastic.
- ☐ 17. Cover all cigarettes with plastic bags (pack rack, overhead, storage/backroom/office areas).
- ☐ 18. Secure all cash.
- ☐ 19. Turn off all electric equipment except POS, PEZ (if not connected to POS), freezers and coolers.
- ☐ 20. Turn off Main water services.
- ☐ 21. Close natural gas and/or propane valves.
- ☐ 22. Close all interior doors.
- ☐ 23. Lock cashiers cage.
- ☐ 24. Turn lights off.
- ☐ 25. Lock all exterior doors (chain front door) and post front door sign indicating closing and emergency numbers to call if notification is required.

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+1 | The Day After Landfall

After the Hurricane:

- ☐ A. Using the Hurricane Emergency Employee Contact List, contact employees to assess their health, safety and availability.
- ☐ B. When it is safe to do so, visit your store for a quick assessment. Contact your Manager/Area Manager with a damage assessment of your station.
- ☐ C. If your store will be reopening, contact employees to let them know the schedule for that day.
- ☐ D. Check your fuel supply availability, check to see when you will be receiving a delivery, and if you are out or you anticipate running low/out, notify your Manager/Area Manager.

Store Damage Assessment:

If your store does not have power, is unsafe, or condemned:

- ☐ 1. Do not enter the store and do not open. Contact your Manager/Area Manager for further directions.

If your store does have power and it is safe to enter:

- ☐ 1. Check for water damage prior to turning on electricity.
- ☐ 2. Turn main power on and then turn on breakers individually checking to see if the equipment is working and it is okay to safely proceed activating electricity to the store.
- ☐ 3. Stick tanks for water.
- ☐ 4. If it can be done safely, clean up debris-use proper PPE.
- ☐ 5. Take pictures of any damage done to the store or forecourt.

Contact your other suppliers for emergency items and deliveries needed, i.e., ice, water, beverages, bread and other non-perishable foods. However, expect supply delays or shortages on these items most likely to occur prior to your closing or during the Hurricane Watch/Warning. Your vendor may have also been affected, sustained damaged or lost power and communication abilities.

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Hurricane open-up:

- Contact your Manager/Area Manager on store conditions.
- Check with local authorities concerning curfews and if there is a "boil water" order in effect". If there is a "boil water" in effect--coffee, fountain and ice machines need to be turned off and a sign put up to inform your customers. Any ice produced in ice machines must not be used and must be destroyed.
- If you have gas, unwrap your pumps.
- Put up/display gas price numbers on price sign for grades you have.
- Check for and remove/place warning signs for anything on ground that people can trip over or slip on.
- Put out towel dispensers, squeegees, squeegee buckets, and trash cans.
- Un-cover inside electrical equipment slowly as to not disturb cords and plugs.
- Put up cigarettes and displays.
- Put money orders, lottery tickets, and Go-Cards/Driver Cash Cards out.
- Open up any remaining items.
- Discuss and review with your employees all of your operating/business procedures and practices they are to follow. Customer's patience and emotions will be high, do not do something that will break policy, is unlawful or not safe. Remember to continue to ask and check identification for customers purchasing alcoholic beverages and tobacco products.
- Take a safety inspection walk of your facility. If it is safe for your employees and customers, reopen the station.

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If Your Store is to Remain Closed:

- Continue to visit your station and check on its status.
- Continue to keep your Manager/Area Manager informed of your store's status.
- Work with other stores that are open to schedule and utilize your available employees until your store opens.

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