Are You Prepared

Hurricane Season 6-1 thru 11-30



## Will your station be ready?

As June 1 approaches, we will see the start of the Hurricane Season. Predictions are for there to be 7 named storms this year, remember that is a prediction and how bad any one of them could be is anybody's guess.

Yes it is that time of year once again and we must take the time now to prepare. Waiting is NOT an option. Safety of our station personnel and equipment is very important to us, thus we ask that you take the time necessary to prepare.

We have provided some guidelines for your use.



* Make a list of important phone numbers. have this list posted at the register and keep a copy with you. Send the list to your supervisor and the office.

Police and Hospitals

All store personnel with both home and cell numbers. A second contact would also be helpful.

Supervisors cell and home.

Vendors business and cell if you have them.

Security company phone number



Just a note: with all the rain that we get you should be sticking your tanks more often. Be sure to use the ethanol paste we provided. Check that the lids and caps are on securely. You can put vaseline around the rim of the fill pipe lid this will help seal it and keep water from getting in.

* Prepare an emergency kit (a large plastic tote works well).

First Aid Kit

Portable, battery-powered radio with extra batteries

Flashlight with extra batteries

Wrench, pliers, screwdriver and other tools

Duct Tape and scissors

Plastic bags

Shrink wrap

Vaseline

Work gloves

Rain coat

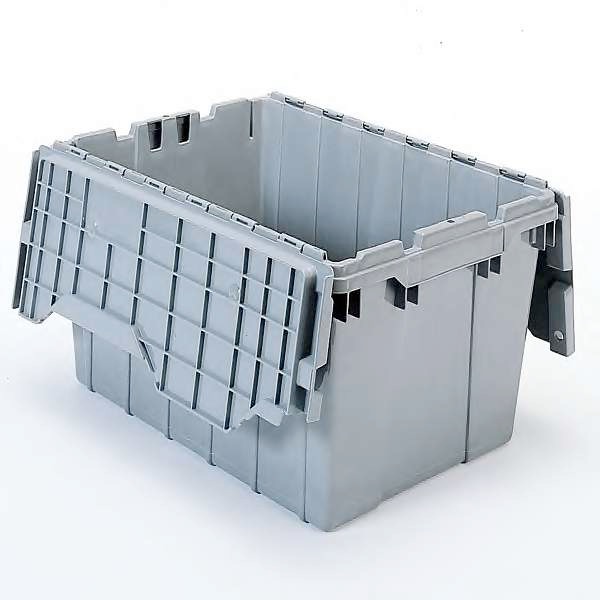
Disposable camera

Hard hat

Safety vest

safety glasses

telephone (NOT a wireless one)



As the storm moves into your location you need to be ready. Do you know who can work? Do you know where the emergency kit is? Do you need to call your supervisor for directions on what to do next? Is you location being evacuated? Do you have a key to lock the front door if necessary?

ARE YOU PREPARED

Before closing a station down PLEASE contact your supervisor. If they are not answering then call one of the other supervisors.

IF YOU NEED TO CLOSE USE THIS CHECKLIST AS A GUIDE.

* Prepare a checklist (like the one below) to share with your employees on what to do if a storm is going to hit your area.

remove objects from the floor

bring trash cans into secured location

remove numbers from price sign

wrap pumps with shrink wrap

do a Day Close

open registers remove cash

remove Lottery scratch off tickets from display

secure all cash and lottery tickets

tape the windows and doors

unplug electrical equipment such as lotto machine, ruby, computer, pay-spot, ATM

cover all electrical equipment with trash bags

shut the pumps down at the electrical panel



BACK TO WORK TIME TO REOPEN YOUR STATION

call your supervisor and let them know you are going back to open

call security and let them know you are opening

call staff in to help you do not know what you will find

look the property over, pumps, windows, roof, light poles, electrical and water lines

BE CAREFUL if you see something that is wrong call your supervisor, take pictures

once inside check out the station for damage of any tipe

remove plastic wrap from pumps, remove trash bags from equipment

stick the tanks you need to check to see if any water got into them

return scratch off games to display

return cash to register

thank your staff for their hard work both before and after the storm

OPEN the station

Let your supervisor know of any damage or problems that happened while the station was closed