



## Retail Station Hurricane Preparedness Checklist

<b>Date:</b>		<b>Service Station:</b>	
<b>Retailer:</b>			
<p>The information below may not address all potential circumstances that you may encounter before, during and after a hurricane. It is of the utmost importance to identify those negative impacts that may occur and take practical steps to mitigate the adverse effects. These tools are provided in order to assist you with this important task.</p>			
<b>Topics</b>	<b>OK</b>	<b>Comments</b>	
<b>Hurricane Season Planning and Preparation by June 1</b>			
Collect station staff contact information	<input type="checkbox"/>		
Obtain back-up copies of all station keys and store in a secure place off-site	<input type="checkbox"/>		
Create a Station Hurricane Toolbox that includes: <ul style="list-style-type: none"> <li>• flashlight and batteries</li> <li>• duct tape</li> <li>• tarpaulin and heavy duty plastics bags</li> <li>• plastic wire or zip ties</li> <li>• rope for securing plastic around inside electronics</li> <li>• caution tape</li> <li>• plastic wrap for dispensers</li> <li>• Barricades for traffic control</li> </ul>	<input type="checkbox"/>		
Establish a process for station staff confirm their status and availability to work after the storm	<input type="checkbox"/>		
Collect and verify other critical contact information including: <ul style="list-style-type: none"> <li>• Service Center, Terminal and Business Consultant emergency numbers</li> <li>• Maintenance Contractors (EPOS/VSAT, Electrical, Building &amp; Equipment)</li> <li>• Local Hospital, Police, Fire Department and FEMA telephone numbers</li> </ul>	<input type="checkbox"/>		
Have plans to minimize cash storage onsite	<input type="checkbox"/>		
Identify security company to provide contract security as required before and/or after the storm	<input type="checkbox"/>		
Encourage employees to prepare their homes and families for hurricane season	<input type="checkbox"/>		

**Disclaimer: Chevron makes no warranty; either expressed or implied, nor assumes any legal liability for the completeness or usefulness of this checklist.**



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Topics	OK	Comments
<b>Days Before Projected Impact</b>		
Plan for higher than normal sales as public prepares for storm	<input type="checkbox"/>	
Make plans to minimize traffic flow	<input type="checkbox"/>	
Verify station staffing contact lists and review staff availability	<input type="checkbox"/>	
Check first aid kits and fire extinguishers. Have extra spill materials available to handle small spill from customers filling gasoline containers.	<input type="checkbox"/>	
If you have staff who will travel in the impacted area after the storm, have them place the following items in their cars: <ul style="list-style-type: none"> <li>• Hard hat</li> <li>• Steel-toe safety shoes</li> <li>• Gloves</li> <li>• Flashlight</li> <li>• Extra batteries for flashlight</li> <li>• Safety glasses and safety vest</li> <li>• First aid kit – fully stocked</li> <li>• Camera</li> <li>• Power inverter to charge phones and laptops</li> <li>• Cell phones – 2 (one from back-up provider)</li> <li>• Copy of contact numbers and other pertinent hurricane procedures</li> <li>• Cash</li> <li>• Case of water</li> <li>• Energy bars</li> </ul>	<input type="checkbox"/>	

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<b>Day of the Hurricane</b>		
Plan for heavy traffic as the public prepares for the storm. Plan adequate time for station staff to complete the store preparations, close the store <u>and</u> safety drive to their homes or alternate locations. If possible complete many of the items 1-2 days before the storm arrives.		
<b>Outside areas</b>		
Remove loose or removable items from the yard and pump area including pump toppers inserts. Cover and secure garbage containers.	<input type="checkbox"/>	
Protect (tape, boards, etc.) glass, doors and windows	<input type="checkbox"/>	
Use shutters if they have been installed at station	<input type="checkbox"/>	
<b>Electrical</b>		
Confirm generator available and filled with fuel	<input type="checkbox"/>	
Standby generator permits and certifications in place	<input type="checkbox"/>	
Stand by generator tested and working properly	<input type="checkbox"/>	
Confirm electrician available to hook up generator if required	<input type="checkbox"/>	
Transfer switch working properly	<input type="checkbox"/>	
Main breakers identified	<input type="checkbox"/>	
<b>Tanks and Dispensers</b>		
Ensure dispensers secured	<input type="checkbox"/>	
Spill container, fill caps and other tank openings with gaskets in place and secured	<input type="checkbox"/>	
Dispenser hoses and nozzles secured	<input type="checkbox"/>	
Tanks full of product	<input type="checkbox"/>	
Ensure tanks are not run dry; guard against damage to turbines	<input type="checkbox"/>	
<b>Signage</b>		
ID sign faces secured and bolted	<input type="checkbox"/>	
Signage footing bolts, washers and nuts verified	<input type="checkbox"/>	
<b>Office</b>		
Electronic files backed up and stored offsite	<input type="checkbox"/>	
Files secured and locked in desk and/or file cabinet – protect from potential water damage	<input type="checkbox"/>	
Cash and checks deposited at designated bank	<input type="checkbox"/>	
Cover all critical office equipment	<input type="checkbox"/>	
Electronic equipment moved to a secure and enclosed area	<input type="checkbox"/>	
Secure all items that may become projectiles (e.g. stapler)	<input type="checkbox"/>	
<b>Before Leaving the Station</b>		
Secure all critical inventory (e.g. lottery tickets)	<input type="checkbox"/>	
Turn off all individual breakers for dispensers and submerged turbines (STPs)	<input type="checkbox"/>	
Turn off all EPOS equipment (refer to Business Point for instructions).	<input type="checkbox"/>	
Close and lock all doors and windows	<input type="checkbox"/>	

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