



LAPLACE TRAVEL CENTER LLC

HURRICANE CHECKLIST

HURRICANE ALERT

Items to be ordered from supplier

- ☐ Order gas before 10:00am
- ☐ Gallon bottle water
- ☐ Batteries-C & D
- ☐ Matches and lighters
- ☐ Can goods-meats

Items NOT to order

- ☐ Frozen foods, perishable items, milk

HURRICANE WATCH

- ☐ Review with staff procedures for closing location
- ☐ Update emergency telephone numbers for ALL employees in payroll and print list
- ☐ Test ALL keys for locking doors. Set for HH Mgr, Cstore Mgr, Mike

HURRICANE WARNING

- ☐ Meet with staff to advise of plan—who to contact and respond to texts
- ☐ Review location of shutoffs with managers for pumps, water, electrical, gas
- ☐ Crank generator manually, put back in AUTO mode and check fuel level
- ☐ Put TV's on Channel 8 and radio to "public" radio
- ☐ Make sure have radio and flashlights with batteries
- ☐ POP should be removed and/or secured
- ☐ Outside garbage cans, buckets, brushes, etc. should be put in shed
- ☐ Flag should be removed and secured
- ☐ Contact hotel manager to reserve four (4) rooms
- ☐ Check fill caps on underground tanks—should be tighten and secured

If Closing Store

- ☐ Credit Card settlements—Place in zip lock bag and put in safe
- ☐ Cash Funds—place bank bag in zip lock deposit into NIGHT DEPOSIT
- ☐ Cover ALL cash registers
- ☐ DSR's, DMR's, time sheets, etc. put away in closet
- ☐ Turn off inside lights
- ☐ Confirm all cooler and freezer doors are closed tightly
- ☐ TURN OFF BREAKERS TO THE SUBMERGED PUMPS
- ☐ LOCK ALL DOORS WHEN LEAVING STORE

ALL MANAGERS, SUPERVISORS AND ESSENTIAL PERSONNEL ARE ON 24-HOUR CALL, AND MUST RETURN TO THE STORE ASAP!

WHAT TO DO IMMEDIATELY AFTER A HURRICANE

- Do not use candles, matches or other open flames if there is a possibility of damaged gas lines
- Check for injuries; use first aid and call 911 or other emergency services as necessary
- Limit phone use for emergency "life and death" situations only
- Stay away from damaged buildings if possible
- Do not order or accept delivery of product until you have determined that there are no leaks from or damage to the station's underground storage tanks
- Begin monitoring gasoline inventory in the station's underground storage tanks, manually using a stick
- Do not flush toilets until sewer lines are checked

Note: If situations are beyond your control or become life threatening (riots, looting or other situations), secure the station as much as possible, leave the area and find shelter.

WHAT TO DO WITHIN 48 HOURS AFTER A HURRICANE (IF IT IS SAFE TO DO SO)

Check Electrical

- Check main electrical service connections visually; contact a qualified electrician as necessary
- Check for gasoline and natural gas odors and vapors before turning station power on
- Restart environmental monitoring systems as soon as electrical service is restored; report problems immediately
- Visually check overhead electrical lines and contact utility company if necessary
- Check product
- Do not order or accept product deliveries until you have determined that there are no leaks involving the station's underground storage tanks
- Do not dispense gasoline if monitoring systems are in alarm, or if leak detectors trip or flow slowly
- Test operating equipment for proper operation before placing into service
- Gauge tanks manually (using a stick) and check for water using water-finding paste
- Take all mechanical meter readings
- If there is a suspected or confirmed tank leak, notify your supervisor and immediately arrange for removal of the product from the applicable tank(s)
- Visually inspect fill risers for leaks and damage
- Visually check shear valves, risers under dispensers, and turbine pump box
- Visually inspect interstitial monitoring wells if possible.

Check Facilities

- Visually inspect buildings, canopies and yard/riser signs for damage; post hazard signs where danger exists
- Cleanup debris or trash
- Check for food spoilage; throw out thawed frozen foods or refrigerated foods that were in coolers that reached 40 degrees F or above
- See if internet works on cable, if so swap wires for DVR back from yellow to grey and dbl-click static script
- Follow local health agency advice regarding public water supplies.

WHAT TO DO WITHIN TWO WEEKS AFTER A HURRICANE

- Reprogram environmental monitoring systems, Electronic Point of Sale (EPOS) equipment and other battery backup systems
- Check for water leaks by reading the water meter, not using water for 30 minutes and reading meter again. Different readings may indicate a leak; look for leak source and contact local agency.