

Hurricane, Tornado, and Inclement Weather Preparation

Before the storm

Communication:

- Stay in contact with your AVP for potential store closures.
- Have a communication plan with your store personnel. Texts are typically more reliable & faster during disasters due to phone lines being overwhelmed. After the storm, communicate with your team and report back to your AVP on their situations.

Evacuation:

- If you are in an area where authorities advise you to evacuate, please do so. Only return when authorities say it is safe.
- If you are not in an evacuation zone, use your best judgement. You could end up in an area without power for several days if the roads are impassable.
- Familiarize yourself with your state's evacuation route. This information can be found on your state's Department of Transportation or Emergency Management website:

Alabama	https://miscwapps.dot.state.al.us/ECC/
Florida	https://www.fdot.gov/emergencymanagement/documents.shtm
Georgia	http://www.dot.ga.gov/DS/Emergency/Hurricane
Louisiana	http://gisweb.dotd.la.gov/evacuationroute/desktop.html
Mississippi	http://mdot.ms.gov/portal/emergency_services.aspx?open=Hurricane
North Carolina	https://www.ncdot.gov/travel-maps/maps/Pages/evacuation-routes.aspx
South Carolina	https://www.scdot.org/travel/travel-emergencyresponse.aspx
Texas	https://www.txdot.gov/inside-txdot/division/traffic/safety/weather/hurricane.html
Virginia	http://www.vaemergency.gov/hurricane-evacuation-zone-lookup/

Safe Room:

Many of our stores are equipped with a FEMA Safe Room. If you are ever caught off guard by a storm with severely high winds, move customers and employees to this room and engage the 3 point lock mechanism.

After the storm

- Only go back to your store when it's safe. Do not go in if there is any flooding or downed power lines.
- Assess the store for damage. Check the landscape, signage, building exterior, interior, storefront glass, and roof.
- Take pictures of any damage found and email them to the Facilities Dept.
- If equipment was moved, come in as early as possible. We recommend coming 2.5 hours before opening for business. Contact the Information Center at 800-366-4399 to get computers back online.

Inclement weather closing checklist	<input type="checkbox"/> Under each of the sales podiums, turn off power at the surge protector / power strip.
	<input type="checkbox"/> Call the Information Center to have network rack shut down.
	<input type="checkbox"/> Unplug computers and set them at least 2 feet above the floor and place them inside a DTC/ATC tire bag.
	<input type="checkbox"/> Place your keyboards and mice inside a trash bag to protect from water damage.
	<input type="checkbox"/> Unplug the power cord to your monitors and cover/wrap the monitor with a DTC/ATC tire bag.
	<input type="checkbox"/> Make sure the following items are powered down and cover/wrap them with a trash bag: <ul style="list-style-type: none"> <input type="checkbox"/> Phones <input type="checkbox"/> Card readers <input type="checkbox"/> Printers - invoice & adjustment <input type="checkbox"/> Report printer in office – unplug power cord prior to covering
	<input type="checkbox"/> Unplug the power cord from your tire changers.
	<input type="checkbox"/> Turn off the switch on the back of the balancers and unplug from the outlet. This outlet is a twist lock plug, so you will need to rotate the plug counter-clockwise prior to pulling out the plug.
	<input type="checkbox"/> Cover the screen of the balancers with a DTC/ATC tire bag, then lay a bag or two over the top of the balancer and hold in place with a full box of recycled wheel weights, etc.
	<input type="checkbox"/> Make sure that all of your autoflates and shop vacs are unplugged.
	<input type="checkbox"/> Place your jacks on the low rise lifts and raise the lift up. Then unplug the power cord of each lift pump.
	<input type="checkbox"/> Walk down the front of your tire racking and the front of the bays to make sure everything is unplugged.
	<input type="checkbox"/> Shut the power off to the air compressors and AC units at the circuit breaker panel. This will be a 3-pole circuit breaker. (see example photos) <div style="text-align: center; margin-top: 10px;">  </div>
	<input type="checkbox"/> Unplug the power to the air tank drains, and if your store has an air dryer, unplug that as well.
	<input type="checkbox"/> Power down and unplug your coffee maker.
	<input type="checkbox"/> Create a store emergency call list (preferably cell phones) and send a copy to you AVP and Facilities Manager. Please also distribute a paper copy to each employee.
	<input type="checkbox"/> Prior to leaving, secure your roof access hatch (if you have one) and use a zip tie or plug stem puller to “lock” the hatch shut.
	<input type="checkbox"/> Make sure all doors are shut and securely latched.

Contacts

Employees and Families	Contact
Employee and family support	Staci Adams 65954
Employee benefits	480-459-1136
Gift Cards for Employees	Colleen Bruce 65750
Bruce T. Halle Foundation	480-285-7383
Hotel Rooms, Rental Cars and Travel	Travel Department 66162
Safety: Employee and Family, Stores and Regional Facilities	Matt Peter 66901
Security: Employee and Family, Stores and Regional Facilities	480-229-2776
Medical Consultation with Nurse Manager	Keith McGill 66477
	480-487-4744
	Cameron Sharp 66792
	480-290-1158

Customers	Contact
Website: Notice of Store Hours or Closed	Steve Fragala 66853
Website: Impact on Internet Sales	Mike Desenberg 65902
	480-294-5832

Email list and websites	Contact
Storm Updates Email List	Lisa Lavelly 65876
	480-789-9253
discounttirefamily.com Updates	Staci Adams 65954
	480-459-1136

Emergency repairs	Contact
Repairs: Back Room Equipment (Changers, Balancers etc.)	Kory Connor 66991
Repairs requiring Restoration Services (water removal, mold remediation and board up services etc.)	Rob Ramos 66433
Repairs to Company Cars or Trucks	480-338-8969
POS Equipment and Connectivity	Jim Farrar 67081
	847-917-4683

Repairs	Contact
Stores and Regional Facilities	George Guilford 66161
	480-226-9840
	Nick Beaudin 66322
	480-292-6234
Construction	Scott Fournier 66811
	480-250-0201
POS Equipment and Connectivity	Jim Farrar 67081
	847-917-4683
Real Estate	Pierre Smith 66205
	602-448-1584

Financial	Contact
SAP Code for Storm	Melanie Falcon 66715
Capture expenses incurred due to storm	480-273-3126
Capture expenses for repairs to stores and facilities	Sharon Weber 65948
	480-254-1748

Continued on next page

*Continued from previous page***Contacts**

Product/Logistics	Contact
Stop or Change Store Delivery or any Logistics Issues	Matt Haselhuhn 66379 480-392-0475
	Amy Risley 65706
	Denise Sakson 65776
Coordination	Contact
Storm and Natural Disaster Questions Insurance and Legal Questions	Jim Parr 67024 303-638-6527