

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.
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**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)
<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
	480-229-2776
Security: Employee and Family, Stores and Regional Facilities	Keith McGill 66477
	480-487-4744
Medical Consultation with Nurse Manager	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
	480-338-8969
Repairs to Company Cars or Trucks	
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	Jim Parr 67024
Insurance and Legal Questions	303-638-6527