



EMERGENCY PREPAREDNESS CHECKLIST FOR RETAILERS

Large scale retailers face recurring threat of damage to their stores that are in the path of incoming storms or hurricanes. Below is a checklist to help you formulate your emergency preparedness plan and communicate it with your employees, key vendors and customers.

Take Care of Your Associates and Vendors

- Create your emergency communication plan, establish safe evacuation routes, compile employee, vendors, clients contact information, and communicate them with all parties

Establish What You Need

- Make a list of supply you will need from boards to protect windows to material to brace outdoor sign, gas in your company fleet, to drinking water, food and cash on hand to pay employees and contractors.
- Ensure you have easy access to your insurance policy, back up and protect all sensitive data
- Establish list of items to remove and ship to a safe location, electronics to unplug, gas and mail electrical feed shut off procedures

Establish A List of Essential Vendors

- Create a list of all business critical vendors and prioritize them based on the when you will need them to restore operation: **Group I:** Trash , Utilities, Main Suppliers. **Group II:** IT , HVAC, Refrigeration repair companies. **Group III:** all non critical business such as uniform companies
- Ensure your Group I and II vendors have a business continuity plan in place
- Establish a list of alternative, pre-qualified vendors for all Group I and II activities

Prepare Standardized SOW

- Create standardized SOW for predictable repairs across your operation's footprint, such as window repairs, water damage remediation
- Negotiate on demand and emergency rates before inclement weather seasons

Pre-stage Materials

- Store material you know you will need. From repair material to water, batteries, flashlights, first aid kits, food and cash.