

## HURRICANE PREPAREDNESS CHECKLIST FOR SERVICE STATIONS

Service Station:		Date:
Retailer		
<b>Topics</b>	<b>ok</b>	<b>Comments</b>
<b>General Information</b>		
Terminal telephone number available		
Maint. Contractor number available		
Hospital. Police and Fire Dept. number		
<b>Safety</b>		
First aid kit available and stored properly		
Fire extinguishers stored properly		
Loose items removed from outside		
Glass doors and windows protected		
<b>Electrical</b>		
Standby generator filled, tested & ready		
Transfer switch working properly		
Main breakers identified		
<b>Tanks and Dispensers</b>		
Dispensers anchorage verified		
All tank openings with gaskets in place		
Hoses & nozzles secured with locks		
Tanks full of product		
Plastic available to wrap dispensers		
<b>Signage</b>		
ID sign faces secured and bolted		
Signage footing bolts and nuts verified		
<b>Service Station in Construction</b>		
Contractor name & number available		
All material removed or strapped down		
<b>Others</b>		
Garbage containers covered & secure		
<b>Signature of person checking / date</b>		