

# POWER FAILURE IN A STORE

## Checklist of Factors to Consider for Developing an Emergency Plan

### **I. Life Safety**

- a. Does each store have an emergency lighting system?
- b. Do the emergency lighting systems meet the requirements of NFPA-101, Life Safety Code?
- c. Are emergency exits accessible?
- d. Are emergency exits and the routes to exits marked by signs?
- e. Has a procedure been established and have certain employees been trained to direct customers out of the store when the store must be evacuated?
- f. Have certain employees been appointed to keep customers from entering the store during an emergency evacuation?
- g. Are battery-powered portable lights or flashlights kept in assigned locations and checked regularly?
- h. Have certain employees been appointed to fire watch duty and do they know how to operate fire extinguishers?

### **II. Security**

- a. Have procedures been established to protect cash, etc., in cash registers, safe, and cash room?
- b. Have certain employees been appointed to stand by front and rear exit doors to prevent customers from stealing merchandise?
- c. What and where are the sources of security personnel if needed immediately, overnight, extended period?
- d. Have persons been designated to remain in the store overnight, if necessary, and have procedures been established to guarantee their safety and security?

### **III. Shutdown/Start-Up**

- a. Have certain employees been designated to turn machine switches to the "off" position to prevent injury to employees or overload on circuits when the power is restored?
- b. Does the store's engineering/maintenance department have a shutdown/start-up procedure and are all store managers and department managers familiar with their duties?
- c. Have instructions been issued specifically for checking and start-up of boilers, heating/cooling equipment, compressors, POS equipment, etc.?

#### **IV. Communications**

- a. Are all telephone numbers which might be needed in an emergency listed separately and posted, including: fire, police, life squad, telephone company, utilities companies, alarm company, security director emergency number, etc.?
- b. Has a method been established to report fire or other emergency when telephone lines are out?
- c. Has a method been established to contact employees at home to advise them to report or not to report for work?
- d. Has a procedure been established to utilize cell phones short-wave radio, CB, or other mobile method of electronic communications?
- e. Has a procedure been established to inform the distribution center to revise shipping schedule, if necessary?

#### **V. Perishable Merchandise**

- a. Do all store managers and department managers know the length of time each type of perishable product can remain saleable without additional refrigeration?
- b. Have methods and procedures been established to insulate perishable products against ambient temperatures and are materials that might be needed available in or near the store?
- c. Have sources been established for portable insulated containers or trailers to hold perishables and how long would it take to have the containers or trailers in place?
- d. If special containers or trailers are used, what special security procedures may be necessary to protect products against theft?
- e. If refrigerated trailers are to be used over an extended period of time, what provisions are necessary for refueling the reefer units?
- f. If perishables must be redistributed or sold, how will the action take place?
- g. Are local and state regulations known regarding protecting and/or selling perishable products under emergency conditions?
- h. Has a procedure been established to maintain records of all throwaways and markdowns resulting from the power failure?
- i. Have persons been designated to authorize and supervise all markdowns and throwaways and are the figures checked and verified by two people?
- j. If perishable products are to be discarded, has a procedure been established to comply with health department regulations and to assure no person can obtain unsafe discarded products?
- k. Are the insurer requirements known, if any, including recording and verifying losses, notification to the insurer, proper filing of claims, etc.?
- l. How will communications be maintained between stores and all perishable suppliers?

- m. Are supplier requirements for picking up and crediting merchandise known and communicated to all stores?

**VI. Training**

- a. What specific training is needed for designated store personnel to handle the duties prescribed in this particular emergency plan?
- b. How can a condition of readiness be maintained and evaluated? Store auditor reports? Security/safety checklists? Periodic checklists to be filed with the Emergency Preparedness Team?
- c. What is the most expeditious, efficient, and economical method for installing this emergency preparedness plan in all stores?

**VII. Other Factors to Consider**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_