

DISASTER/CRISIS/STORM EMERGENCY PREPAREDNESS PLAN

CHECKLIST FOR STORE CLOSING

WHEN TO USE:

Storm is 1-2 days from impact. Probability of impact is 75-100%.

Luxottica and/or mall owner has instructed the store to close and employees to vacate.

ACTION STEPS: (Check as you complete)

- Remove any merchandise that is stored within 2 feet from the floor. Store elsewhere in the store, such as up on counters. (If no space is available, make arrangements with a neighboring store.)
- Remove any P.O.S./computer hardware in the cash wrap that is stored less than 2 feet from the floor and place in a location above 2 feet from the floor.
- Disconnect all cables and store the hardware in the cash wrap or on a shelf in the stockroom. (Store above 2 feet.) Cover terminal with plastic. (Use of large trash liners is acceptable for this purpose.)
- Unplug anything that is plugged in. Wrap cords and store so they are at least 2 feet above the floor.
- Instruct the doctor's office to unplug all cords and store the plug at least 2 feet from floor level, and cover their electronic equipment with plastic. (Use of large trash liners is acceptable for this purpose.)
- Walk the doctor's office to make sure at least the equipment has been unplugged and cords are off the floor.
- Turn off gas pilots to hot water heaters if applicable.
- Cover any un-secured merchandise with plastic.

LAB LOCATIONS: (In addition to the above, follow the below steps)

- Unplug all equipment. Wrap cords and place wrapped cords in a location at least 2 feet above floor level.
- Cover equipment with plastic. (Use of large trash liners is acceptable for this purpose.)
Note: This includes covering the compressor and SP200 if applicable. If necessary, cut the plastic trash liner to increase the size of plastic you have available.
- Remove any chemicals stored on the floor and place in a location at least 2 feet from floor level. (Ideally on the counter)
- Move spill kit to a location at least 2 feet above floor level.

NOTE: Upon completion, fax or email this checklist to your Regional Manager