

STORM PREPAREDNESS Checklist



✓ **REVIEW**

and, if needed, update storm and emergency protocols.

✓ **DISTRIBUTE**

your emergency plan and protocols to all locations and drivers.

✓ **REMIND**

drivers of emergency resources, such as roadside assistance and insurance contact information.



✓ **FAMILIARIZE**

yourself with which local radio and television outlets provide storm information and road closures.

✓ **IDENTIFY**

locations for vehicle storage in the event of flooding or lasting infrastructure damage.



✓ **REVIEW**

insurance policies that are in place and make any required updates or adjustments.

✓ **ENSURE**

all vehicles are equipped with emergency kits and that kit supplies have been replenished if needed.

✓ **IDENTIFY**

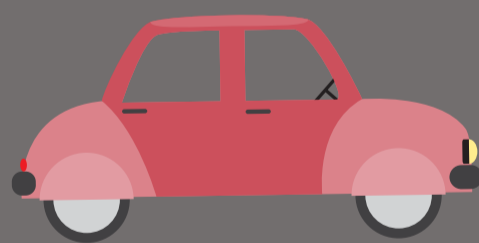
vehicles that are behind on routine maintenance, and ensure they are up to date to minimize risks of mechanical failures during emergencies.

✓ **ENSURE**

all driver emergency contact information is updated.

✓ **IDENTIFY**

evacuation routes and make sure drivers are familiar with them.



✓ **CONFIRM**

that fuel cards have a storm profile set up and review process for changing card limits or obtaining emergency fuel deliveries.

✓ **REVIEW**

the emergency services and protocols your fleet management company offers, including how they handle after-hours and emergency calls.

✓ **PREPARE**

an emergency communications plan for the field that identifies when emergency protocols are activated and who is responsible for communicating next steps and updates to locations and drivers.



If you would like to know how Merchants Fleet can help your organization review your safety and emergency preparedness options, please contact **866.653.2737** or **leasecontact@merchantsfleet.com**.