



Weather Preparation

In preparation for inclement weather, hurricanes, or flooding, complete the following checklist to ensure the safety and security of your location. Onsite personnel must perform all steps below before the weather approaches.

8 hours prior to weather

- Remove all exterior signage that is not permanently secured (i.e. loose signs, soft signage, marketing materials, inserts from wind masters, etc)
- Ensure you have the following items on hand
 - Flashlight and batteries
 - Sump pump and hose
 - Contact information for your markets IT Tech and Maintenance Tech
 - Contact and emergency contact information for all of your staff members

Before closing for weather

- Remove all vacuum and air hoses and store inside the building
- Remove all trash cans and lines that are not permanently secured and store inside the building
- Remove all gate arms and store inside the building
- Remove all clearance bars and store inside the building
- Power off all pay stations, SAL hardware, and gates
- Ensure all pay stations are locked and secured
- Lock/secure all gate tops
- Lock/secure all SAL enclosures in the lanes and tunnel
- Power off Tunnel entrance computer (OTT, TouchIT, etc)
- Move any items not permanently secured from the lot and place inside the building; i.e: mat machines, spray stations, towel carts
- Verify that the lot is free of any item that could be damaged from high winds or water damage.

- Power off all office computers; manager station, lobby computer, and office computer.
Important: *Do not power off the Sitewatch server, ICS servers, NVR, camera server, internet, or network equipment.*
- Ensure all IT equipment is elevated off of the floor.
- Power off the tunnel controller; TCS (TunnelWatch), WBC (Tunnel Master), or Laguna,
Note: Your location lights may be powered by your tunnel controller and as a result, they will not power on with the schedule once you power off your tunnel controller.
- Power off all compressors.
- Power off the MCC.
- Lock/secure all overhead doors. If applicable, use vise grips to help hold the overhead door to the track
- Final site walk - Walk the site and remove or secure any items that could be damaged by high winds, flooding, or water damage.