



Store Emergency Closure Checklist

PREPARATION

- ☐ 1. Locate a working front door key(s).
- ☐ 2. Make sure all door locks are working properly. Be sure that the holes in the bottom and top of the door jam where the locking pins go are free of debris so that the doors will lock securely.
- ☐ 3. If locks are not functioning and keys cannot be repaired or replaced prior to closing, prepare alternative methods to secure doors, such as bars, chains, padlocks, etc.
- ☐ 4. Ensure security alarm system is functional and there are at least two personal remote control security devices available.
- ☐ 5. Have at least two working flashlights.

CLOSING THE STORE

NOTE: While some of the procedures below may not apply if your store has lost power, it is still very important that the appropriate equipment and circuit breakers be switched to the off position before leaving the store. Additionally, the store should close if requested to do so by a law enforcement agency.

- ☐ 1. Complete a Day Close, count all money and count the deposit.
- ☐ 2. Print the Timesheet Summary
- ☐ 3. Call for a police escort to transport the deposit to the bank, but be prepared to make the deposit alone if an escort is not available.
- ☐ 4. Complete Cash Summary and Approve.
- ☐ 5. The register/change fund, money orders, lottery tickets and postage stamps should be locked in the Tidel safe or locked in the back room. Make sure your register drawers are open and empty. In the event of possible flooding, any items locked in the bottom of the safe or back office cabinet should be double-wrapped in trash bags for protection.
- ☐ 6. Cigarette carton back stock should be secured under lock and key in cabinets, office or backroom. In the event of possible flooding, do not store these items on the floor.



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- ☐ 7. Gasoline filler caps and pump nozzles should be padlocked (according to local policy).
- ☐ 8. Turn off food service equipment (roller grill, open air sanden case, ovens, etc..)
- ☐ 9. Ensure the outside electrical breaker box is locked.
- ☐ 10. Bring into the store any non-secured items such as outdoor trash cans and lids, ash urns, hoses, mats, etc.
- ☐ 11. Any outside displays should be moved inside the store.
- ☐ 12. Check to make certain rear exit is closed and 100% secure.
- ☐ 13. Lock all beer / wine doors.
- ☐ 14. Lock office and / or backroom door.
- ☐ 15. If store has a burglar alarm system, activate the alarm upon leaving.
- ☐ 16. Store Operators should have a list of their employees and other appropriate market personnel and their home phone numbers / pagers / cell phone numbers in their possession when they leave the store. (Refer to Emergency Contact List.)
- ☐ 17. Notify your Field Consultant or Zone Office once the store is securely closed.
- ☐ 18. Turn off circuit breakers, **except for** refrigerated cases (vault included), appropriate gasoline related breakers, a few interior lights and ISP/POS systems.
- ☐ 19. **Contact the 7-Eleven Hotline at 800-555-2620**
- ☐ 20. Use common sense and good judgment if communication with a Field Consultant or the Zone Office is not available.