|  |  |
| --- | --- |
| Title | **71. Steps for handling a major snow storm** **(storm rolls in while @ work) (storm happened over night)**  |
| Objective | In the event of a major snow storm, these steps will help ensure that the proper measures are taken to assure the safety of the employees while maintaining the business. |
| Responsibility | Manager in charge, Either the SM or the ASM who is currently responsible for the operations of the shop |
| Steps (Storm while @ work)Steps (Storm took place overnight) | 1. Check local weather reports for strength and duration of storm.
2. Keep all walk ways clear of snow and ice and keep bays dry.
3. Check with employees as to their length and location of travel to get home and dismiss them accordingly
4. Contact DM in reference to any early closings of the store.
5. Awaken early to allow additional time for steps below.
6. Check local weather reports for strength and duration of storm.
7. If severe contact your DM for delays or closures.
8. If no closures exist proceed to the store using plenty of time to allow safe travel.
9. If unsafe for a 2 or rear wheel drive vehicle contact a team member that has a four wheel drive vehicle and can drive you to the store.
10. Upon arrival to the store check the schedule and call employees to reduce crew as needed. Adjustments must be made and in a timely fashion.
11. Clear all walk ways and drive ways of snow/ice.

  |
| Revision Date | 10/2/2023 |