

## How to Respond to an Equipment/Maintenance Emergency

### Judge the Immediate Threat

- When a piece of equipment breaks down, or a store function is broken, answer these questions:
  - a. Is there a threat to employee or customer safety? If the answer is yes, call the Fire Department and/or move people out of the store.
  - b. Is there a threat to perishable product - usually cheese - so that refrigeration or storage is not reliable? If the answer is yes, notify the Shop Manager or Ken immediately.
  - c. Is there a threat to the store facilities (floor, plumbing, walls, other equipment)? If the answer is yes, notify the Shop Manager or Ken immediately, and take immediate action to prevent damage from fire/water/smoke, etc.

### Take Action to Protect Products, etc.

- (More instructions here)

### Make Sure Repair or Maintenance is Scheduled

- (more instructions here)

