



# Wiskerchen Cheese Inc. SOP

**Title: Tornado Warning & Plant Evacuation**

**# 2.066**

Issue Date: 4/15/14	Written By: Leigh Ann Hlavac	Approved By: John Wiskerchen	Revision # 5	Revision Date: 4/14/20	Revised By: Nicole Mayfield	Supersedes: 4/10/19	Page 1 of 2
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**Purpose:** To clearly detail for employees how to proceed safely to designated areas in the event of a Tornado Warning or Plant Evacuation.

## **Tornado Warning**

The radio, internet or a phone call from Management or Safety Coordinator are all acceptable methods for being notified of a tornado warning.

In the event of a tornado warning and the storm is approaching Auburndale, and within 10 miles, the intercom system will be used to inform employees to take shelter.

Employees will then turn off their machines, leave all personal items and product, then precede to their designated tornado shelter. Employees may wish to grab flashlights on their way to the shelters. Flashlights are represented by yellow stars on the Emergency Items and Evacuation Map.

Employees will return to work only when the “all clear” is given; Assigned Department Head will do this for First Shift and for second shift. The “all clear” will be issued once the storm has passed. Radios or internet can be used to monitor the storms progress.

## **Shelter Locations**

Department	Shelter Location
Feta Employees	Feta Food Service Packaging Area
Conversion Rooms	Feta Food Service Packaging Area
QA	Feta Food Service Packaging Area
Blue Employees	Blue Production
Front Office	Training Room
Shipping and Receiving	Training Room
Breakroom Employees	Training Room
Maintenance	Closest shelter location



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**Plant Evacuations**

Upon discovering an emergency, employee shall dial “Page” to page the plant and office. Then announce that emergency evacuation procedures are to be immediately implemented. “A fire has been observed; please evacuate the building through your nearest emergency exit.” When the signal is announced, the entire plant will evacuate by designated routes to the predetermined assembly area, the back parking lot behind Shipping and Receiving. Machines shall be shut off and all product and personal belongings shall be left in the plant. Once an evacuation has begun, it will be carried to completion even if it is known to be a “false alarm”.

For Second Shift, the Assigned Department Head will be responsible for evacuating the building, using a cell phone to call 911 and then calling management to notify them of the situation.

Employees shall leave their work areas through the primary route assignments unless the route is blocked by the emergency and not safely passable. The secondary route assignment shall be used when the primary route is blocked.

All Department Heads shall assist their employees to their appropriate exit. For those requiring assistance, the Department Head shall assign a “buddy” to assure safe evacuation for those persons. Once everyone has evacuated the facility and arrived at their designated assembly areas, Department Heads must take a head count as soon as possible. Management must be notified of any missing person (known or suspected location included), late arrival and/or injured person.

No one is to enter the building for any reason until the “All Clear” has been issued by management or the Fire Department.

**Evacuation Routes**

Department	Primary Exit	Secondary Exit
QA	#28 in the QA Office	#26 in Feta Retail Packaging
Feta Food Service	#26 in Feta Retail Packaging	#28 in the QA Office
Feta Production	#22 by the East Offices	#26 in Feta Retail Packaging
Feta Retail Packaging	#26 on the South Wall	#28 in the QA Office
Conversion Retail/Bulk	#4 on North Wall	#29 in Maintenance Office
Boiler Room	#’s 23 & 24 in the Boiler area	#26 in Feta Retail Packaging
Maintenance Mezzanine	#28 in the QA Office	#29 in Maintenance Office
Maintenance	#29 in Maintenance Office	#30 Overhead door in Warehouse
Label Room	#31 in Dry Storage Warehouse	#33 in Dry Dock
Dry Storage Warehouse	#31 in Dry Storage Warehouse	#33 in Dry Dock
Dry Dock	#33 in Dry Dock	#31 in Dry Storage Warehouse & #32 in Dry Storage Area



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Shipping & Receiving	#37 in Trucker's Waiting Room	#38 Employee Entrance
Blue Brine Hall	#16 East side of Blue Production	#s 6 & 14 in Cream/Whey Room
Intake and Pasteurizer Area	#s 8 & 13 in Milk Receiving Bay	#s 6 & 14 in Cream/Whey Room
Cream/Whey Room	#s 6 & 14 in Cream/Whey Room	#s 8 & 13 in Milk Receiving Bay
East Office Area	#22 on South Wall	#26 in Feta Retail Packaging
Whey Storage & Water Shed	#s 15 & 17 in Whey Storage	#s 19, 20 & 21 in Storage Shed and # 18 in Water Shed
Storage Shed	#s 19, 20 & 21 Water/Storage Shed	#s 15 & 17 in Whey Storage and # 18 in Water Shed
Pallet Wrap Area	# 34 in Main Cooler	# 40 in Break Room
Main Cooler	#34 in Main Cooler	# 37 in Trucker's Waiting Room
Shipping Office & Trucker's Waiting Room	# 37 in Trucker's Waiting Room	#38 Employee Entrance
Training & Prep Rooms	# 38 Employee Entrance	# 37 Trucker's Waiting Room
Human Resource Office Area	# 38 Employee Entrance	#39 Front Lobby
Lobby & Office Areas	# 39 Front Lobby	# 38 Employee Entrance
Break & Locker Rooms	# 40 in Break Room	# 34 in Main Cooler
Upstairs Conference Room	# 39 Front Lobby	# 38 Employee Entrance
Blue Retail	# 5 Blue Retail	# 43 North Curing Room Door
Blue Area / Blue Milling	# 5 Blue Retail	# 16 Blue Production

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_