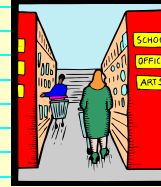


- **Groceries Available?** Canned soups, fruit, vegetables, powdered/shelf-stable milk, pasta, spaghetti sauce

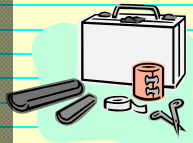
- **Condiments Available?** Non-dairy creamer, jelly, mustard, ketchup, mayonnaise, mustard, sugar & substitute

- **Paper Supplies Available?** Aluminum foil, plastic wrap, disposable pans, bowls, cups, forks, gloves, knives, spoons, napkins, paper towels, tissues, toilet paper, trash bags

- **Chemical Supplies Available?** Alcohol swabs, bleach, detergent for floors, counters, dish detergent, sanitizer, hand soap

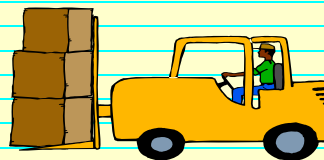


- **Miscellaneous Supplies Available?** First Aid Kit, Batteries, Flashlights, Manual Can Opener



How Much Do You Have on Hand?

How Much Do You Need to Order for Emergency Readiness?



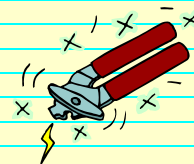
Standard Operating Procedures Electric Power Disruption

What is your procedure?

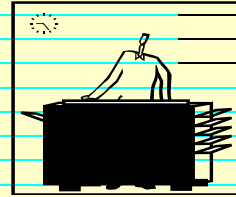
- To maintain temps, open refrigerators & freezers only when necessary?
- Flashlights w/batteries are located?
- Keys to food service office are located?
- Keys to freezers are located?
- Do you have a back-up generator?



- Alternate inventory & menus available?
- Emergency inventory available?
- Manual can opener available?
- Can you operate on steam heat?
- Can you operate on gas power?
- Alternate methods arranged to pay vendors?
- Cellular phone numbers available?



- Additional freezer, refrigerator space available?
- Where is ice available?
- Are refrigerated trucks available to hold food?
- Is disposable service ware available?
- Do you have sheets for recording temps of food, refrigerator & freezer temps, milk cooler?
- Actions taken when temps are too low or too high?
- Actions taken for food usage and discard?



Standard Operating Procedure Gas Disruption

How do you operate without gas?

- Who is trained to disconnect the gas?
- Where is the alternate inventory and menus?
- Facility equipped to operate on steam heat? On electricity?
- Where are cell phones located?





Standard Operating Procedure Water Supply Disruption

What will you do if you are without water?

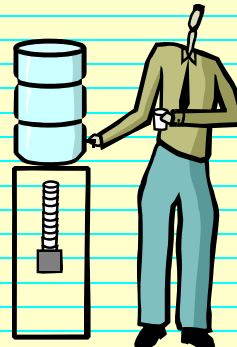
- Do you have sufficient bottled water available?
- Are alternate menus available?
- Do you have disposable serviceware available?
- Do you have an ice machine? Where will you get ice if you have no water?
- Actions taken when water comes back on?
- Actions taken for ice usage and discard?
- Who will supply ice? How purchased?



Alternate Resources for Water Supply Disruption

Who will supply you with “potable” safe water?

- How will you pay?
 - Cash on Delivery?
 - Purchase Order?
 - Charge It?
 - Donation?



Step Four



Teach Components of the Emergency Readiness Plan to All Food Service Staff

- Do you have drills?
- How & Where do you evacuate to?
- Who will contact you that a crisis is occurring?
- Does everyone on staff know what they have to do in a crisis situation?
- Are you prepared to run a “Shelter-in-Place”?

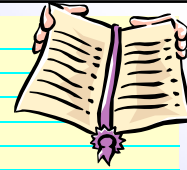


Three Day Shelter Menu

- Use refrigerated/frozen stock on hand first.
- If electric is out, check time and only use food supplies that are safe.
- Foods that should be available at ALL times: coffee, non-fat dry milk, tea, creamer, crackers, jelly, peanut butter, salt, pepper



Sample Menu for 3 Days



- **Breakfast (all days):** cereal, fruit juice, peanut butter, crackers.
- **Main Meal (Day 1 & 3):** sliced meat sandwich, canned vegetable, canned fruit, peanut butter, crackers.
- **Main Meal (Day 2):** pork & beans, canned vegetable, canned fruit, peanut butter
- **Evening Meal (all days):** tuna salad sandwich, canned fruit, peanut butter
- **Snack (afternoon & evening)** cookies, canned fruit

Step Five

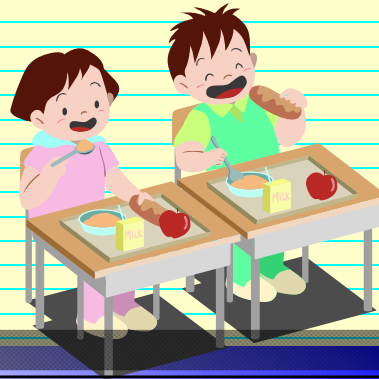
Practice Emergency Readiness Drills



- When was your last drill?
- How often do you have drills?
- Who initiates the drills?
- What happens if the drill happens during lunch?
- Do you watch for teacher directions to students?
- What do you do when you are evacuated outside the building?
- Have you talked about crisis situations with your staff? Have you assigned them specific duties?

Step Six

- Evaluate Emergency Readiness Plan
- How Effective is the Plan?
- Update as Needed



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