

Emergency Readiness Plan:

Forms for the
School Foodservice Operation



Developed by
National Food Service Management Institute
through a Cooperative Agreement

with
United States Department of Agriculture,
Food and Nutrition Service

Contact Directory

Chain of Command	Form A-1
Emergency Response Team Coordinators	Form A-2
Pagers and Radio Communications	Form A-3
Delegation of Tasks	Form A-4
Keys to Foodservice Operation	Form A-5
School District Emergency Contacts	Form A-6
Local Public Health and State Agency Emergency Contacts	Form A-7
Utility and Community Relief Organization Emergency Contacts	Form A-8
Message Carriers	Form A-9
Drivers and Transporters	Form A-10



Chain of Command

To reduce possible confusion, identify the chain of command early in the development stage. Provide a copy of the chain of command to school administrators and school foodservice personnel. Identify the Emergency Response Team coordinator(s) or other school officials who will determine when to activate the plan. Include a calling system to ensure a method for contacting everyone. Post the chain of command in a common location at each foodservice operation. Designate specific responsibilities for each of the Emergency Response Team coordinators.

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

4) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



Emergency Response Team Coordinators

Identify Emergency Response Team coordinators who can respond in the event of a foodservice disruption. Indicate the chain of command. Consider alternate communication measures such as carriers as part of the Emergency Response Team.

Feeding Site _____

Food Service Director or Manager _____

**Food Service
Director**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

**Meal Production
Coordinator**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

**Inventory/Record
Coordinator**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

First Aid Coordinator

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

**Kitchen Clean-up
Crew Coordinator**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

Form Developed on _____ Form Revised on _____



Emergency Response Team Coordinators (continued)

Feeding Site _____

Food Service Director or Manager _____

**Messages
Coordinator**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

**Public Relations
Coordinator**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

**Donations
Coordinator**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

**Volunteers
Coordinator**

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____

Other Coordinator

Name _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

E-mail _____

Home Address _____



Pagers and Radio Communications

*Identify the individuals who are responsible for pagers and radio communications.
Post this list in a common location.*

Feeding Site _____

Food Service Director or Manager _____

Pagers

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

4) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Radio Communications

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Form Developed on _____ Form Revised on _____



Delegation of Tasks

This list provides routine tasks of the foodservice operation. Use this list during the time of foodservice disruption. If the designated individual is unavailable to perform the task, the Emergency Response Team coordinator(s) should delegate the task to another individual.

Feeding Site _____

Food Service Director or Manager _____

Task	Responsible Individual(s)
Manages the foodservice operation	_____
Communicates with:	
Local officials	_____
State officials	_____
Public officials	_____
Monitors food safety	_____
Answers phones	_____
Checks e-mail	_____
Schedules employees	_____
Maintains inventory of food, supplies, and bottled water	_____
Assists in menu planning based on inventory, available utilities, water supply, and storage space	_____
Reports and documents any loss of food, supplies, and/or equipment	_____
Maintains reimbursement records	_____
Determines available storage space for donations	_____
Schedules clean-up	_____
Schedules volunteers	_____
Writes thank-you notes to contributors and volunteers	_____
Prepares and presents certificates of appreciation	_____

Keys to Foodservice Operation

*Identify the individuals who will have keys to the foodservice operation.
Post this list in a common location.*

Feeding Site _____

Food Service Director or Manager _____

**Foodservice
Operation
Master Key(s)**

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

**Foodservice Office
Keys**

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



Form Developed on _____ Form Revised on _____



Keys to Foodservice Operation

(continued)

Feeding Site _____

Food Service Director or Manager _____

Refrigerator(s) Keys

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Milk Cooler(s) Keys

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Keys to Foodservice Operation

(continued)

Feeding Site _____

Food Service Director or Manager _____

Storeroom Keys

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Freezer(s) Keys

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

School District Emergency Contacts

Identify school district contacts who will assist the foodservice operation in case of an emergency. Some examples are principals, teachers, computer support staff, nurses, clerical support staff, bus drivers, student and parent organizations, and custodians.

Feeding Site _____

Food Service Director or Manager _____

Administrator(s)

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

4) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



School District Emergency Contacts

(continued)

Feeding Site _____

Food Service Director or Manager _____

Teacher(s)

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

4) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



School District Emergency Contacts

(continued)

Feeding Site _____

Food Service Director or Manager _____

Computer Support Staff

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Clerical Support Staff

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

School Nurse(s)

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



School District Emergency Contacts

(continued)

Feeding Site _____

Food Service Director or Manager _____

**Maintenance
Foreman**

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Custodian(s)

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

4) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



School District Emergency Contacts

(continued)

Feeding Site _____

Food Service Director or Manager _____

Bus Driver(s)

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

4) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



School District Emergency Contacts

(continued)

Feeding Site _____

Food Service Director or Manager _____

Parent Organization

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Student Organization

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Others

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



Local Public Health and State Agency Emergency Contacts

Identify local and State contacts who will assist the foodservice operation in an emergency. Some examples are public health officials and State agency personnel. Post this list in a common location.

Public Health Official(s)

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

State Agency

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



Utility and Community Relief Organization Emergency Contacts

Identify utility and community relief organizations that will assist the foodservice operation in an emergency.

Electric Company

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Gas Company

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



Utility and Community Relief Organization Emergency Contacts

(continued)

Water Company

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Sanitation and Sewage

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____



Message Carriers

Identify local individuals who will serve as message carriers for the foodservice operation. Some examples of individuals are parents, volunteer organizations, and bus drivers. Remember, telephones, cell phones, e-mail, and computers may not operate in the event of an emergency.

1) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

4) Name _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Drivers and Transporters

Identify local individuals that can assist in transporting food and supplies for the foodservice operation in an emergency. Some examples are bus drivers, truck drivers, food vendors, and factory workers.

1) Name _____

Company _____

Position _____ E-mail _____

Item(s) _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

2) Name _____

Company _____

Position _____ E-mail _____

Item(s) _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

3) Name _____

Company _____

Position _____ E-mail _____

Item(s) _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____
