

# STEPS FOR EMERGENCY PREPAREDNESS

## STEP THREE

### Develop the school nutrition emergency preparedness plan and emergency preparedness Standard Operating Procedures (SOP).

Design a flexible emergency preparedness plan with a contingency or back-up plan for different potential disruptions. Develop a Standard Operating Procedure for short- and long-term interruptions. Consider including input from the response team and the school nutrition employees.

## A WELL-DESIGNED EMERGENCY PREPAREDNESS PLAN WILL

- Conduct a risk assessment of each type of incident with stakeholder buy-in
- Review the risk assessment with stakeholders
- Assess the availability and capabilities of resources for incident stabilization
- Determine any regulations pertaining to emergency planning from the Federal, State, and local levels
- Address applicable regulations in the plan
- Develop a warning, notification, and communications plan
- Develop protective actions for life safety (evacuation, shelter, shelter-in-place, lockdown)
- Prioritize “protective actions for life safety” to protect students, staff, and visitors during the initial moments of the event

## HOW TO DEVELOP SOPs:

- Create SOPs for each disruption identified in your district (internal threats, external threats, and natural disasters)
- Write procedures for SOPs (food safety practices, who to contact, required staffing)



## A PLAN ALSO WILL

- Develop hazard and threat-specific emergency Standard Operating Procedures as well as alternate plans, as applicable
- Train staff so they can fulfill their roles and responsibilities
- Establish and facilitate scheduled practice drills
- Establish a schedule to review the plan and update contact information

# SOPs

## INFORMATION TO INCLUDE

- **Purpose** – Indicates why the SOP is important, how it fits in the emergency preparedness plan, and which district policies are related to the SOP
- **Instructions** – Provide a step-by-step description of procedures that should be followed
- **Monitor Procedures** – Ensure an operation is following SOPs
- **Corrective Actions** – Specific, pre-planned actions that must be taken if an SOP is not followed
- **Suggested Recordkeeping Documents** – Needed to document monitoring and corrective actions taken
- **Verification Procedures** – Indicate that an emergency preparedness plan is working