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 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

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)
- 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

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 – Train staff so they can fulfill their roles and responsibilities
- Verification Procedures – Needed to document monitoring and corrective actions taken