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
- Address applicable regulations in the plan
- Develop a warning, notification, and communications
- 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
- 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 TO INCLUDE

- Purpose Indicates why the SOP is important, how it fits in the emergency preparedness plan, and which district polices 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



This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with the Institute of Child Nutrition at the University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government. The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights; Room 2826-W, Whitten Building, 1400 Independence Avenue, SW, Woshington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. © 2020, Institute of Child Nutrition, The University of Mississippi, School of Applied Sciences Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use with no cost to the participant for the training providing the following credit is included. These marrieds may not be incorporated into other websites or textbooks and may not be sold. The photographs and images in this document may be owned by third parties and used by the University of Mississippi under a licensing agreement. The University cannot, therefore, grant permission to use these images. Please contact helpdesk@theicn.org for more information.

May 14, 2020