

# STEPS FOR EMERGENCY PREPAREDNESS

An effective emergency preparedness plan meets specific needs of the foodservice operation. Prior preparation, employee training, and practicing for real-world scenarios are keys to success. An effective emergency preparedness plan properly prepares the program to ensure the safe production, service, and storage of food.

## STEP ONE:

Establish a school nutrition emergency preparedness team.



School Nutrition Staff, Administration, Central Office Staff, and Key Community Members

## STEP TWO:

Identify disruptions that may hinder a school nutrition operation.

- Internal threats
- External threats
- Natural disasters



## STEP THREE:

Develop plans and procedures.

- School nutrition emergency preparedness plan
- Emergency preparedness standard operating procedures
- Flexible emergency readiness plan with a back-up



## STEP FOUR:

- Train school nutrition staff on their role in the emergency preparedness plan.
- Discuss the plan step by step and identify responsibilities or tasks.

**STEP BY STEP**

## STEP FIVE:

Conduct mock emergency drills that address several of the disruptions in the emergency preparedness plan.



## STEP SIX:

Evaluate the effectiveness of the emergency preparedness plan and update as needed.

