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.

**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 TWO:** Identify disruptions that may hinder a school nutrition operation.
- Internal threats
- External threats
- Natural disasters

**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 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.