

# STEPS FOR EMERGENCY PREPAREDNESS

## STEP FOUR

**Train school nutrition staff on their role in the emergency preparedness plan.**

A crucial element of a successful emergency preparedness plan is training the individuals involved with the components of the plan. Review the plan step by step and identify responsibilities or tasks. Ask employees for feedback on the plan and welcome any suggestions. Identify where the plan will be located at each site.

### IDEAS FOR POSSIBLE TRAININGS

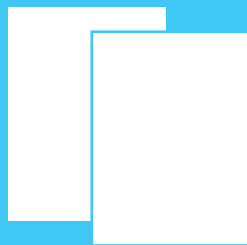
#### VIRTUAL MEETINGS

Hold virtual meetings for staff to review components and identify responsibilities or tasks of the emergency preparedness plan.



#### HANDOUTS

Provide each staff member a printout detailing their roles and responsibilities as part of the emergency preparedness plan.



#### SHORT VIDEOS

Create short videos identifying components, responsibilities, and tasks of the emergency preparedness plan.



#### STAFF MEETINGS

Hold staff meetings to review team member roles and responsibilities as part of the emergency preparedness plan.

