STEP ONE
Establish a school nutrition emergency preparedness team.

A school nutrition emergency preparedness team is designed to give guidance and assistance in the event of an emergency. This team will assist in the development, implementation, and evaluation of the plan.

CHAIN OF COMMAND

- Identify individuals who have the authority to activate the plan. This will provide unified procedures and less uncertainty during the emergency.
- Provide a copy of the chain of command to school administrators and school foodservice personnel.

THE NUMBER OF TEAM MEMBERS MAY VARY

- Size of school nutrition operation
- Projected number of meals to be served
- Type of disruption
- Foodservice operation designation as a relief shelter

Emergency Preparedness Team Members

Child Nutrition Central Office Staff
Director, Assistant Director, Secretary, Warehouse Coordinator

Child Nutrition Site Staff
Managers, Assistant Managers, School Nutrition Staff

The team may also include

School District Key Personnel
Superintendent, Assistant Superintendent, Principals, Assistant Principals, School Nurse, Emergency Preparedness Coordinator, Transportation Department, Business Manager, Maintenance Department

Key Community Members
Utilities Providers, Local Law Enforcement Agencies, Community Health Officials, Health Department, Vendors

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