# STEPS FOR EMERGENCY PREPAREDNESS

### 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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