Checklist for Managers  
Response to a Short Term Loss of Water Service

In responding to a water loss emergency of less than four hours (short term), think about the decisions you will have to make. The following are some considerations you need to assess.

Date: ____________________  Time: ____________________

Initial Assessment: ____________  Ongoing Assessment: ____________

<table>
<thead>
<tr>
<th>Statement</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Have you recorded the date and time of the water loss?</td>
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<td>Have the appropriate persons in the identified chain of command for the emergency been contacted?</td>
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<td>Is a copy of the District’s Water Loss Emergency Plan available?</td>
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<td>Is there an imminent health hazard to food operations?</td>
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<td>Has the Regulatory Authority been contacted by the designated person?</td>
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<td>Do you know the cause of the water loss? If yes, describe ___________</td>
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<td>Can the planned menu be served? If not, is an alternate menu available?</td>
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<td>Are adequate food items available to prepare alternate menus?</td>
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<td>Do you have adequate single-use items for the duration of the emergency?</td>
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<td>Is there sufficient potable water onsite? If not, is there a source available?</td>
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<td>Are you able to set up an alternative handwashing station? If not, food operations must cease and only prepackaged food may be served.</td>
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<td>Do you have adequate inventory of hand sanitizers and gloves?</td>
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<td>Is a toilet facility conveniently located and accessible?</td>
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<tr>
<td>Is an adequate handwashing facility in the immediate vicinity of the toilet?</td>
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<td>Have you posted signs prohibiting the use of:</td>
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<td>Handwashing sinks</td>
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<td>Water fountains</td>
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<td>Beverage machines</td>
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<td>Are there adequate supplies and chemicals for cleaning and sanitizing food contact surfaces?</td>
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</table>

Signature: ______________________________

Maintain this document for the time recommended by your local or state Regulatory Authority.