Checklist for Managers
Response to a Long-Term Loss of Water Service

In responding to a water loss emergency of greater than 4 hours of discontinued water service, think about the decisions you will have to make. The following are some considerations you need to assess.

Date: _____ Time: _____

Initial Assessment: _____ Ongoing Assessment: _____

Statement	Yes	No	Comments
Have you recorded the date and time of the water loss?			
Have the appropriate persons in the identified chain of command for the emergency been contacted?			
Is a copy of the District's Water Loss Emergency Plan available?			
Is there an imminent health hazard to food operations?			
Has the Regulatory Authority been contacted by the designated person?			
Do you know the expected duration of the water loss? If yes, how long? _____			
Do you know the cause of the water loss? If yes, describe_____			
Can the planned menu be served? If not, is an alternate menu available?			
Are alternate menus available?			
Are adequate food items available to prepare alternate menus?			
Do you have adequate single-use items for the duration of the emergency?			
Is there sufficient potable water onsite? If not, is there a source available?			
Are you able to set up an alternative handwashing station? If not, food operations must cease and only prepackaged food may be served.			
Do you have adequate inventory of hand sanitizers and gloves? Refer to the Emergency Inventory Form.			
Is a toilet facility conveniently located and accessible?			
Is an adequate handwashing facility in the immediate vicinity of the toilet?			
Do you have access to ice manufactured from potable water?			
Have you disconnected all equipment that uses water?			
Have you posted signs prohibiting the use of:			
three compartment sinks			
handwashing sinks			
water fountains			
toilets			
beverage machines			
Are there adequate supplies and chemicals for cleaning and sanitizing food contact surfaces?			

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