

CHAIN OF COMMAND

To reduce possible confusion, identify the chain of command early in the development stage. Provide a copy of the chain of command to school administrators and school nutrition personnel. Identify the Emergency Preparedness Team coordinator(s) or other school officials who will determine when to activate plan. Include a calling system to ensure a method for contacting everyone. Post the chain of command in a common location at each school nutrition operation. Designate specific responsibilities for each of the Emergency Preparedness Team coordinators.

1 Name _____
Position _____ E-mail _____
(H) Phone _____ (W) Phone _____ Cell Phone _____
Home Address _____

2 Name _____
Position _____ E-mail _____
(H) Phone _____ (W) Phone _____ Cell Phone _____
Home Address _____

3 Name _____
Position _____ E-mail _____
(H) Phone _____ (W) Phone _____ Cell Phone _____
Home Address _____

4 Name _____
Position _____ E-mail _____
(H) Phone _____ (W) Phone _____ Cell Phone _____
Home Address _____

Form Developed on _____ Form Revised on _____

