**EMERGENCY PREPAREDNESS**

During emergencies, State agencies play a unique role in supporting on-the-ground efforts in school nutrition programs. Follow these tips to maximize effectiveness. Be aware of how long “recovery” may take. Keep communication lines open as long as necessary.

**Communications**

**School Nutrition Programs (SNPs)**
- Make and maintain contact (cell phone, email, text) with SNP Directors.
- Communicate “early and often” policies for emergency operations.
- Minimize disruptions in service to unaffected SNPs.

**Other Emergency Responders**
- Ensure that Emergency Feeding Organizations (EFOs) understand the procedures of school nutrition service.
- Support SNP’s positions on the use of school food inventory for emergency feeding.
- Promote connections between SNPs and county emergency managers.
- Know the process for requesting emergency aid from the State – water, ice, generators, trailers, portable freezers, etc.

**USDA Food and Nutrition Service (FNS)**
- Create open lines of communication with FNS.
- Consult with FNS about possible State agency actions and other supports.

**State-Level Responses**

**Waivers**
- Secure access to needed data for waiver requests.
- Understand the waiver request process; write waivers accurately to meet needs.
- Request program waivers from FNS as needed.
- Remember – and remind SNPs about – waiver reporting requirements and deadlines.
- Provide State-level program flexibilities as needed.
- Be watchful of unintended or unexpected impact of waivers.

**USDA Foods**
- Know your USDA Foods State agency contact.
- Understand what USDA Foods are available to the State agency. Account for use when inventory runs low.
- Ensure USDA Foods usage tracking and reporting.

**Additional Areas**
- Be aware of the Stafford Act requirements.
- Focus on information technology (IT) resilience.
- Review, revise, and update the State-level emergency response plan as needed after the emergency.