WORKPLACE EMERGENCY PLAN

Prepare for an emergency before an event happens. Create a workable emergency plan with these six steps.

1. Research Current Community Efforts/Plans
2. Develop Emergency Action Plan
3. Secure All Approvals and Integration with District Plans
4. Train Staff/Communicate Plan Details
5. Implement Plan and/or Conduct Mock Trials
6. Evaluate/Review/Revise

**Keys to Developing Emergency Action Plans**

**Use Existing Models/Templates/Plans**
- Department specific
- District specific
- Other child nutrition programs
- Local government websites
- State agency websites
- Federal government websites
- Institute of Child Nutrition resources

**Make Specific Plans**
- External threats (power outages, boil water advisory, food recall, etc.)
- Food allergies
- Highly contagious diseases
- Internal threats (foodborne illness outbreak, fire, freezer breakdown, etc.)
- Local natural disasters

**Consider Necessary Pivots for Food Service**
- Alternate vendors
- Back to normal transitions
- Delivery services
- Meal service models and locations
- Product substitutions
- Staffing arrangements
Staff Communication and Training Are Critical to Success

- **Gather staff input** during planning, training, and post-implementation.
- **Generate staff buy-in** by explaining the why, where, what, who, how, and when.
- **Create staff communication tree** using staff phone, text, and email.
- **Delegate staff duties** and give clear directions on who does what.
- **Support two-way communications during emergencies** to keep team members informed and updated.

Stay One Step Ahead and Save Food Resources

- **Install backup generators** for coolers and freezers to maintain safe food temperatures.
- **Transfer inventory** to other schools, warehouses, or temporary storage facilities.
- **Keep up-to-date inventory records** for pre-emergency, post-emergency, and insurance purposes.
- **Purchase food wisely** in times of shortage; prices may fluctuate.