

## **Checklist for Managers**

### **Planning for a Loss of Water Service**

In planning for a water emergency, think about the decisions you will have to make if there is a short or long-term loss in water service. Consider how water can be obtained to support continued operation in accordance with your food safety plan and local regulatory requirements. There are several forms from the Institute of Child Nutrition's *Emergency Readiness Plan: Forms for the School Food Service Operation* available at <http://www.theicn.org/ResourceOverview.aspx?ID=61> that may help you in designing your plan for a water emergency.

Statement	Yes	No	Comments
<p><b>1. Identify chain of command appropriate for the emergency and when to contact Regulatory Authority as appropriate.</b></p> <ul style="list-style-type: none"> <li>• Utilize the school district's procedure and contact information for emergencies including names and telephone numbers of potential authorities or agencies (e.g., health officials, fire and rescue units, food safety regulatory agencies, USDA Food Distribution office, State agency, food management companies).</li> <li>• <i>Emergency Readiness Plan: Forms for the School Food Service Operation</i> <ul style="list-style-type: none"> <li>○ Form: Chain of Command</li> <li>○ Form: School District Emergency Contacts</li> <li>○ Form: Local Public Health and State Agency Emergency Contacts</li> <li>○ Form: Utility and Community Relief Organization Emergency Contacts</li> </ul> </li> </ul>			
<p><b>2. Develop a plan to prepare menus that require no water or minimal amounts of water which meet Child Nutrition requirements.</b></p> <ul style="list-style-type: none"> <li>• Develop a list of food that can be served using minimal water usage; for example, substituting canned fruit for fresh fruit or pre-prepared food for school made items.</li> <li>• Develop alternate serving methods eliminating self-service; for example, use prepackage fruit cups versus a self-serving bar.</li> <li>• <i>Emergency Readiness Plan: Forms for the School Food Service Operation:</i> <ul style="list-style-type: none"> <li>○ Form: Emergency Inventory</li> </ul> </li> </ul>			

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<p><b>3. Determine water needs for handwashing, warewashing, food preparation, cleaning and sanitizing, etc. during a water loss.</b></p> <ul style="list-style-type: none"> <li>• Determine amount of water needed. <ul style="list-style-type: none"> <li>○ If using permanent ware switch to single service</li> <li>○ Use prewashed produce</li> <li>○ Bag lunches from another site</li> <li>○ Transport pots &amp; pans to another site for cleaning</li> </ul> </li> </ul>			
<p><b>4. Review equipment list from current food safety plan to determine which pieces of equipment require water for operation and develop a contingency plan that describes what needs to be done if water service is lost.</b></p> <ul style="list-style-type: none"> <li>• Determine what equipment needs water; for example, water cooled freezer/refrigerators, ice machines, beverage dispensers with direct water.</li> </ul>			
<p><b>5. Determine the types of alternate water sources that may be available. (List of resources)</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain an inventory of bottled water, containers suitable for hauling water, and/or containers for storing water if delivered from a bulk carrier. <ul style="list-style-type: none"> <li>○ Determine if a bottled water inventory is appropriate.</li> <li>○ Determine need for bottled water based on student population.</li> </ul> </li> <li>• Identify alternate facilities where water can be obtained in the event of an emergency.</li> <li>• In long term emergencies, consider ways to get large amounts of water – Local Distributor, National Guard, Fire Department, etc. <ul style="list-style-type: none"> <li>○ Determine number of and size of water containers for hand washing, drinking, cooking, and cleaning.</li> <li>○ Find sources for containers; borrow/purchase from neighboring schools, churches, catering operations, hospitals, or colleges/universities.</li> </ul> </li> </ul>			

Statement	Yes	No	Comments
<p><b>6. Identify commercial, private, or public water supplies and points in your area where containers can be filled with potable, drinking water.</b></p> <ul style="list-style-type: none"> <li>• Keep a list of contact information (i.e., telephone numbers, email and physical addresses) for approved vendors' that deliver food and non-food products, equipment rentals, and emergency supplies.</li> <li>• Provide vendors with school nutrition (SN) director's designee's contact information.</li> <li>• <i>Emergency Readiness Plan: Forms for the School Food Service Operation:</i> <ul style="list-style-type: none"> <li>○ Form: Local Food Sources Emergency Contacts</li> <li>○ Form: Local Beverage Suppliers Emergency Contacts</li> </ul> </li> </ul>			
<p><b>7. Develop a procurement plan for alternate water and ice sources.</b></p> <ul style="list-style-type: none"> <li>• Get purchase order.</li> <li>• Update limit on procurement card (credit card).</li> <li>• Consult State agency and/or District's Chief Financial Officer (CFO).</li> <li>• Coordinate with District's purchasing department; check for state contracts that might apply.</li> <li>• Establish any necessary agreements with community relief organizations prior to an emergency with school board approval.</li> </ul>			
<p><b>8. Establish and maintain a minimum inventory of disposable gloves and hand sanitizer for use after washing hands with an alternative water source at each location.</b></p> <ul style="list-style-type: none"> <li>• Evaluate potential need for disposable gloves.</li> <li>• Check with school's administration for hand sanitizers.</li> </ul>			

Statement	Yes	No	Comments
<p><b>9. Establish and maintain a minimum inventory of single-use items.</b></p> <ul style="list-style-type: none"> <li>• Trays</li> <li>• Disposable utensils</li> <li>• Napkins</li> <li>• Paper towels</li> </ul>			
<p><b>10. Develop a contingency plan for toilets as necessary.</b></p>			
<p><b>11. Develop a checklist for site.</b></p>			
<p><b>12. Develop a training plan for site managers.</b></p> <ul style="list-style-type: none"> <li>• Provide information on emergency preparedness as a part of employee orientation.</li> <li>• Train staff on all documentation processes associated with emergency preparedness.</li> <li>• Train all employees annually on the emergency preparedness plan.</li> <li>• Provide employees with a checklist of the immediate actions that should be taken in case of an emergency and post in foodservice area.</li> <li>• Designate responsibilities for each of the emergency response SN team members.</li> <li>• Employ a multidisciplinary approach at each phase of emergency preparedness plan.</li> <li>• Offer a drill about how to deal with water loss emergency for staff.</li> </ul>			
<p><b>13. Develop an operational plan to control contamination.</b></p> <ul style="list-style-type: none"> <li>• Develop procedures to monitor all foodservice operations to prevent contamination.</li> <li>• Establish a procedure for saving/salvaging food and non-food items (e.g., undamaged, commercially prepared foods in all-metal cans or retort pouches, or food stored in refrigerators/freezers with rising temperatures).</li> </ul>			

<ul style="list-style-type: none"> <li>• Develop a procedure or log sheet to document and discard/destroy any food that is subject to contamination or spoilage from emergencies/disasters, in accordance with local, state, and federal requirements.</li> <li>• Establish procedures for maintaining refrigerator and freezer stored items.</li> <li>• Maintain accurate records of water cooled refrigerator/freezer temperatures in the event of lack of water. Temperature fluctuation may be due to no water or reduced water pressure.</li> <li>• Obtain and maintain Safety Data Sheets (SDS) for hazardous chemicals from all suppliers and make readily available to SN personnel.</li> <li>• Obtain, post, and store off-site the school floor plans indicating shut-off valves for all utilities affecting foodservice operations. For example, all water shut offs, gas shut offs.</li> </ul>			
<p><b>14. Plan for recovery.</b></p> <ul style="list-style-type: none"> <li>• Identify vendors and establish contracts/agreements for post-emergency clean up and restoration of school foodservice.</li> </ul>			
<p><b>15. Develop SOP for water emergencies.</b></p> <ul style="list-style-type: none"> <li>• Develop procedures for reviewing and updating emergency preparedness plan.</li> <li>• Evaluate Emergency Preparedness plan annually.</li> <li>• Reference Incident Command system for schools (ICS).</li> <li>• Establish a procedure to accept and direct volunteers to work during times of an emergency and document hours worked.</li> <li>• <i>Emergency Readiness Plan: Forms for the School Food Service Operation:</i> <ul style="list-style-type: none"> <li>○ Form: Standard Operating Procedures for a Water Supply Disruption</li> <li>○ Form: Alternate Resources for a Water Supply Disruption</li> </ul> </li> </ul>			

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