

## **Checklist for Managers**

### **Response to a Short Term Loss of Water Service**

In responding to a water loss emergency of less than four hours (short term), 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 cause of the water loss? If yes, describe _____			
Can the planned menu be served? If not, is an alternate menu 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?			
Is a toilet facility conveniently located and accessible?			
Is an adequate handwashing facility in the immediate vicinity of the toilet?			
Have you posted signs prohibiting the use of:			
Handwashing sinks			
Water fountains			
Beverage machines			
Are there adequate supplies and chemicals for cleaning and sanitizing food contact surfaces?			

Signature: \_\_\_\_\_

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