

WORKPLACE EMERGENCY PLAN

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



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.

This project was funded using U.S. Department of Agriculture grant funds. The USDA is an equal opportunity provider, employer, and lender. The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

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Suggested Reference Citation:

Institute of Child Nutrition. (2023). *STAR webinar series – Emergency preparedness for schools*. University, MS: Author.

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06/06/2023