Emergency Preparedness Resource Guide for School Nutrition Professionals

Prevention-Mitigation

Preparedness

FLOOD

Recovery

Response

Emergency Preparedness Resource Guide for School Nutrition Professionals

National Food Service Management Institute
The University of Mississippi

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Building the Future Through Child Nutrition

The National Food Service Management Institute was authorized by Congress in 1989 and established in 1990 at The University of Mississippi in Oxford and is operated in collaboration with The University of Southern Mississippi in Hattiesburg. The Institute operates under a grant agreement with the United States Department of Agriculture, Food and Nutrition Service.

Purpose
The purpose of the National Food Service Management Institute is to improve the operation of child nutrition programs through research, education and training, and information dissemination.

Mission
The mission of the National Food Service Management Institute is to provide information and services that promote the continuous improvement of child nutrition programs.

Vision
The vision of the National Food Service Management Institute is to be the leader in providing education, research, and resources to promote excellence in child nutrition programs.

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INTRODUCTION

School nutrition programs play an important role in serving healthy meals to meet the nutrition needs of America's children in the school setting. Not only do school nutrition programs provide healthy foods, but they also can provide food and support during time of natural or man-made disasters. With the rise in the incidences of armed intruders in school settings, the upsurge of natural disasters, and the prevalence of food contamination, there has been an increase in the need for the establishment of prevention and preparedness processes to address such incidences. The purpose of this study was to identify research-based practices for emergency preparedness in school nutrition programs, based on four practice categories (Prevention-Mitigation, Preparedness, Response, and Recovery).

This practice resource is a self-assessment checklist designed for school nutrition professionals who are implementing or assessing emergency preparedness practices in school nutrition programs. An expert panel of school nutrition directors, state agency representatives, and emergency management personnel were actively involved in the development of this practice resource by identifying goals and practice statements, grouping similar statements within the four practice categories, and providing formatting suggestions. Based on their recommendations, the resource contains a checklist which included a 3-point scale, current status, a plan of action section, and an implementation section. A national review panel was actively involved in the evaluation of this practice resource and provided feedback on the practice statements, goal statements, draft resource, content, scales, format, and usefulness of the resource as a self-assessment tool for school nutrition professionals.

NFSMI Emergency Preparedness Resource Guide for School Nutrition Professionals incorporates 87 practice statements and 17 goals within the four practice categories (Prevention-Mitigation, Preparedness, Response, and Recovery). Each practice statement is assessed using a 3-point scale based on current status (fully addressed, partially addressed, and not addressed). This scale is an assessment tool to determine the current status of each practice statement as it pertains to the user's school nutrition program. Upon assessing the current status of the practices, school nutrition professionals can establish a plan of action to address and prioritize those practices identified as needing attention. School nutrition professionals are advised to perform an annual review to assess the implementation of their plan of action. In addition, school nutrition professionals are encouraged to align the school nutrition emergency preparedness plan with federal, state, and local plans and guidelines.

The measurable practices featured in this resource define achievable and effective emergency preparedness strategies for school nutrition professionals. Both the expert panel and review panel agreed the practices define a comprehensive plan for emergency preparedness. School nutrition professionals can use this assessment to develop and maintain a multi-faceted, comprehensive emergency plan for school nutrition programs. Listed below are additional ways in which to use this best practice resource.

- Identify essential practices to implement in your school nutrition program.
- Identify the role of school nutrition staff and key community personnel necessary for planning, developing, and implementing policies and procedures related to emergency preparedness.
- Identify the resources needed for planning, developing, and implementing policies and procedures related to emergency preparedness.
- Identify training needs of school nutrition staff specific to emergency preparedness activities.
- Establish a plan of action based on your assessment of the practices needing attention.

ABBREVIATIONS AND DEFINITIONS
OF KEY TERMS

Current Status Scale

An assessment tool to determine the current status of each best practice statement as it pertains to your school nutrition program.

Fully Addressed – the practice is currently implemented in your school nutrition program.

Partially Addressed – the practice is being implemented to some degree in your school nutrition program.

Not Addressed – the practice can be accomplished but is not implemented in your school nutrition program.

Emergency Preparedness Categories

Research-based factors that influence emergency preparedness practices.

Emergency Preparedness Practices

Research-based statements that define achievable, effective, and efficient strategies for school nutrition programs to adopt in order to mitigate hazards; prepare for and respond to emergencies; and recover from the effects of an emergency.

Goals

Specific, measurable objectives that provide the context for what is to be accomplished under each category.

Phases of Emergency Management

Prevention-Mitigation – action taken to decrease the likelihood that an event or crisis will occur (prevention); the action taken to eliminate or reduce the loss of life and property damage related to an event or crisis, particularly those that cannot be prevented

Preparedness – strategies, processes, and protocols to prepare the institution for potential emergencies

Response – action taken to effectively contain and resolve an emergency

Recovery – procedures, resources and policies established to assist an institution's return to functioning after an emergency

SN

School Nutrition

Using the Emergency Preparedness Resource Guide

This self-assessment guide contains four research-based Emergency Preparedness categories that influence Emergency Preparedness practices: Prevention-Mitigation, Preparedness, Response, and Recovery. There are 87 Emergency Preparedness practices comprising the accomplishment of 17 goals that support the four Emergency Preparedness categories.

Step 1 – Current Status
Indicate the current status of each practice statement pertaining to YOUR school nutrition program with regard to Emergency Preparedness by placing a check mark in the appropriate column.

Anchor	Description
Not Addressed	Practice is <u>not</u> implemented in your program
Partially Addressed	Practice is implemented to <u>some degree</u> in your program
Fully Addressed	Practice is <u>currently</u> implemented in your program

Step 2 – Notes for Action Plan
Review and assess those practice statements identified as needing attention. Establish an action plan based on the assessment of YOUR school nutrition program with regard to Emergency Preparedness.

Step 3 – Implementation Status
Schedule a review of YOUR action plans with regard to Emergency Preparedness practices that are partially addressed or not addressed. Once the practice has been implemented in your school nutrition program, check the "Implemented" box and indicate the date it was implemented.

EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

SECTION 1

EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 1: The school nutrition director establishes a system to safely maintain school foodservice facilities and equipment.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Store breakable items and large heavy objects on low shelves.	☐	☐	☐		☐ Date: _____
Monitor electrical wiring and gas connections in foodservice areas to ensure appropriate maintenance of these systems.	☐	☐	☐		☐ Date: _____
Label and code all electrical breakers for quick response in an emergency.	☐	☐	☐		☐ Date: _____
Ensure that automatic gas shutoff valves are installed on all gas appliances.	☐	☐	☐		☐ Date: _____

SECTION 1
EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 2: The school nutrition director develops security procedures for minimizing risks to the school foodservice operations.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Follow the school district's security procedures (e.g., ensures employees of SN program wear identification [ID] badges when reporting to duty; identify the proper entrance for employees to use daily).	☐	☐	☐		☐ Date: _____
Establish a procedure to account for all keys, uniforms, and ID badges provided to personnel.	☐	☐	☐		☐ Date: _____
Follow the human resource's process for resigned or terminated employees.	☐	☐	☐		☐ Date: _____

SECTION 1
EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 2: The school nutrition director develops security procedures for minimizing risks to the school foodservice operations.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Develop a procedure and train employees to ensure that all foodservice delivery vehicles are locked when not in use.	☐	☐	☐		☐ Date: _____
Establish a procedure for verifying and receiving deliveries during and after business hours.	☐	☐	☐		☐ Date: _____
Establish/follow procedures for delivery and transport.	☐	☐	☐		☐ Date: _____

SECTION 1
EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 2: The school nutrition director develops security procedures for minimizing risks to the school foodservice operations.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Develop a procedure to control, monitor, and secure all access points into the foodservice facility and locked areas within the foodservice area (e.g., locked store rooms, cooler/freezers, etc.).	☐	☐	☐		☐ Date: _____
Establish a procedure for access to locked areas (e.g., storage, cooler/freezer, etc.).	☐	☐	☐		☐ Date: _____
Secure, control, and monitor access to all foods, beverages and chemicals.	☐	☐	☐		☐ Date: _____

SECTION 1
EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 2: The school nutrition director develops security procedures for minimizing risks to the school foodservice operations.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Establish a procedure for monitoring and reporting all signs of suspicious activity in all foodservice areas (e.g., individuals carrying weapons, pilfering, tampering with food, supplies, and/or machinery).	☐	☐	☐		☐ Date: _____
Create a plan for periodic safety inspections/ checks and assess/address vulnerabilities within the operation, as a part of emergency preparedness training for foodservice.	☐	☐	☐		☐ Date: _____

SECTION 1

EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 3: The school nutrition director establishes food safety procedures that reduce the risk of vulnerabilities to school foodservice operations.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Establish procedures for inspecting, rejecting, and returning food and non-food products.	☐	☐	☐		☐ Date: _____
Establish a procedure for response to food recalls.	☐	☐	☐		☐ Date: _____
Provide training on handling food and non-food deliveries.	☐	☐	☐		☐ Date: _____
Train employees on handling suspicious food and non-food packages.	☐	☐	☐		☐ Date: _____

SECTION 1

EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 4: The school nutrition director follows infection control measures established by the school district administration.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔️ Check box if implemented and enter date
Follow established procedure for work practices that reduce or eliminate the transmission of infection in the event of an emergency.	☐	☐	☐		☐ Date: _____
Follow established procedure for safe handling, reporting and disposal of bodily fluids in the event of an emergency.	☐	☐	☐		☐ Date: _____

SECTION 1
EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 5: The school nutrition director ensures the school foodservice operations readiness to respond in an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	**Partially Addressed**	**Fully Addressed**	**What do you plan to do? To whom will you assign the action? Are there deadlines to meet?**	✓ **Check box if implemented and enter date**
Review disaster plan to ensure that it includes the responsibilities of all positions within the SN operation.	☐	☐	☐		☐ Date: _____
Conduct mock foodservice emergency exercises to review current plan and to modify as deemed necessary.	☐	☐	☐		☐ Date: _____
Assess and identify foodservice operations response capabilities before the event of an emergency.	☐	☐	☐		☐ Date: _____

EMERGENCY PREPAREDNESS CATEGORY: PREVENTION-MITIGATION

Goal 5: The school nutrition director ensures the school foodservice operations readiness to respond in an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	**What do you plan to do?** **To whom will you assign the action?** **Are there deadlines to meet?**	✔ **Check box if implemented and enter date**
Participate in emergency preparedness training that includes district/school administrators, principals, teachers, custodians, foodservice staff and transportation.	☐	☐	☐		☐ Date: _____
Protect and secure all records and create a computer back-up system for daily use and store at a secure off-site location.	☐	☐	☐		☐ Date: _____
Follow the school district's procedures and train staff on contacting appropriate authorities when an emergency is imminent (e.g., food biosecurity, gas leaks, disgruntled employees).	☐	☐	☐		☐ Date: _____

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 1: The school nutrition director establishes procedures to ensure safe food and non-food resources are available in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Establish alternate emergency menus considering potential food inventory, power, water supply, and available personnel, depending on the disaster or level of damages.	☐	☐	☐		☐ Date: _____
Establish a procedure for notification of the quantity of foods and non-food products used during and after an emergency.	☐	☐	☐		☐ Date: _____
Maintain a district-wide inventory of existing food and supplies in preparation for an emergency event.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 1: The school nutrition director establishes procedures to ensure safe food and non-food resources are available in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Monitor emergency supply needs at each school site and report to school nutrition director.	☐	☐	☐		☐ Date: _____
Make available an emergency supply of food (perishable and non-perishable, disposable items) and items (manual bottle and can openers) according to local, state, and/or federal recommendations.	☐	☐	☐		☐ Date: _____
Maintain an adequate supply of personal protective equipment (i.e., gloves and eye protection).	☐	☐	☐		☐ Date: _____

SECTION 2

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 2: The school nutrition director establishes procedures and guidelines to ensure school foodservice facility safety in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Post an emergency escape route for each foodservice facility.	☐	☐	☐		☐ Date: _____
Obtain a list of safe places (both indoors and outdoors) for each type of natural disaster.	☐	☐	☐		☐ Date: _____
Develop a procedure for re-entry into the foodservice facilities during and after an emergency.	☐	☐	☐		☐ Date: _____
Identify alternate facilities where foodservice activities can be conducted in the event of an emergency.	☐	☐	☐		☐ Date: _____

SECTION 2

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 2: The school nutrition director establishes procedures and guidelines to ensure school foodservice facility safety in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	☑ Check box if implemented and enter date
Identify the schools in your school district designated as active shelters.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 3: Operational systems are established to maintain information on suppliers and agencies in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	☑ Check box if implemented and enter date
Utilize the school district's procedure and contact information for emergencies including the names and telephone numbers of potential authorities or agencies (e.g., law enforcement, hazardous material representatives, health officials, fire and rescue units, food safety regulatory agencies, Food Distribution office).	☐	☐	☐		☐ Date: _____
Keep a list of approved companies' contact information (i.e., telephone numbers, email and physical addresses) that deliver food and non-food products, equipment rentals, and emergency supplies.	☐	☐	☐		☐ Date: _____

SECTION 2

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 3: Operational systems are established to maintain information on suppliers and agencies in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Identify vendors and establish contracts/agreements for post-emergency clean up and restoration of school foodservice.	☐	☐	☐		☐ Date: _____
Provide vendors with SN director's/designee's contact information.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 4: Operational systems are established to ensure safe and sanitary practices within school foodservice before, during, and after an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Develop procedures to monitor all foodservice operations to prevent contamination.	☐	☐	☐		☐ Date: _____
Establish a procedure for salvaging food and non-food items (e.g., undamaged, commercially prepared foods in all-metal cans and/or retort pouches).	☐	☐	☐		☐ Date: _____
Establish a procedure that lists personal items allowed in the foodservice areas.	☐	☐	☐		☐ Date: _____

SECTION 2

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 4: Operational systems are established to ensure safe and sanitary practices within school foodservice before, during, and after an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	**What do you plan to do?** **To whom will you assign the action?** **Are there deadlines to meet?**	✓ **Check box if implemented and enter date**
Develop a procedure to document and discard/destroy any food that is subject to contamination or spoilage from emergencies/disasters, in accordance to local, state, and federal requirements.	☐	☐	☐		☐ Date: _____
Develop a procedure to respond to a declared "boil water" alert and comply with specific safety notices.	☐	☐	☐		☐ Date: _____
Develop procedures for isolating recalled and/or contaminated products.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 4: Operational systems are established to ensure safe and sanitary practices within school foodservice before, during, and after an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Establish procedures for maintaining refrigerator and freezer stored items.	☐	☐	☐		☐ Date: _____
Maintain accurate records of refrigerator and freezer temperatures in the event of electrical failure.	☐	☐	☐		☐ Date: _____
Obtain and maintain Material Safety Data Sheets (MSDS) for hazardous chemicals from all suppliers and make readily available to SN personnel.	☐	☐	☐		☐ Date: _____

SECTION 2

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 4: Operational systems are established to ensure safe and sanitary practices within school foodservice before, during, and after an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	**What do you plan to do?** **To whom will you assign the action?** **Are there deadlines to meet?**	✓ **Check box if implemented and enter date**
Obtain, post, and store off-site the school floor plans indicating shut-off valves for all utilities affecting foodservice operations.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 5: The school nutrition director develops a plan to identify and partner with community organizations for emergencies.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Identify and partner with potential community resources.	☐	☐	☐		☐ Date: _____
Identify vendors and establish contracts/agreements for post-emergency clean up and restoration of school foodservice.	☐	☐	☐		☐ Date: _____
Establish any necessary agreements with community relief organizations prior to an emergency with school board approval.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 6: The school nutrition director ensures that foodservice staff is trained and participates in emergency preparedness practices.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Provide information on emergency preparedness, as a part of employee orientation.	☐	☐	☐		☐ Date: _____
Train staff on all documentation processes associated with emergency preparedness.	☐	☐	☐		☐ Date: _____
Train all employees annually on the emergency preparedness plan.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 6: The school nutrition director ensures that foodservice staff is trained and participates in emergency preparedness practices.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔️ Check box if implemented and enter date
Provide employees with a checklist of the immediate actions that should be taken in case of an emergency and post in the foodservice area.	☐	☐	☐		☐ Date: _____
Designate responsibilities for each of the emergency response SN team members.	☐	☐	☐		☐ Date: _____
Employ in a multidisciplinary approach at each phase of emergency preparedness plan.	☐	☐	☐		☐ Date: _____
Participate in disaster specific drills to reduce the risk of injury to students and staff.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 7: The school nutrition director establishes procedures and documentation standards for school foodservice operations in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Develop a procedure to protect and secure all records and files.	☐	☐	☐		☐ Date: _____
Develop a procedure to ensure that child nutrition information/ data is stored off-site.	☐	☐	☐		☐ Date: _____
Develop an alternate plan to maintain accurate records including meal count/status (e.g., free, reduced-price, paid).	☐	☐	☐		☐ Date: _____
Establish a procedure to call employees back to work after an emergency.	☐	☐	☐		☐ Date: _____

SECTION 2

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 7: The school nutrition director establishes procedures and documentation standards for school foodservice operations in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Designate essential foodservice personnel to work within the foodservice area during an emergency.	☐	☐	☐		☐ Date: _____
Follow the school district's process for tracking employees' time and issuing paychecks during disaster operations.	☐	☐	☐		☐ Date: _____
Encourage district/school administrators to budget annually for emergency planning improvements.	☐	☐	☐		☐ Date: _____

SECTION 2
EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 8: The school nutrition director develops and implements an emergency preparedness plan.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	Implemented ☑ Check box if implemented and enter date
	Not Addressed	Partially Addressed	Fully Addressed		
Create and distribute a SN emergency plan handbook.	☐	☐	☐		☐ Date: _____
Ensure that the Americans with Disabilities Act regulations are considered throughout the planning process.	☐	☐	☐		☐ Date: _____
Develop procedures for reviewing and updating emergency preparedness plans.	☐	☐	☐		☐ Date: _____
Evaluate Emergency Preparedness plan annually.	☐	☐	☐		☐ Date: _____
Involve the SN director/designee in the school district's emergency preparedness team.	☐	☐	☐		☐ Date: _____

SECTION 2

EMERGENCY PREPAREDNESS CATEGORY: PREPAREDNESS

Goal 9: The school nutrition director ensures labor resources are available in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	**What do you plan to do? To whom will you assign the action? Are there deadlines to meet?**	☑ **Check box if implemented and enter date**
Develop a plan to utilize school board approved regular or substitute staff, as needed.	☐	☐	☐		☐ Date: _____
Maintain an accurate list of SN personnel's primary and backup contact information (i.e., phone numbers, physical addresses, e-mail addresses).	☐	☐	☐		☐ Date: _____
Establish a procedure to accept and direct volunteers to work during times of an emergency and document hours worked.	☐	☐	☐		☐ Date: _____

EMERGENCY PREPAREDNESS CATEGORY: RESPONSE

SECTION 3
EMERGENCY PREPAREDNESS CATEGORY: RESPONSE

Goal 1: The school nutrition director ensures that all staff are knowledgeable of district guidelines in the event of an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	**What do you plan to do? To whom will you assign the action? Are there deadlines to meet?**	✔ **Check box if implemented and enter date**
Follow the school district's policy for reporting and addressing an emergency (consistent with local, state and federal recommendations).	☐	☐	☐		☐ Date: _____
Follow the school district's procedure to take action if a breach in security is identified.	☐	☐	☐		☐ Date: _____

SECTION 3
EMERGENCY PREPAREDNESS CATEGORY: RESPONSE

Goal 2: The school nutrition director documents and monitors all food and non-food resources during an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Maintain accurate documentation of USDA foods and commercial foods.	☐	☐	☐		☐ Date: _____
Report emergency supply issues and needs to SN director/designee if school has been activated as a shelter.	☐	☐	☐		☐ Date: _____
Record the names, telephone numbers, and addresses of all volunteers.	☐	☐	☐		☐ Date: _____
Maintain an accurate record of the number of hours worked by school foodservice.	☐	☐	☐		☐ Date: _____

EMERGENCY PREPAREDNESS CATEGORY: RECOVERY

SECTION 4
EMERGENCY PREPAREDNESS CATEGORY: RECOVERY

Goal 1: The school nutrition director establishes procedures to follow local, state, and federal guidelines for replacement/reimbursement following an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✔ Check box if implemented and enter date
Document lost, damaged, or stolen items within a specified time frame to ensure school district meets the deadline for claim submission.	☐	☐	☐		☐ Date: _____
Obtain and document written notifications from the state agency before discarding any USDA foods.	☐	☐	☐		☐ Date: _____
Submit appropriate documentation to state agency, vendors, and district/school administrators according to state and federal regulations.	☐	☐	☐		☐ Date: _____

SECTION 4
EMERGENCY PREPAREDNESS CATEGORY: RECOVERY

Goal 1: The school nutrition director establishes procedures to follow local, state, and federal guidelines for replacement/reimbursement following an emergency.

Emergency Preparedness Practice Statements	Current Status			Notes for Action Plan	Implemented
	Not Addressed	Partially Addressed	Fully Addressed	What do you plan to do? To whom will you assign the action? Are there deadlines to meet?	✓ Check box if implemented and enter date
Establish a protocol to meet with school district's emergency preparedness team immediately following the emergency to evaluate, assess, and modify the school nutrition emergency plan.	☐	☐	☐		☐ Date: _____
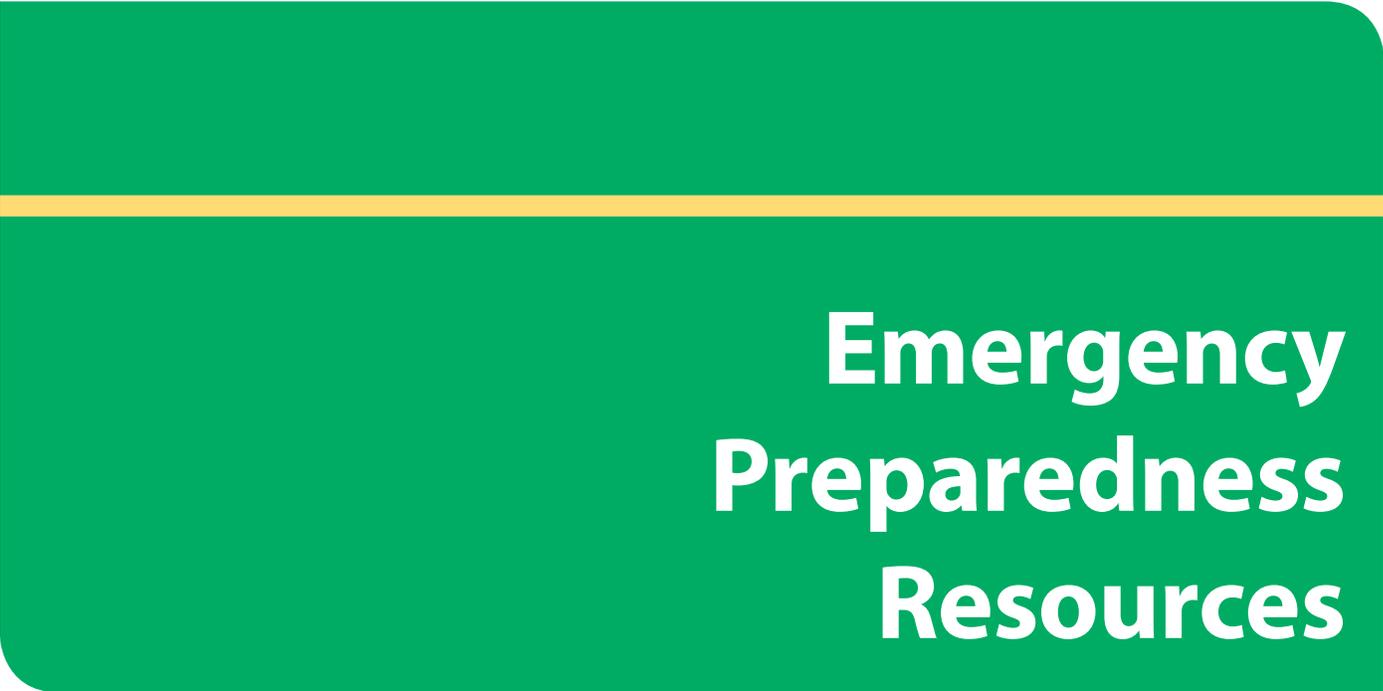
Emergency Preparedness Resources

School Food Service Employee Contact Information

School District: _____

School Name: _____

Address: _____

Date Compiled: _____

School Nutrition Director

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Nutrition Manager

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Nutrition Manager

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Nutrition Staff

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Food Service Employee Contact Information

School Nutrition Staff

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Nutrition Staff

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Nutrition Staff

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Nutrition Staff

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Food Service Employee Contact Information

School Nutrition Staff

Name		Cell Phone Number	
Office Phone Number		Physical Address	
Home Phone Number		E-mail	

School Nutrition Staff

Name		Cell Phone Number	
Office Phone Number		Physical Address	
Home Phone Number		E-mail	

School Nutrition Staff

Name		Cell Phone Number	
Office Phone Number		Physical Address	
Home Phone Number		E-mail	

School Food Service Vendor Contact Information

School District: _____

School Name: _____

Address: _____

Date Compiled: _____

School Nutrition Director

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

USDA Commodity/Food Distribution

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

Vendor

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

Vendor

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

School Food Service Vendor Contact Information

Vendor

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

Vendor

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

Vendor

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

Vendor

Name		**Cell Phone Number**	
Office Phone Number		**Physical Address**	
Home Phone Number		**E-mail**	

Monitoring Schedule for Annual/Follow-up Tasks

Task	Assigned to	Beginning Date	Completion Date	Comments

Emergency Preparedness Resource Links

The following are links to websites that will provide useful information and resources on emergency preparedness such as checklists, sample brochures, handouts, letters, press releases, reports, education and training.

FEMA. (2010, November). Comprehensive preparedness guide (CPR) 101: Developing and maintaining emergency operations plans Version 2.0. Retrieved from http://www.fema.gov/library/viewRecord. do?=&id=5697

FoodSHIELD. (n.d.) *Food defense awareness.* Retrieved from https://www.foodshield.org/index.cfm/discover-tools-links/training-videos/food-defense-awareness/

National Food Service Management Institute. (n.d.). *Food safety fact sheet: Salvaging food after a flood.* Retrieved from http://www.nfsmi.org/documentlibraryfiles/PDF/20110128013510.pdf

National Food Service Management Institute. (n.d.). *Food safety fact sheet*: Reopening your school kitchen after a flood. Retrieved from http://www.nfsmi.org/documentlibraryfiles/PDF/20110209091232.pdf

National State Departments of Agriculture. (2011, August). Food emergency response plan template: Version 4.0. Retrieved from http://www.nasda.org/File.aspx?id=4065

National State Departments of Agriculture. (2011, August). Food emergency response plan template: Supplemental Information Version 4.0. Retrieved from http://www.nasda.org/File.aspx?id=12006

United States Department of Agriculture, Food and Nutrition Service. (2011, April). *USDA foods program disaster manual.* Retrieved from http://www.fns.usda.gov/fdd/programs/fd-disasters/FDDDisasterManual.pdf

United States Department of Agriculture, Food Safety and Inspection Services. (n.d.). *Food defense plan: Security measures for food defense.* Retrieved from http://www.fsis.usda.gov/PDF/General-Food-Defense-Plan-9-3-09%20_2_.pdf

United States Department of Agriculture, Food Safety and Inspection Services. (n.d.). *Fact Sheet, Keep food safe during emergencies.* Retrieved from http://www.fsis.usda.gov/Fact_Sheets/Emergency_Preparedness_Fact_Sheets/index.asp

United States Department of Agriculture, Food Safety and Inspection Services. (n.d.). *Fact Sheet, Keep your food safe during emergencies: Power outages, floods, & fires.* Retrieved from http://www.fsis.usda.gov/Fact_Sheets/Keep_Your_Food_Safe_During_Emergencies/index.asp

National Food Service Management Institute

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University, MS 38677-0188
www.nfsmi.org

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