School Foodservice
Emergency Readiness Plan

Standard Operating Procedure for an Electric Power Disruption

Feeding Site: 

Prepared by: 

Approved by: 

Procedure: This procedure will take effect if the foodservice operation is without electric power for _______ hour(s).

To maintain temperatures, open refrigerators and freezers only when necessary.

Flashlights with batteries are located 

Keys to foodservice offices are located 

Keys to refrigerator(s) are located 

Keys to freezer(s) are located 

Facility is equipped to operate on back-up generator. □ Yes □ No 

If yes, the generator is located 

and will be operated by 

Form Developed on ___________ Form Revised on ___________

Standard Operating Procedures □ Form C-1a
Standard Operating Procedure for an Electric Power Disruption (continued)

Alternate inventory and menus available. □ Yes □ No
Emergency inventory available. □ Yes □ No
Manual can opener available. □ Yes □ No
Facility is equipped to operate on steam heat. □ Yes □ No
Facility is equipped to operate on gas power. □ Yes □ No
Alternate arrangements have been made. □ Yes □ No

With whom: ____________________________________________________________________

□ Cash on Delivery □ Purchase Order □ Charge □ Donation

Cellular phones: □ Yes □ No
If yes, cellular phone number(s): ____________________________________________________________________

Monitor refrigerator temperatures every ______________ minutes.
Monitor milk cooler temperatures every ______________ minutes.
Monitor freezer temperatures every ______________ minutes.
Monitor internal temperatures of food every ______________ minutes.
Use food within __________ hours; discard food within __________ hours.
Actions required when temperatures exceed minimum for food safety are: ____________________________________________________________________

Additional refrigeration storage is available. □ Yes □ No
If yes, where? ____________________________________________________________________

Additional freezer storage is available. □ Yes □ No
If yes, where? ____________________________________________________________________
The following will be washed and sanitized manually:
• Utensils □ Yes □ No
• Serving dishes □ Yes □ No
• Pans □ Yes □ No
• Smallware □ Yes □ No
• Equipment □ Yes □ No

Disposable serviceware available:
• Cups Quantity ______________
• Plates Quantity ______________
• Silverware Quantity ______________
• Bowls Quantity ______________
• Aluminum pans Quantity ______________

Form Developed on ______________ Form Revised on ______________
Alternate Resources for an Electric Power Disruption

The list below identifies where to locate alternate electrical resources for the foodservice operation.

Generators

Name ____________________________

Company ____________________________

Position ____________________________ E-mail ____________________________

(H) Phone ____________________________ (W) Phone ____________________________ Cell Phone ____________________________

Home Address ____________________________

☐ Cash on Delivery ☐ Purchase Order ☐ Charge ☐ Donation

Refrigerator Storage

Name ____________________________

Company ____________________________

Position ____________________________ E-mail ____________________________

(H) Phone ____________________________ (W) Phone ____________________________ Cell Phone ____________________________

Home Address ____________________________

☐ Cash on Delivery ☐ Purchase Order ☐ Charge ☐ Donation

Freezer Storage

Name ____________________________

Company ____________________________

Position ____________________________ E-mail ____________________________

(H) Phone ____________________________ (W) Phone ____________________________ Cell Phone ____________________________

Home Address ____________________________

☐ Cash on Delivery ☐ Purchase Order ☐ Charge ☐ Donation

Form Developed on ____________________________ Form Revised on ____________________________

Standard Operating Procedures ■ Form C-2a
### Refrigerator Trucks

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Position</th>
<th>E-mail</th>
<th>(H) Phone</th>
<th>(W) Phone</th>
<th>Cell Phone</th>
<th>Home Address</th>
</tr>
</thead>
</table>

- [ ] Cash on Delivery  
- [ ] Purchase Order  
- [ ] Charge  
- [ ] Donation

### Ice

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Position</th>
<th>E-mail</th>
<th>(H) Phone</th>
<th>(W) Phone</th>
<th>Cell Phone</th>
<th>Home Address</th>
</tr>
</thead>
</table>

- [ ] Cash on Delivery  
- [ ] Purchase Order  
- [ ] Charge  
- [ ] Donation
Standard Operating Procedure for a Gas Disruption

Feeding Site: ____________________________________________

Prepared by: ____________________________________________

Approved by: ____________________________________________

Procedure: This procedure will take effect if the foodservice operation is without gas power for ___________ hour(s).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Special tools are located ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Individuals trained to disconnect gas ______________________________________

________________________________________________________________________

________________________________________________________________________

Alternate inventory and menus available. .............................................. ☐ Yes ☐ No

Emergency inventory available. ......................................................... ☐ Yes ☐ No

Facility is equipped to operate on steam heat. ..................................... ☐ Yes ☐ No

Facility is equipped to operate on electricity. ...................................... ☐ Yes ☐ No

Cellular phones are located ________________________ Number ____________