**Step One**
Determine who will do what in the event of an emergency and develop a contact directory.

**Step Two**
Identify disruptions that may hinder a foodservice operation and determine alternate procedures.

**Step Three**
Develop the foodservice emergency readiness plan.

**Step Four**
Teach components of the emergency readiness plan to foodservice staff.

**Step Five**
Practice emergency readiness drills.

**Step Six**
Evaluate the emergency readiness plan’s effectiveness and update as needed.