### Standard Operating Procedures for a Water Supply Disruption

**Feeding Site:**

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**Prepared by:**

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**Approved by:**

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**Procedure:** This procedure will take effect if the foodservice operation is without water for ________ hour(s).

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Sufficient supply of bottled water is available. ☐ Yes ☐ No

Alternate menus are available. ☐ Yes ☐ No

Disposable cups, plates, silverware, bowls, and pans are available. ☐ Yes ☐ No

Ice machine is on location. ☐ Yes ☐ No

Dispose of ice in ice machine when

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Alternate arrangements have been made. ☐ Yes ☐ No

With whom

☐ Cash on Delivery ☐ Purchase Order ☐ Charge ☐ Donation

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Form Developed on ____________ Form Revised on ____________

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Standard Operating Procedures ▼ Form C-4
# Alternate Resources for a Water Supply Disruption

The list below identifies where to locate alternate water supplies for the foodservice operation.

## Potable Water

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

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

## Other Water Sources

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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</thead>
<tbody>
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<td>Company</td>
<td></td>
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- [ ] Cash on Delivery  
- [ ] Purchase Order  
- [ ] Charge  
- [ ] Donation
Six Steps to Success

A n effective emergency readiness plan provides a foundation for what actions to take in the event of a disruption. When developing the plan, take one step at a time. A well-conceived plan will help reduce confusion and ensure the health and safety of customers and employees. The six steps of a successful emergency readiness plan include:

**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.