



Food & Nutrition Services

Emergency/Shelter Operations Checklist

Ahead of Hurricane Season

1. Test blackboard notification system to be sure all staff receive call.
2. Manager & District Office should have addresses of all employees; if no phones, may need to check on them and help them, or recruit them as shelter volunteers.
3. Develop relationships with key organizations:
 - American Red Cross: MOU (Memorandum of Understanding) in place
 - Local Health Department
 - Local radio stations
 - Trucks: Your district's warehouse and transportation team
 - Other
4. Maintain a list of vendors/key contact person/phone numbers/delivery days.
5. Discuss obtaining and hooking up generators to your kitchen.
 - Will the generator run the lights
 - Will the generator run the oven
 - The Freezer and Cooler
 - Who will provide gasoline and monitor it overnight
6. Know which Utility Companies provide water to which sites. *A boil water alert may only affect a certain company.*
7. Plan a time to be sure a complete physical inventory is up-to-date.
8. Plan menus for emergency feeding.
9. Maintain 3 to 5 days of non-perishable USDA commodity foods for shelter feeding. *If shelter opens, USDA will release commodity foods for disaster-feeding relief, including the Red Cross, Salvation Army, your district warehouse, etc. District receives commodity entitlement credit for cases of product, not costed out.*
10. Maintain a Bottled Water Inventory at all times: 1 per student and staff.
11. Set up "auto" deliveries with Vendors for emergency menus: Deliveries made at pre-determined time/place with no extra authorization needed.
 - Bottled Water Milk
 - Bread Juice
 - Produce Other
12. Know which schools are Red Cross designated shelters vs. Pet-Friendly shelters vs. "Special Needs."
13. Obtain 800 megahertz radios and learn how to use.
14. Obtain car cell phone charger.
15. Keys and alarm codes to back up designee who lives nearby.
16. Obtain lanterns, flashlights and fresh batteries in sizes needed.
17. Obtain home sized can opener if no commercial manual can opener.
18. Download a weather app.
19. Know your district's policy on paying shelter staff.
 - Example:
 - Up to 40 hours – straight time
 - 40-60 hours – time and a half
 - 60+ hours – double time

3 days ahead of potential hurricane's arrival

20. _____ Fill stainless steel and other containers with water and freeze
21. _____ Bank ice in bags for freezer
22. _____ Test blackboard notification system after hours;
23. _____ Review emergency menus ---thaw meat for slicing?
24. _____ Save boxes to use to insulate food in cooler / freezer
25. _____ Obtain bleach and sanitizer strips to prepare safe drinking water
26. _____ Check batteries for lanterns and flashlights
27. _____ Check on generator status / gasoline status
28. _____ Check cleaning supplies, toilet paper, paper towels, trash can liners

2 days ahead of potential hurricane's arrival

29. _____ Inform central office – how is your freezer? Helps determine how much food can be transferred there.
Full freezer can last 48 hours without power
Half-full freezer can last 24 hours without power
Refrigerator food can last only up to 4 hours
Monitored alarm company can tell you time loss of power occurred
30. _____ Be sure all foods in freezer & cooler are in boxes for insulation
31. _____ Take care of your family, home and assets
 - _____ Fill car with gasoline
 - _____ Fill gas for your BBQ grill
 - _____ Refill prescription medications
 - _____ Purchase groceries
 - _____ Locate matches or electronic lighter
 - _____ Purchase or collect water
 - _____ Install hurricane shutters/plywood
 - _____ Bring in all outdoor items
 - _____ Make plans for your pets
32. _____ Notify vendors of cancelled or postponed deliveries due to school closings

1 day ahead of potential hurricane's arrival

33. _____ If you are a shelter, take complete physical inventory of all food on hand if time permits, make a copy and take copy home
34. _____ Place frozen water containers up high and throughout refrigeration & freezer units. *Since cold air falls, these solid blocks of ice will help keep temps low.*
35. _____ Leave only enough juice in the cooler for one breakfast service, freeze the rest of the juice. Do not freeze milk.
36. _____ Move milk from serving line milk coolers to walk in cooler
37. _____ Place bags of ice over milk (milk into pans – remove from cardboard boxes) Place milk in coldest part of cooler – away from door on lowest shelves
38. _____ Slice meat/cheese for emergency feeding
39. _____ Prepare to serve breakfast upon return without power (*cereal, roster, etc.*)
40. _____ Charge cell phones (*towers may go down for a few days, rendering them useless*)
41. _____ Fill all sinks, kettles, skillets and vessels with potable (drinkable) water.
 - _____ Cover all vessels of potable water
42. _____ Clear off loading dock by stowing mops, mop buckets, etc inside
43. _____ Print/copy forms for shelter use: sign-ins, blank schedules, etc.
44. _____ Locate “How to prepare safe drinking water” info
45. _____ See Principal/Head Custodian: Who is operating shelter during storm?
46. _____ Set up school shelter staff to have access to ice and bottled water
 - _____ Review sanitation rules with them (use the SCOOP in the ice machine)

As you depart before the storm

47. _____ Bring all surge protectors up off floor and cover with plastic bags
48. _____ Cover registers and cash drawers with plastic bags
49. _____ Move refrigerated food to the freezer; place bread in the freezer. *Refrigeration promotes staling; freezing slows staling process.*
50. _____ Be prepared for your district to shut down e-mail prior to your actual end of the day. Plan B to communicate: - cell phone? - fax?
51. _____ Tell staff to tune in to 97.3 radio station for information on when to report to shelter or return to school if telephones aren't working
52. _____ Secure cash on hand in safe and leave office door unlocked and open
53. _____ Check temps in all refrigeration/freezer units

Upon your return to regular operation after the storm

54. _____ Test computer, cash registers, etc
 55. _____ Thaw foods you had frozen prior to the storm (juice, bread, etc)
 56. _____ Empty and clean ice machine
 57. _____ If power was lost, check food temps to evaluate whether to keep or discard. *When in doubt, Throw it out!*
 58. _____ TRACK ALL FOOD DISCARDED
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Shelter operation tips

59. _____ TRACK ALL FOOD USED
60. _____ Ask staff to sign up to work various days / hours for experienced coverage of all shifts
61. _____ Have several changes of clothes and personal care articles in case your shift extends past 12 hours, 24 hours, etc
62. _____ Staff must sign in and out to track payroll
63. _____ Conserve your energy! You and your staff become supervisors/coaches
_____ Guide shelter volunteers to do the work
64. _____ No communication with your Director/Supervisor? Be a leader and improvise!
65. _____ Conserve product while being generous; a Boil Water Alert may extend for days
66. _____ Utilize USDA commodity foods first, if possible
67. _____ Continue to monitor refrigeration/freezer unit temps. If no power, LIMIT opening the doors
68. _____ Coordinate Red Cross food donations; track upon receipt
69. _____ Accept all donations with appreciation
_____ Take food temps and check dates after donor departs
70. _____ Plan breakfast, lunch, dinner, snack menus considering elderly dentition challenges, shelter residents with diabetes (carb counts? diet soda?), babies, etc.
71. _____ Maintain a needs/wish list as volunteers may be able to bring these items
72. _____ Shelter feeding includes feeding volunteers and *Meals to Go!* for the community volunteers.

Closing down a shelter

73. _____ Sort donated food and coordinate with Food Pantries, Churches, etc
74. _____ Contact Volunteers and Donors to thank them
75. _____ Take physical inventory for costing out usage/losses
76. _____ Report commodity food losses separately from purchased food losses