

# Foodservice Diagnostics

*A best practice review for your operation*



## Disaster Preparedness

### Emergency plans communicated and available

A description of the amounts and types of food/water in supply are included in emergency plan

Logistical support for transporting food and water supply is described in evacuation plan

Alternate location for food service (within current building) has been identified

Primary & alternate food, water & ice contracts in place

State and local Emergency Managers contact list

Vendor contact list

Internal staffing and department head phone trees (home and cell)

Staffing plans for pre-event, during and post-event.

Emergency plan checklist available for use during emergency

Hard copies of menus and recipes

Hard copies of resident diet information and tray cards

Satisfactory

N/A

Notes

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## Disaster Preparedness

	Satisfactory	N/A	Notes
Emergency power diagram			
Hand washing procedures for no-running water situations			
Written guide for using perishable foods first in an emergency			
Store emergency manual/procedures and contact lists mentioned here in waterproof container			
Maintain backups for your other computer files (flash drive, CD, DVD, external hard drive, or system network)			
Written preparation steps you can take when a potential weather emergency forecasted (ie: bagging ice, filling water containers)			
If possible, maintain a written contract with another facility to store perishable foods in the event of a sudden loss of freezer or cooler space			
<b>Emergency Food Supplies</b>			
Emergency menu planned			
Assure that a 3-7 day supply of nonperishable foods is available in-house, following planned menu			
Rotation policy for emergency food supplies is implemented			
Water supplies are adequate per policy - including residents/patients, staff & family, EMT, resident families if applicable.			

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	Satisfactory	N/A	Notes
Collapsible water bladders available if applicable			
<b>Emergency Non-Food Supplies</b>			
Non-food supplies stocked per policy			
Suggestions include, but not limited to:			
3-7 day supply of disposable dishes/utensils			
Canned heat such as sternos (sternos stored in fireproof units)			
Chafers and stands			
Waterproof containers			
Rain/snow gear			
Office supplies			
Flashlights			

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	Satisfactory	N/A	Notes
Batteries (variety of sizes)			
Can opener			
Communication tools:transistor radio, cell phone, cell phone chargers, charged battery packs, two-way radios, satellite phone			
<b>Staff trained per policy, including but not limited to:</b>			
Tracking process for meals served during emergency			
Use of Perishable/Non Perishable Foods			
Alternative cooking processes			
Hand hygiene and sanitation without water			
Methods to purify water			
Proper access of refrigerator/freezer storage			
How to utilize concentrated beverages			
Plans are reviewed at least monthly and immediately prior to a potential expected threat, such as severe weather conditions.			

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	Satisfactory	N/A	Notes
Assure that all staff know how to locate and implement the disaster plan			
Know which pieces of kitchen equipment you can operate without exceeding available power when running under emergency power			
Keep flashlights with working batteries in your kitchen and/or dietary offices and know where they are located			
Know your backup power source and how to implement the back-up power plan			
Emergency exits should not be blocked.			