



## Standard Operating Procedure Los Angeles Unified School District Food Services Division



SOP#:		Author:	Stephanie Gillenberg	Date:	01/20/09
Major Process	Emergency Procedures				
Process	Lock down				
Sub Process					

I. Process/Scope Overview:

The purpose of this process is to define procedures for handling school lockdowns.

II. Policies:

- A. The Food Services Manager is required to notify their AFSS immediately in the event of a lockdown and keep in communication with them and the School Administrator.
- B. Area Food Services Supervisors are required to notify the Senior Food Services Supervisor regarding the lock down and provide any updates received from the school site to the Food Services Division.
- C. Any service of food must follow HACCP procedures, USDA guidelines, CDE requirements and Board Rulings.
- D. Eligibility, counting and claiming procedures and verification of components on all meals must be followed in order to establish fully reimbursable meals.
- E. Non – reimbursable meals served to students, faculty, and administration will be billed on a cafeteria invoice and presented to the Principal for reimbursement to the Cafeteria Fund. A la carte prices will apply.

III. Procedures:

- A. The Food Services Manager must follow the instructions of the school site administration and stay within the cafeteria. All food service employees are required to stay in the cafeteria until the lock down is called off or further instruction is given by the Site Administrator.
- B. The Food Services Manager will notify the Area Food Service Supervisor immediately. Details and updates regarding the lock down must be communicated continuously.
- C. The Food Services Manager is required to stay in contact with the school site administration regarding the status of the lock down.
- D. If the lock down occurs before lunch service, the Manager must wait until they are given the “all clear” from the school site administration to serve lunch to the students.
- E. Unless circumstances prohibit the Food Services Manager from following the POS guidelines, **Point of Service procedures must be followed.**
- F. If the Food Services Manager is instructed by Site Administration to serve every student a full tray lunch or a la carte snack items regardless of the students eligibility, a full inventory of the items served must be recorded.
- G. Notify the Area Food Service Supervisor about the status of student meals.
- H. Following the meal service the Food Services Manager must complete a cafeteria invoice to include all student meals billed according to the a la carte listing and present this to the principal for his/her signature.
  1. A la carte prices will apply for any non-reimbursable food items served to the students.

- B. Once the Food Services Manager is notified that the lock down has been called off, all food service employees must sign out on the timesheet. The Food Services Manager is required to fill out the additional timesheet as needed and obtain the AFSS signature.

II. Responsible Individuals/Department:

- A. Food Services Manager
- B. Area Food Service Supervisor
- C. School Site Administration
- D. Senior Food Service Supervisor

III. Frequency/Timing:

As Needed

IV. Record Keeping Requirements:

- A. Inventory of all items served as non-reimbursable meal must be recorded and filed.
- B. Production Records must be completed and reflect all items served.
- C. Cafeteria Invoices, if needed, must be completed and signed by the principal.

V. Monitoring:

- A. Area Food Service Supervisor will monitor and convey information received from school site to their immediate Supervisor.

VI. Related Training and Recommended Classes:

- A. Emergency Procedure Training

VII. Related documents/Reference Material:

- A. OEHS Model Safe School Plan, Volume 2 – Emergency Procedures (Template No. 02-03, 06-05-03)

VIII. Key Support Contacts:

- A. Area Food Service Supervisor


IX. Key Words (for Indexing):

- A. Lock Down
- B. Emergency Response
- C. Cafeteria Invoice
- D. Non – reimbursable meal

## I. Revision History

Action	Date	Name
A. Created	01/20/09	Stephanie Gillenberg
Submitted for LAUSD Review	mm/dd/yy	
Added Comments From	mm/dd/yy	
Added Comments From	mm/dd/yy	
Added Comments From	1/8/10	L. Benavidez
Added Comments From	12/9/11	S. Gillenberg, J. Lee

## II. LAUSD Approval

Authorized by:   
(Laura Benavidez/Deputy Director)

Date: 12/9/11

Authorized by: \_\_\_\_\_  
(Name/Title)

Date: \_\_\_\_\_