



**Standard Policy and Procedure
Los Angeles Unified School District
Food Services Division**



SOP#:		Author:	Stephanie Gillenberg	Date:	01/20/09
Major Process	Emergency Procedures				
Process	Reporting Responsibility during a Natural Disaster				
Sub Process					

I. Process/Scope Overview:

The purpose of this process is to define procedures School Food Managers to provide food in the aftermath of a natural emergency during work and non-work hours.

II. Policies:

- A. California Government Code Section 3100-3109 states “in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...”
 - 1. Food Services staff are required to stay on the job until released by their Area Food Services Supervisor (AFSS)
 - 2. Following a natural emergency and once the safety of their own families is assured, food service staff are required to act as disaster service workers

III. Procedures:

- A. Following a natural emergency during non-work hours, the Food Services Manager and food services staff must do the following:
 - 1. Contact their AFSS on the date of regular work assignment
 - 2. If home school is damaged, go to the nearest secondary school site to report for work
- B. Following a natural emergency during work hours, the Food Services Manager must:
 - 1. Ensure the safety of all food services staff
 - 2. Evacuate staff to pre-designated area
 - 3. Lock the kitchen, secure all monies and food items
 - 4. Follow directions of onsite administration
 - 5. Contact Area Food Services Supervisor
- C. The Food Services Manager is required to notify the AFSS immediately following an emergency event onsite. Details and updates regarding the status of the cafeteria and food services staff must be communicated to the AFSS.
- D. The Food Services Manager is required to stay in contact with the school site administration regarding further instructions.
- E. Food Services staff may reenter the kitchen only after it is declared safe by administration, city or county building and safety officials, Maintenance and Operations Branch employees or structural engineers.
- F. Food Services Manager must take a current inventory to determine foods available for service.
- G. HACCP guidelines must be followed for all meals provided.
- H. The eligibility, counting and claiming procedures followed will be determined by the type of emergency and the level of declaration (State and/or Federal).

IV. Responsible Individuals/Department:

- A. Food Services Manager
- B. Area Food Service Supervisor

- C. School Site Administration
- D. Senior Food Service Supervisor

V. Frequency/Timing:
As needed.

- VI. 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.

- VII. Monitoring:
- A. Food Services Manager will monitor the service of food and convey information to the Area Food Services Supervisor
 - B. Area Food Services Supervisor will monitor and convey information received from school site to their immediate Supervisor.

- VIII. Related Training and Recommended Classes:
- A. Emergency Procedure Training

- IX. Related documents/Reference Material:
- A. School Safety Plan


- X. Key Support Contacts:
- A. Area Food Service Supervisor

- XI. 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

II. LAUSD Approval

Authorized by: 
(Laura Benavidez/Deputy Director)

Date: 1/8/10

Authorized by: _____
(Name/Title)

Date: _____