

# Alachua County Food & Nutrition Services

## Checklist: Preparing for an Emergency / Shelter Operation

### 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? \_\_\_\_\_ An 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
  - \_\_\_\_\_ Bread
  - \_\_\_\_\_ Produce
  - \_\_\_\_\_ Milk
  - \_\_\_\_\_ Juice
  - \_\_\_\_\_ 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

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

Alachua County Food and Nutrition Services  
 Emergency Feeding  
 Shelter Worker TIME IN / TIME OUT Payroll List

	Day	Date	Shelter Site	Name: First, Last	Skills / Job Title	TIME IN	TIME OUT	Total Hours Worked
1	S M T W TH F SA							
2	S M T W TH F SA							
3	S M T W TH F SA							
4	S M T W TH F SA							
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