

Standard Operating Procedures

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Standard Operating Procedure for an Electric Power Disruption

Feeding Site: _____

Prepared by: _____

Approved by: _____

Procedure: This procedure will take effect if the foodservice operation is without electric power for _____ hour(s).

To maintain temperatures, open refrigerators and freezers only when necessary.

Flashlights with batteries are located _____

Keys to foodservice offices are located _____

Keys to refrigerator(s) are located _____

Keys to freezer(s) are located _____

Facility is equipped to operate on back-up generator. Yes No

If yes, the generator is located _____

and will be operated by _____



Standard Operating Procedure for an Electric Power Disruption

(continued)

- Alternate inventory and menus available. Yes No
- Emergency inventory available. Yes No
- Manual can opener available. Yes No
- Facility is equipped to operate on steam heat. Yes No
- Facility is equipped to operate on gas power. Yes No
- Alternate arrangements have been made Yes No

With whom _____

- Cash on Delivery Purchase Order Charge Donation

Cellular phones Yes No

If Yes, cellular phone number(s) _____

Monitor refrigerator temperatures every _____ minutes.

Monitor milk cooler temperatures every _____ minutes.

Monitor freezer temperatures every _____ minutes.

Monitor internal temperatures of food every _____ minutes.

Use food within _____ hours; discard food within _____ hours.

Actions required when temperatures exceed minimum for food safety are: _____

Additional refrigeration storage is available Yes No

If Yes, where? _____

Additional freezer storage is available Yes No

If Yes, where? _____

The following will be washed and sanitized manually:

- Utensils Yes No
- Serving dishes Yes No
- Pans Yes No
- Smallware Yes No
- Equipment Yes No

Disposable serviceware available:

- Cups Quantity _____
- Plates Quantity _____
- Silverware Quantity _____
- Bowls Quantity _____
- Aluminum pans Quantity _____



Alternate Resources for an Electric Power Disruption

The list below identifies where to locate alternate electrical resources for the foodservice operation.

Generators

Name _____

Company _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Cash on Delivery Purchase Order Charge Donation

Refrigerator Storage

Name _____

Company _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Cash on Delivery Purchase Order Charge Donation

Freezer Storage

Name _____

Company _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Cash on Delivery Purchase Order Charge Donation



Alternate Resources for an Electric Power Disruption (continued)

Refrigerator Trucks

Name _____

Company _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Cash on Delivery Purchase Order Charge Donation

Ice

Name _____

Company _____

Position _____ E-mail _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Cash on Delivery Purchase Order Charge Donation

Standard Operating Procedure for a Gas Disruption

Feeding Site: _____

Prepared by: _____

Approved by: _____

Procedure: This procedure will take effect if the foodservice operation is without gas power for _____ hour(s).

Special tools are located _____

Individuals trained to disconnect gas _____

Alternate inventory and menus available. Yes No

Emergency inventory available. Yes No

Facility is equipped to operate on steam heat. Yes No

Facility is equipped to operate on electricity. Yes No

Cellular phones are located _____ Number _____



Standard Operating Procedures for a Water Supply Disruption

Feeding Site: _____

Prepared by: _____

Approved by: _____

Procedure: This procedure will take effect if the foodservice operation is without water for _____ hour(s).

Sufficient supply of bottled water is available. Yes No

Alternate menus are available. Yes No

Disposable cups, plates, silverware, bowls, and pans are available. Yes No

Ice machine is on location. Yes No

Dispose of ice in ice machine when _____

Alternate arrangements have been made Yes No

With whom _____

- Cash on Delivery Purchase Order Charge Donation



Alternate Resources for a Water Supply Disruption

The list below identifies where to locate alternate water supplies for the foodservice operation.

Potable Water

Name _____

Company _____

Position _____ E-mail _____

Quantity _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Cash on Delivery Purchase Order Charge Donation

Other Water Sources

Name _____

Company _____

Position _____ E-mail _____

Quantity _____

(H) Phone _____ (W) Phone _____ Cell Phone _____

Home Address _____

Cash on Delivery Purchase Order Charge Donation