

# 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



Form Developed on \_\_\_\_\_ Form Revised on \_\_\_\_\_



# 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

# Six Steps to Success

**A**n effective emergency readiness plan provides a foundation for what actions to take in the event of a disruption. When developing the plan, take one step at a time.

A well-conceived plan will help reduce confusion and ensure the health and safety of customers and employees. The six steps of a successful emergency readiness plan include:

- STEP ONE** Determine who will do what in the event of an emergency and develop a contact directory.
- STEP TWO** Identify disruptions that may hinder a foodservice operation and determine alternate procedures.
- STEP THREE** Develop the foodservice emergency readiness plan.
- STEP FOUR** Teach components of the emergency readiness plan to foodservice staff.
- STEP FIVE** Practice emergency readiness drills.
- STEP SIX** Evaluate the emergency readiness plan's effectiveness and update as needed.