

Standard Operating Procedure: Dealing with a Water Supply Disruption

PURPOSE: To ensure safe meal service to students and staff when dealing with a water main break.

SCOPE: This procedure applies to employees involved in preparing and serving meals to students and staff.

KEY WORDS: Emergency preparedness plan, food defense, contact surface, cleaning

INSTRUCTIONS:

Before

Prior to a potential problem with water main breaks, the school nutrition employee will:

1. Consult and observe professional advice regarding preventative maintenance of water mains and pipes.
2. Determine state and local health department requirements.
3. Consult with health department to develop a pre-approved plan regarding alternatives for operating in the event of a water main break, including alternate water sources.
4. Train school nutrition employees on using the procedures in this standard operating procedure.

During

When a break in the water main occurs, the school nutrition employee will:

1. Locate and follow standard operating procedures for water main breaks.
2. Follow standard operating procedures as approved by the state or local health department.
3. Check with local utility suppliers to determine the expected extent of the water break and the impact it will have on meal preparation.
4. Notify school nutrition director of the problem and that an emergency preparedness plan is being implemented.
5. Check with state and local regulatory agency before operating without water or hot water.
6. If hot water supply is affected, switch to disposables for meal service.
7. Make menu changes using disaster menu plan and foods available to substitute for menu items being prepared in the event of a water break.
8. Check changed menu against meal pattern to be sure that a reimbursable meal is being offered.
9. Meet with employees to change production schedule and make menu changes.
10. If preparation of foods is underway, follow standard operating procedure for storing food.
11. Prepare and serve changed menu.

Standard Operating Procedure: Dealing with a Water Supply Disruption (continued)

After

After the problem with water main break is resolved and the standard operating procedure is implemented, the school nutrition employee will:

1. Document the emergency event, make a written record that specifies the details of the event.
2. Review and revise standard operating procedure and the emergency preparedness plan as needed.

MONITORING:

The school employee will:

1. Maintain a supply of foods to prepare a menu of cold foods that meet meal pattern requirements.
2. Maintain a supply of disposables for meal service without hot water.
3. Evaluate effectiveness of standard operating procedure in the event of implementation.
4. Maintain time and temperature logs as required.
5. Participate in periodic mock drills, and self-evaluate and improve procedures, as necessary.

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this standard operating procedure.
2. Provide report of effectiveness of this standard operating procedure to the appropriate members of the emergency preparedness team.
3. Revise standard operating procedure accordingly.
4. Purchase additional equipment and supplies as necessary.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record monitoring activities and any corrective action taken on the standard operating procedure. The records will be readily available for historical purposes and utilized for development of future emergency preparedness plan.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____