



Checklist for Foodservice Disaster Planning

1. Identify potential disasters for specific location.

- _____
- _____
- _____
- _____

2. Meet with disaster planning team members.

- Internal: 1. _____ 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____
- External: 1. _____ 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____

3. Assign a spokesperson to handle media _____.

4. First Response Procedures

- Keep plan concise and simple to understand and implement.
- Post plan where all employees have access it.

5. Emergency Procedures

- Create a list of emergency phone numbers.
- Determine critical lists for:
 - Operations
 - Staff in Charge
 - Action Plan
- Prepare a plan for restoring normal operations.
- Create an emergency supply kit.
- Have a supply of food that requires little to no preparation
- Provide Training to:
 - Staff
 - Customers
 - Public