

Advanced Planning for Emergency Events

- Establish availability of generators or other forms of reserve power that can be utilized in the event of a prolonged power outage. Train staff on how to operate equipment.
- Create a list of all appliances that require electricity. This includes private wells and private sewage systems serving the facility.
- Arrange for a refrigerated truck that can be delivered to the site.
- Prepare an emergency menu containing food items that do not require advance preparation or cooking.
- Identify multiple sources where approved ice can be obtained.
- Purchase or make ice cubes and store in the freezer for use in maintaining refrigerated food temperatures. If gel packs are to be used, make sure those remain in the freezer at all times to allow for use in an emergency situation.
- Freeze containers of water for ice to help keep food cold in refrigeration and freezer units.
- Develop a plan for minimizing food loss. Identify ways in which you can limit food destruction during a prolonged power outage.
- Designate staff members into roles that will aid in keeping food safe during a long term power outage. For example: Which employee will maintain all temperature logs and assure that food is being maintained at 41°F or below?
- Develop a list of emergency contacts that are readily available to employees during an emergency. Critical contacts may include the following: fire department, police department, power company, electrician, refrigerated truck suppliers, ice supplier, private sewage contractor, private well driller, and the local health department.
- Maintain a supply of items that will allow you to prepare meals safely during a power outage. Items to consider are:
 - Single service items– knives, forks, spoons, etc.
 - Alternative heating source such as gas/charcoal grill, camp stove, or cans of instant heat.
 - Bottle or jugs of water (from an approved source)
 - Liquid bleach for sanitizing purposes
 - Portable coolers to chill food items that require refrigeration.
- If the facility requires a private sewage system for waste water disposal, note the type of system that serves the property and its location.
- If a private well is the main water source for the facility, note its location and keep contact information for a local service provider or licensed well driller. PLEASE NOTE: The components of a private well require electricity and the water system will not operate during a power outage.