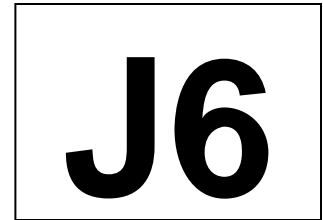


FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **EMERGENCY / DISASTER PREPAREDNESS, ASSESSMENT, RECOVERY AND REOPENING**

PURPOSE

The purpose of this procedure is to outline the steps in preparing for an impending emergency school closure, assessing kitchens/food/equipment, provisions for providing meals to students when schools are closed for an emergency, and what to do upon returning after an emergency closure.

PROCEDURE

Communication is vital in dealing with emergency situations, and it is important that all food service managers and personnel maintain current contact information with their supervisors. Food service managers/satellite assistants should follow instructions given via e-mail prior to an announced emergency. Phone lines and other means of communication may be limited during and in the aftermath of emergencies.

The Department of Food and Nutrition will communicate emergency information received from the district to all school food service managers/satellite assistants via the Emergency Telephone Trees and e-mails.

When M-DCPS declares a closure due to an impending emergency, the Department of Food and Nutrition must address various areas before and after the emergency. In addition, the Department of Food and Nutrition may be called upon to make school meals accessible to students during an emergency closure.

ALL LOCATIONS – PREPARING FOR IMPENDING EMERGENCY

The following procedure outlines steps for all sites to do prior to an emergency closure and preparing for the reopening of schools, as well as outlining steps and approvals in the event a directive is issued to provide students access to school meals during the emergency closure.

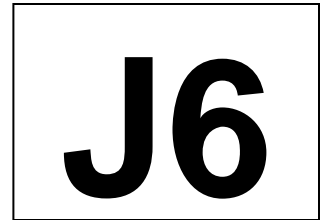
Before Leaving the Cafeteria

A. Contact information for all personnel: Emergency Telephone Trees

The food service manager/ satellite assistant is to ensure they have updated contact phone numbers for all staff and for their supervisors. The food service manager/ satellite assistant should take a copy of the contact information home with them to have available and keep a copy on their desk at the school for access.

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Food service managers/ satellite assistant must check in with their Principal/ School Administration to ensure all contacts are up to date.

B. Food and Supply Inventory

Prior to closing for the declared emergency, food service manager/satellite assistant must take inventory of all food and paper goods and keep a written record (not to be entered into TrakNow). This inventory is mandatory even if an End-of-Month inventory was recently taken. This inventory list should be placed in a sealed plastic bag and left visibly on the manager's desk.

C. Computer

1. Run a complete database of all the students (make two copies) and place in a sealed plastic bag to be left visibly on manager's desk.
2. Do the Start-Shutdown procedure to turn off the computer.
3. Turn off the monitor, printer and any other equipment plugged into the UPS (battery backup) or power strip.
4. Cover your computer and printer with a plastic garbage bag. Make sure all equipment is turned off before covering.

D. Generators

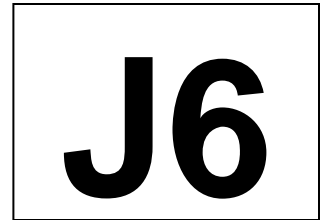
Inquire with the principal to determine if the school has generators to support refrigerators and/or freezers in the event of power loss. If so, store food in those designated units. If not, places cubed ice in a bag/container in freezer units containing food.

E. Propane Gas Tanks

Check with the principal to ensure gas is accessible and an adequate supply is available for your site.

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SELECTED LOCATIONS OPENED DURING A DECLARED EMERGENCY

Providing Meal Access for Students

- A. The district may direct the Department of Food and Nutrition to provide access to school meals for students during an emergency closure. This directive will require specific instructions and the following approvals:
- Approval for federal meal reimbursement for meals served to students during emergency school closures.
 - Safe access to selected school facilities.
 - Ability for staff to report to work and provide services.
 - Adequate food and supplies to provide emergency meal services.
 - Specific directives from the district regarding opening selected school locations, safety and police support, service times, etc.
- B. Meal items to be utilized will be dependent on inventory on hand and available for use, the ability to receive vendor deliveries of food and supplies, the availability of staff to work, and the safety of staff reporting to work.
- C. Emergency meal distribution/service to students will be conducted as approved directed by the Superintendent of Schools for identified locations, times, etc. and will cease no later than 24 hours prior to school re-opening post-emergency to ensure with adequate time for schools serving during the emergency to re-stock and for staff to prepare the kitchen and facility for the return of students to campus for normal operations.

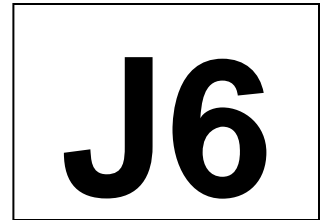
ALL LOCATIONS

After Returning to the Cafeteria Following Emergency Closure

In the event of food loss, the procedures specified below are required for insurance claim purposes. Make a copy of all documentation for your school records and submit a **legible** copy of all documents to the Department of Food and Nutrition within the timeframe requested. An e-mail will follow with detailed instructions.

FOOD AND NUTRITION PROCEDURES

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Subject: **EMERGENCY / DISASTER PREPAREDNESS, ASSESSMENT, RECOVERY AND REOPENING**

A. Purchased/Commodity Food

1. Food that has been damaged or spoiled must be reported on the following forms:
 - a. Food Usage or Food Spoilage Form Commodity Foods ([FM-7701](#)).
 - b. Food Usage or Food Spoilage Form Purchased Foods ([FM-7700](#)).
2. Complete all information required in each of the columns, total and sign the form(s).
3. Original vendor invoices for food indicated on the Food Usage or Food Spoilage Form Commodity Foods and Food Usage or Food Spoilage Form Purchased Foods must be attached.
4. Food items documented must be on vendor invoice submitted.
5. Invoices must be dated within the month prior to the disaster date.
6. Write the page number of the invoice on which the item is listed in the appropriate column on the food spoilage loss report. If the item is found on more than one numbered invoice, list all page numbers where the item is found.
7. Documents submitted must be original. Copies should be kept on file.

B. Prepared/Leftover Food

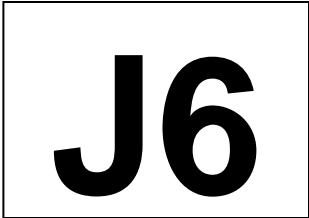
1. Pre-panned/leftover food that has been damaged or spoiled must be reported on the Food Spoilage/Loss Report – Prepared/Leftover Food form ([FM-7390](#)).
2. Complete all columns, total and sign the form.
3. Document the cost per portion of the pre-panned/leftover item which is available on the recipe screen.

C. Equipment

1. Ensure equipment is usable: check all refrigerators, freezers, milk boxes, ovens, hoods, steamers and serving lines.

FOOD AND NUTRITION PROCEDURES

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Subject: **EMERGENCY / DISASTER PREPAREDNESS, ASSESSMENT, RECOVERY AND REOPENING**

2. If equipment is damaged as a result of an emergency/hurricane, report it to the Equipment Repair Center (786-275-0500) and on the Emergency/Hurricane Damaged Equipment List form ([FM-7391](#)).
3. Send a legible copy to the Department of Food and Nutrition, Attn: Food Service Director of Facilities.

POWER OUTAGES

For power outages at any time, during normal operations and after an emergency:

A. Meal Service

Meals for breakfast and lunch may be altered based on availability of food and power/gas. If possible, a reimbursable meal should be provided. Sample menus are shown below:

BREAKFAST

Cold cereal
Muffin or Breakfast Bar
Juice – 4 oz.
Low-fat milk – ½ pint

LUNCH – OPTION 1

Cold lunch meat sandwich
(2 oz. meat and cheese)
Vegetable- ½ cup
Fruit or Juice – 4 oz.
Low-fat milk – ½ pint

LUNCH – OPTION 2

Ravioli, canned
Green Beans, canned
Fruit, canned
Low-fat milk – ½ pint

If an emergency lasts for a few days, every effort will be made to vary the type of food served to the students.

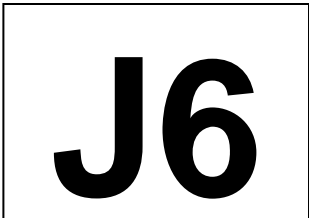
B. Meal Accountability

Using the most current data base, follow the appropriate instructions in Food and Nutrition Procedure [E-2](#), Operating Procedures for FastTrack P.O.S.– Power Outage, until the P.O.S. system can be reactivated.

C. Transporting Food

Food may need to be transported from a school site without storage following an emergency to a facility where the refrigerated/frozen food may be maintained at the correct temperature. Also, food and supplies may need to be transferred from locations with adequate inventory to sites in need of food/supplies. Arrangements should be made through the Food Service Supervisor.

**FOOD AND NUTRITION
PROCEDURES**
Miami-Dade County Public Schools



Subject: **EMERGENCY / DISASTER PREPAREDNESS, ASSESSMENT, RECOVERY AND REOPENING**

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Principals and Food Service Administrators

*Revised: July 2006, July 2008, May 2010, August 2012, July 2013, July 2015, July 2018, November 2022,
July 2023, July 2024
Reviewed: July 2024*