

University Planning: Essential dining services during an emergency

Emergency/crisis situations:

- In acknowledgment of the fact students live on campus and administrative support personnel respond to campus emergencies, the dining services contractor will coordinate catering functions.
- The dining services contractor has a comprehensive Business Continuity Plan and will coordinate feeding students, staff and faculty for three to five days.

On-site preparation:

- In ideal circumstances food can be prepared, cooked and served out of a kitchen on campus.
- Menu choices may be limited and feasibility of in-house operations will depend on food service staff and equipment available.

Power outage:

- In the case of an emergency that would render kitchens unusable, barbeque grills and portable stoves would be used for cooking. These appliances will be provided by the dining contractor.
- If power is lost, the dining services contractor will make use of items in the freezers first.
- Staff of the dining services contractor will gather food items from campus storage and vending machines and distribute as necessary.

Food deliveries:

- Delivery will be made using the dining services contractor's existing delivery vehicles.

Water:

- The dining services contractor's management will develop more specific plans for the storage and distribution of water and other beverages.
- Sufficient bottled water will be provided by the dining services contractor during the declared emergency (one gallon per person per day).

Emergency boxes:

- The dining services contractor will provide emergency boxes containing food and water. The box will include items recommended by the American Red Cross.
- The emergency boxes will serve as a back up food and water source. Example: one gallon water, ready to eat canned meats, fruits, vegetables, canned juices, high energy foods (granola bars, energy bars, etc.).

Commuter students:

This plan acknowledges commuter students, staff and faculty will likely remain on campus for at least 24 hours in the event of a disaster occurring during class hours.

- Individuals who park a vehicle on campus are strongly encouraged to keep ample emergency supplies in their automobiles.
- Recommended emergency supplies for vehicle:
 - Water: One gallon per person per day
 - Food: Non-perishable items, granola bars, protein bars, “comfort” foods
 - Extra set of clothes and sturdy shoes
 - Flashlight with extra batteries or light stick
 - Whistle
 - First aid kit, including a three day supply of prescription drugs
- **Emergency supply kits should be designed to fit your needs**

Expense tracking:

The dining services contractor will keep track of all labor records, food and supplies expenditures needed for the sheltering operations. These expenses will be forwarded to the University EOC Incident Commander.

See Emergency Preparedness Kits by the American Red Cross at:
www.redcross.org/services/disaster/beprepared/