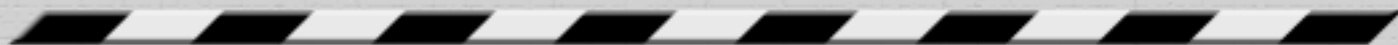


Community Relief Organizations



Community Relief Organizations Form F-1



Community Relief Organizations

**Questions from the
community relief
organization to the
school district**

*If the school foodservice is designated as a shelter, a contact person from the community relief organization will begin to assess the situation and determine the needs of the community. It is important to have as much information available as possible regarding the foodservice operation. Relief organization personnel may ask the following questions:**

1. Who is the designated disaster relief administrator in the school district?

2. What is the telephone number and address of the school that is serving as the community relief shelter?

3. Is there a basic floor plan for the foodservice operation, school, and restrooms locations?

4. Is there a portable generator? Who has training to operate the generator?
Is there a contract to obtain a generator?

5. Who is the designated administrator of the foodservice operation?

6. What is the home or cell telephone number of the foodservice director?

7. Is there a portable or cellular telephone in the foodservice area? What is the telephone number?

8. Does the school district have an emergency readiness plan?

9. What are the standard operating procedures?

10. Who has keys to the facility, walk-in refrigerators, freezers, coolers, and storerooms?

11. Where is the main power switch?

12. Where is the gas supply source?

Community Relief Organizations

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13. Where is the fuse or circuit breaker box?

14. Where are the air conditioner and fans? Are there any portable fans available?

15. Are portable heaters available?

16. Are blankets available?

17. Is bulk catering/transporting equipment available?

18. Is there an inventory of disposable dinnerware and flatware?

19. Where and how much water is available?

20. What system is available for holding water?

21. Are steamed jacket kettles and other stockpots available to store water?

22. Is there an agreement for procuring potable or bottled water with a local vendor?

23. Is coffee or tea available?

24. Is there a plan for additional refrigeration storage?

25. Is ice available for beverages and for keeping cold foods cold?

26. Is there a plan or contract for receiving ice? Where will it be stored?



Community Relief Organizations

(continued)

27. Will the foodservice operation need additional staff? How many? Who has authorization to be in the kitchen?

28. Has a work schedule been devised for the shelter?

29. Where is the food inventory list?

30. Does the shelter have any security systems installed? Are there clear directions or personnel available who know how to disable the security system?

*Source: Adapted from the Florida Food and Nutrition Advisory Council
Florida Department of Agriculture & Consumer Services 1998