

Food Establishment Hurricane Emergency Procedures

1. Securing the outside of your establishment and property, bring everything inside:
 - a. Patio Furniture to be brought in, not chained outside.
 - b. Outside Trash cans I Ash trays
 - c. Patio Benches
 - d. Panera Parking posts and signs- Phone in Signs
 - e. No FDF transports or baking racks to be left outside
 - f. Planters/ Pots
 - g, Umbrellas / bases
 - h. Make sure you have nothing left outside, even if it is inside your dumpster
2. All emergency lights working
3. Buy 2-3llashlights and have ready in office.
4. Make sure your Crash kit is 100% ready to go:
 - a. Check your Crash kit list. Calculators, not pads. Pens etc...
 - b. Creditcard machines and CCslips.
5. Collect the following and make sure you have it with you at all times and not only at the establishment.
 - a. List of all your associates and managers' phone numbers
 - b. Work schedule and cell phone I home numbers of all staff
 - c. Emergencycontact info
6. Power: If power is to be off for some time, a quick transfer of all refrigerated food to the walk-ins may be necessary. Minimize the number of times the cooler door needs to be opened. Freezer doors should never be opened in a power outage. Have all products lined up so the door to the walk-ins opened once and is loaded as quickly as possible with the door

opened for the shortest amount of time possible. For longer periods of powerloss, dry ice may be needed. In these cases, be ready to make calls to find a source.

- a. Please locate, identify, and label all circuit breakers in your establishment.
- b. If power goes out. full or partial, please read Power Outage Procedures below. shut off all 3-phase breakers.

and other equipment below

- i HVAC / Watkin Coolers and freezer

- ii. Ovens I proofer

- iii. Coffee brewers I ic machines I ETC...

- iv. Locate all plugs for POS registers and BOH pc

- v. Empty all your sandwich/salad units and store in walk-In coolers.

7. Contact your vendors to cancel deliveries if needed.