

LOWER TOWNSHIP ELEMENTARY FOOD SERVICE PUBLIC
HEALTH-RELATED SCHOOL CLOSURE EMERGENCY
READINESS PLAN

In the event of an unanticipated school closure, extreme weather event, natural disaster, or other similar situation, School Food Authorities (SFAs) or other Child Nutrition Program (CNP) sponsors can serve free meals to children in the affected areas.)

The purpose of this plan is to enable our Dining Services Department to respond rapidly in an organized, safe and supported manner, to meet the nutritional needs of the Lower Township Elementary School students, its community and extended family during a major emergency.

Which programs are available?)

Seamless Summer Option (SSO)

- Only SFAs can operate the SSO
- Available during the school year during an unanticipated school closure
- May serve children ages 0-18 years

Summer Food Service Program (SFSP)

- Organizations with current agreements to operate SFSP may be approved to open emergency feeding sites
- Available outside of the school year in a disaster situation
- May serve children ages 0-18 years

Child and Adult Care Food Program (CACFP)

- Available at emergency shelters providing temporary housing to displaced families
- May serve meals and snacks during unanticipated school closures
- May serve children 0-18 years and disabled adult participants

Program Flexibilities

- There are certain meal service, accountability and verification, and site eligibility flexibilities that may be allowed with State agency approval. Contact the applicable State agency for information.

Schools and childcare centers in your community may close to minimize exposure to a human pandemic. When this happens, those in need may be able to obtain meals through local food banks, food pantries, or emergency kitchens. Disaster feeding organizations may set up emergency kitchens at schools, churches, and other sites. Because of the need for “social distancing,” the meals prepared at these sites may be delivered to those in need, or individuals may be asked to pick the meals up for consumption at home instead of eating them in a congregate setting. Communities that choose to prepare meals for delivery or pick-up should check with local health authorities to make sure their feeding efforts comply with appropriate requirements.

Using School Inventories of USDA Food In certain circumstances, disaster feeding organizations may be able to use local inventories of USDA Food intended for the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program to meet emergency feeding needs resulting from a serious outbreak. When a Presidential disaster or emergency is declared, money is available to provide reimbursement or replacement for USDA

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Food used. Absent a Presidential declaration, USDA or the State has the authority to declare a situation of distress. In such circumstances, reimbursement or replacement of USDA Food used for emergency feeding can be made to the extent that disaster funds are available. Before using USDA Food for emergency feeding, you should check with your State Distributing Agency or State Education Agency to make sure your efforts are coordinated, and to confirm that you can be reimbursed for the USDA Food you use.

The school may also be eligible to receive reimbursement from the State for the cost of non-USDA Food used during Presidentially declared disasters or emergencies if the State has received reimbursement for such costs from the Federal Emergency Management Agency (FEMA). It is important to check with your State authorities before using school food inventories to make sure you understand what the reimbursement rules are, and to determine what recordkeeping and other requirements must be followed.

Schools and community organizations may provide reimbursable meals to low-income children during school closures through the Summer Food Service Program and the Seamless Summer Option in the National School Lunch Program. While these Programs typically require meals to be eaten on site, the congregate meal requirement can be waived by FNS during Presidentially declared disasters allowing off-site consumption. More information about the Summer Food Service Program and Seamless Summer Option pandemic response is available in the Child Nutrition Programs disaster guidance at:
<https://www.fns.usda.gov/disaster/child-nutrition-programs-during-disaster>.

USDA Food may be used in the preparation of these meals. For more information, contact your State Distributing Agency or State educational agency or visit the FNS Human Pandemic website: <https://www.fns.usda.gov/disaster/pandemic>.

SFA Name-Lower Township Board Of Education
Agreement # -00902840

Distribution Sites- Sandman Elementary, 838 Seashore Road, Cape May, NJ, 08204
Memorial Elementary, 2600 Bayshore Road, Villas, NJ 08251
Mobile Feeding Site 1 ,3704 Bayshore Road, North Cape May, NJ 08204
Mobile Feeding Site 2, 25 East Ocean Ave, Villas NJ, 08251

Beginning Tuesday March 17 LTES will provide breakfast and lunch for children under the age of 18. Meals will be offered Monday through Friday at the David C Douglass Memorial Elementary School and Sandman Consolidated Elementary School from 9:00am-11:30am. The meals will be “grab and go” style And kids will be able to pick up lunch at breakfast service. Families may take multiple day’s worth of meals for consumption during the week. Our district will apply for the Seamless Summer Option when the application becomes available in SNEARS to claim meals served to children under the age of 18. Staff will use production records to record meals served. Our district will follow the NSLP and NSBP component guidelines. Sites will have serve safe certified staff member on site and continue to follow the district HACCP and food safety plans.

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Updated 3/20/2020

As of March 23, 2020 LTES will initiate a two day meal (breakfast and lunch) pick up schedule. Families will pick up three meals on Monday and two meals on Thursday. Now that our district has received approval from the NJ State Department of Agriculture to operate under the SSO program, staff will begin using tally sheets to record meals served.

Updated 3/27/2020

As of March 30, 2020 LTES will initiate two mobile food stations. These stations will consist of two district owned buses with multiple coolers, 1- bus driver, 1- food service staff and 1- security guard. Each will have at minimum one table for distribution. The mobile stations will be strategically placed in the community assisting families that do not have transportation to our school sites. The first location will be in North Cape May at the parking lot across from the North Cape May Wawa and the Second will be in the Villas at the St. Raymond's school parking lot. Food Service staff will continue to use tally sheets for recording meals.

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TEAM LEADER S

1-Team Leader:	Kurt Himstedt
Work/ Office Phone	609-88409470 ext 5008
Cell Phone	609-425-0291
2- Alternate Team Leader:	John Hansen
Work/ Office Phone	
Cell Phone	
3- Member:	Jess Menzano
Work/ Office Phone	
Cell Phone	
4- Member:	Kathy Brooks
Work/ Office Phone	
Cell Phone	
5- Member:	Sue Horn
Work/ Office Phone	
Cell Phone	
6- Member:	Alison Mellina
Work/ Office Phone	
Cell Phone	
7- Member:	Maria Hoff
Work/ Office Phone	
Cell Phone	
8- Member:	
Work/ Office Phone	
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9- Member:	
Work/ Office Phone	
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10- Member:	
Work/ Office Phone	
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11- Member:	
Work/ Office Phone	
Cell Phone	

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CHAIN OF COMMAND:

Contact the Food Service Director immediately. The Food Service Director will then contact the Team Leader and Superintendent. If the Food Service Director is unavailable contact the “Second Food Service Responder”. If the Second Responder is unavailable, contact the “Third Food Service Responder”.

1-Food Service Director/1st Contact:	Kurt Himstedt
Work Phone	609-884-9470
Cell Phone	609-425-0291
Home Phone	
E-Mail	Khimstedt@loewertwpschools.com
Home Address	
2- Food Service/ 2nd Contact:	John Hansen
Work Phone	884-9400 ext. 2605
Cell Phone	609-425-1136
Home Phone	
E-Mail	jhansen@lowertwpschools.com
3- Food Service/3rd Contact	Jessica Menzano
Work Phone	
Cell Phone	
Home Phone	
E-Mail	jmenzano@lowertwpschools.com
4- Superintendent:	Jeff Samaniego
Work Phone	
Cell Phone	
Home Phone	
E-Mail	jsamaniego@lowertwpschools.com

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COMMUNICATION

Local & State Agency Emergency Contacts:

AGENCY:	PHONE#:	CONTACT:	ADDRESS:
Any Emergency	911 or 1-866-4-SAFE-NJ		
Police Department	911		
Fire Headquarters	911		
Water Department	609-886-7146		
County Health Department	609-465-1208		
State of New Jersey Water Quality	609-292-4543		
NJ Department of Agriculture	609-984-0692		
NJ Department of Health	609-292-7837		
HAZMAT	609-530-2000		
Food and Drug Admin	703-739-3900		
Homeland Security	202-456-1111		
Environmental Protection Agency	202-260-2090		
FBI	202-324-3000		

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Department Responsibilities To be effective our Emergency Food Service program must be able to:

- help our community cope with an emergency by meeting their needs for a sufficient amount of food to maintain nutrition and a feeling of well-being;
- meet the special food requirements of high-risk groups, including infants, children, pregnant and nursing women, the elderly, diabetics, and disaster workers if required
- provide appropriate ongoing food service for an undetermined amount of time.

Essential considerations include:

- food requirements (hot or cold meals; appropriate quantities) • available supplies, staff and facilities
- the time of year (i.e. winter, summer)
- religious or cultural requirements
- the need for safe, wholesome food

Planning:

To respond rapidly to the nutritional needs during a disaster, Dining Services needs to begin operating as soon as a disaster strikes. The Emergency Plan should be flexible enough to respond to a variety of emergency situations and demands.

Personnel Roles and Responsibilities:

To ensure a prompt and effective emergency response, Food Services staff must clearly understand their roles and responsibilities.

The Director of Dining Services

Is responsible for ensuring all advance preparations are met. Because of the need for “social distancing,” the meals prepared at these sites may be delivered to those in need, or individuals may be asked to pick the meals up for consumption at home instead of eating them in a congregate setting. The Director will determine the best distribution method available.

- **Sandman Elementary and David C Douglass Elementary, Two Remote/ Mobile Sites** will be designated district feeding sites serving grab and go style meals.
- directs the planning and organization of the management team
- establishes emergency plan relations with food retailers, wholesalers, and distributors
- reviews the plan annually
- directs the training of staff
- co-ordinates the plan with other Lower Township Elementary Schools emergency plans
- makes certain that all schools or satellite operations have adequate equipment and supplies.

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During a disaster, the Director:

- direct operations at the defined location
- mobilize available staff when the emergency plan goes into effect
- establishes a communication command center – Food Services office or other if required
- prepare work schedules as needed with available staff
- ensure all area managers have effective means of communication – 2-way radio, cell phone or other
- maintain proper sanitation practices and safe working conditions
- maintain a log of events that occur during emergency that effect safety, ability, service or product
- assign an employee or manager to account for tracking of consumption usages per meal
- report problems, needs and the status of activities to the appropriate individuals or departments on a regular basis
- keep an up-to-date log on borrowed items, messages and donations
- co-ordinates food supplies

After a disaster, the Director:

- when the emergency is over, prepares and submits a post-disaster report

Dining Service Managers and Supervisors:

- direct operations on the floor
- mobilize staff when the plan goes into effect, and initiates service set up
- prepare work schedules • train “back-up” staff if necessary
- communicate specific dietary and nutritional needs to Director
- maintain proper sanitation practices and safe working conditions
- monitor paper supplies and cleaning chemical levels, keep an up-to-date log usage
- report problems, needs and the status of activities to the Director on a regular basis
- keep in touch with other managers
- when the emergency is over, submit a summary report to the Director and help evaluate the performance

Cooks:

- follow ALL direction provided and communicate needs effectively. Menus will vary greatly depending on nature of disaster, length of service period and availability of staff. This is about feeding a mass of people a safe, nutritious, sustaining meal in a rapid amount of time.
- prepare required meals as directed and deliver food to the service area
- Maintain Holding Equipment temperatures, maintain product usage and food temperature logs
- Maintain a safe and sanitary environment
- ensure an adequate supply of hot water is available secure non-essential cooking equipment for use in sterilization of water if required
- prepare food for transportation (if

necessary)

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Food Servers and Service

- Follow ALL direction provided and communicate needs effectively. Menus will vary greatly depending on nature of disaster, length of service period and availability of staff. This is about feeding a mass of people a safe, nutritious, sustaining meal in a rapid amount of time.
- Communicate facts only to customers when asked questions. Direct needs to management
- review limited menu requirements for service period
- set up a service area
- set up garbage cans units near cafeteria exits
- set up self-service for cutlery, plates, napkins
- set up self-service beverage areas and condiments area if menu requires
- serve portions according to the Chef 's specifications it is important to note that specific guidelines will be required and enforced
- keep cooks informed of food requirements to ensure adequate supplies
- replenish food during the meal
- keep service counters clean and maintain effective sanitation
- Maintain cleanliness and organization of dining room, tables, chairs and public areas. Keep traffic isles, exit paths, stairwells free of clutter. As soon as the meal is over, food servers must: transfer leftover food to the kitchen and store food properly and as directed
- clean service counters sanitize all food contact surfaces.

Dishwashers and Kitchen Assistants:

- If directed and possible set up a separate dishwashing area for dishes and serving equipment
- If Directed to do so, supply an adequate amount of paper and plastic wares to service area
- maintain cleanliness and sanitation standards in the area
- keep all hallways, walkways, stairwells and traffic isles free of clutter and debris
- remove garbage and ensure all bags are tightly sealed and garbage is far away from production areas
- wash and sterilize garbage containers
- sweep and wash floors
- clean and sanitize kitchen equipment and food contact surfaces as required
- clean and sanitize transport carts daily
- assist with transport of food and beverage product
- other duties as assigned

ALL Staff:

For their safety ALL staff are required to check in and out with their assigned Manager on Duty prior to leaving workstations or campus for any reason. This includes restroom use, smoke breaks, rest breaks and shift in/out. In the event of severe conditions, you may be required to stay over, not allowed to leave or sequestered to specific areas. Food handlers must obey sanitation regulations to avoid health risks. The risk of contamination increases in emergency situations since food servers are often over-worked and operating under unsatisfactory

conditions. Back-up Staff In a major disaster, the Food Service may have to operate on a 24-

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hour basis. Back-up staff will be needed to replace initial response staff. Breaks must be mandated with existing staff to reduce fatigued and stress. Back up staff may have to be requested from other departments throughout the college. Depending on their experience or lack thereof will dictate which roles they will fulfill. Supporting roles such as food runners, cleaners, dishwashers, line servers require little training to be effective in such circumstances. Rely on existing staff for more critical roles. Safe Procedures are Essential Strict sanitary rules must be implemented to ensure that carefully selected, uncontaminated food and water does not become contaminated during meal preparations. Food-borne illnesses can be avoided by following good food-handling practices

ALL Managers and Supervisors are to ensure safe food handling, closely supervise:

- the water supplies
 - food-storage methods
 - workers' personal hygiene
 - food preparation and service
 - waste disposal
 - dishwashing and rinsing procedures
 - kitchen sanitation.
 - hand washing and/or hand sanitizing ability
- Personal Hygiene Personal hygiene regulations are well known, but constant supervision is needed to ensure basic rules are followed. Especially if employees are held over or working extended shifts. Provide for effective personal hygiene for our employees and be prepared to accommodate customers Food handlers must
- wash hands frequently, before and during food preparation; use of gloves whenever possible
 - work on a clean surface
 - use clean utensil
 - wear a hat, hairnet
 - stay home if sick.

Food the Menu Plan is to provide – Basic Food service for 7 days – Lunch

- It is believed that current inventory can supply fresh product for three days of consumption. The availability of specific menus would be driven by the weekly menu of the current cycle rotation.

The first 3 days of service:

- would be comprised of ingredients that are fresh and highly perishable; provided equipment works, that there is power and gas with working ventilation and staff is available. Although the offerings would be limited the quality would equate to our current best methods.

By Day 4:

- we would begin to transition into remaining frozen and introducing dry and canned products.