

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Chief Financial Officer

DISTRIBUTION:	All Schools and Children Centers	<u>ROUTING</u>
SUBJECT:	RESPONSIBILITIES OF CAFETERIA EMPLOYEES DURING PERIODS OF EMERGENCY BULLETIN NO. C-51 (Rev.)	Administrators Local District School Support Directors Secretaries
DATE:	April 24, 2001	
DIVISION:	Business Services Division	
APPROVED:	ALAN TOMIYAMA, Business Manager	

For assistance, please call Orlando Griego, Branch Director, Food Services, at (213) 633-7064.

This revision replaces the bulletin of the same number issued May 1, 1996 and reflects a change in Director of Food Services only.

I. PURPOSE

The purpose of this bulletin is to inform school administrators of the responsibilities of the cafeteria staff during periods of emergency. The Food Services Branch has provided the cafeteria staff with the following instructions.

II. RESPONSIBILITIES OF THE CAFETERIA STAFF IN EMERGENCIES THAT OCCUR DURING WORKING HOURS

- A. During an earthquake, cafeteria employees are to take cover first, then evacuate and lock the kitchen, if it is unsafe, or if directed to do so by the site administrator. If possible, employees should look for electrical arcing or the smell of gas before evacuating. If such a problem is observed, they should seek assistance from the plant manager to shut down gas and electrical appliances and valves to prevent an explosion or fire. Employees may shut off water intake valves on any water heaters in the cafeteria if water pipes have broken and if there is time to do so without endangering employee safety (Note: See your plant manager to get a locator map.). A locator map of shut-off valves should be posted near the outside entrance to the kitchen.

Employees may reenter the kitchen only after it is declared safe by the site administrator, city or county building and safety officials, Maintenance and Operations Branch employees, or structural engineers. The cafeteria should be given high priority for checking after an emergency because of possible safety hazards and the need for the cafeteria staff to have access to food.

- B. If cafeteria employees can reenter the kitchen safely, they should inventory food and water on hand and wait for instructions from the site administrator about preparation of the next meal or plans to close the site and move students and staff to another location. If the site is closed, all food should be locked up, if possible.
- C. If the site is not closed and it is safe to reenter the kitchen but power remains off, cafeteria employees are to prepare cold meals, such as sandwiches, using perishable foods first. Staples are to be held for later use. If cafeteria employees cannot prepare cold meals, the Cafeteria Manager or Satellite Kitchen Supervisor should contact the Area Food Services Supervisor. If the Supervisor cannot be reached, the Manager should contact the nearest secondary school by phone or radio to request assistance. If the evacuation lasts longer than one hour and it appears that students will not be able to return to their classrooms, but it is safe to reenter the kitchen, snack food such as fruit, milk, and juices may be served free to students and adults on the playground. If lunch is served, meal tickets and money should be collected, if possible. If not, the Cafeteria Manager or Satellite Kitchen Supervisor will record the number of meals served for later determination of subsidy claims.
- D. If phone lines are open, Cafeteria Managers and Satellite Kitchen Supervisors must report their status to Food Services Branch Administrative Office at (213) 633-7087. Employees must keep phone lines clear for official emergency calls. If phone lines are operative, the status of the cafeteria should be reported to the site administrator, who will use the District's emergency communication channels to request assistance.
- E. All Cafeteria Managers and Satellite Kitchen Supervisors are required to have a first aid kit, a large (12") adjustable wrench, and several flashlights with fresh batteries on hand. In addition, cafeterias with sufficient storage space are provided with an emergency preparedness kit.

### III. RESPONSIBILITIES OF THE CAFETERIA STAFF IN EMERGENCIES THAT OCCUR DURING NONWORKING HOURS

After an emergency, cafeteria employees are to report to work at their usual times. If radio or television news reports advise persons to remain at home, employees should attempt to contact their Cafeteria Manager, Satellite Kitchen Supervisor, or Area Food Services Supervisor for instruction. If there are widespread road closures and Red Cross shelters are opening, cafeteria employees are instructed to attempt to contact their supervisors, and, if they cannot, to listen to radio or TV news reports for instructions on whether they should report to their nearest regular LAUSD secondary school.

#### IV. RESPONSIBILITIES OF THE CAFETERIA STAFF DURING FIRE OR EARTHQUAKE DRILLS

- A. The cafeteria staff is to evacuate the building with the rest of the school's staff after turning stoves and ovens down or off. They should also lock the doors which lead out of the cafeteria.
- B. Site administrators should allow cafeteria employees to return to the kitchen area as soon as possible so that the employees may prepare the next meals.
- C. If the drill lasts for an extended period of time, it may be necessary to cancel the morning nutrition period and/or to change the lunch menu to provide for a sandwich type meal or another cold lunch that day.
- D. Cafeteria employees are not to serve food to students or staff free of charge during drills. School administrators who authorize Cafeteria Managers or Satellite Kitchen Supervisors to serve free food to students or staff must reimburse the Cafeteria Fund for the costs.

#### V. SHELTERS

When a District School is used as a Red Cross shelter, those persons sheltered (as opposed to those students who continue to attend classes at the school) are provided with meals. The cafeteria staff is required to keep detailed records of meals served, and the Food Services Branch then bills the Red Cross for the cost of feeding persons housed at the shelters.

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