

Wildwood Soup Kitchen Emergency Preparedness Plan and Checklist

This policy establishes an Emergency Preparedness Plan for the Wildwood Soup Kitchen in the event of hurricanes, community disasters or other emergency situations designated by community agencies. It is to be implemented by the Wildwood Soup Kitchen Leadership Team. This policy outlines a plan that will be used by all personnel associated with or actively involved with the Soup Kitchen. The plan will be distributed for all volunteers, posted in the Soup Kitchen and also on the web site of the Soup Kitchen.

A – Emergency Response Coordinators

The Wildwood Soup Kitchen Board of Directors (BOD) will appoint two (2) members of The Board as Emergency Response Coordinators (ERC).

The responsibility of these Emergency Response Coordinators shall include the following and any additional duties as designated or discerned.

- The ERC will recruit three (3) Emergency Response Team Leaders (ERT) from the kitchen cook/captain volunteers. These teams will provide relief should the emergency be extended. These Team Leaders Responsibilities will include:
 - Recruiting Emergency Responders for their teams. Preference in membership on these teams will be given to year round residents.
 - Compile contact information for each team member that will contain name, home and cell telephone numbers, and e-mail addresses.

Additionally, the ERC will assume the following duties:

- Contact and liaison with the American Red Cross, community relief agencies and local governmental agencies and will maintain an integrated communication and interactive relationship with these agencies.
- Activate the Emergency Response Plan with majority approval by the First Presbyterian Pastor, WSK Board President, or the Wildwood Soup Kitchen Manager.
- In cooperation with a majority approval of the First Presbyterian Pastor, WSK Board President or the Wildwood Soup Kitchen Manager, the ERC will make a determination relative to the termination of any emergency and the return to normal kitchen schedules and operations.
- Monitor all Emergency Response Team activities during an emergency and report such to the Soup Kitchen Board.
- Alert the Soup Kitchen Driver leadership should it be necessary for any delivery or supply pick-up and request drivers as needed.
- Be responsible for contacting the Emergency Response Team Leaders who will then contact their team members when an emergency is declared.

B – Emergency Response Protocol

When an emergency is indicated, the following protocol should be followed:

Level one

The Emergency Response Coordinators will contact the Board of Directors and the Emergency Response Team Leaders and alert them to the potential implementation of the Emergency Response Plan.

Level two

Once safe access to the Soup Kitchen has been assured and an inspection determined that the kitchen is operational by the Emergency Response Coordinators and the Leadership Team, the Emergency Response Teams will be notified to be on standby for possible request to report to the Soup Kitchen for meal preparation.

Level three

Request is made to Soup Kitchen personnel for food preparation. Alert the Emergency Response Team Leaders to notify and request Emergency Response Volunteers to report to the Soup Kitchen. The Emergency Response Team Leader and Team will determine immediacy and amount of food which may be needed.

Level four

The Emergency Response Team on site will begin preparation of food in coordination with the Emergency Response Coordinator and requesting agency.

Level five

The Emergency Response Coordinators, in cooperation with the Emergency Response Team, will determine the necessity of additional teams. Should this be required, a schedule will be developed for cooks, volunteers and delivery personnel. The level of requests by the American Red Cross will be factored into this decision.

C – Return to Normal Operations

Once it has been determined that the emergency no longer exists, return to normal operations of the Soup Kitchen will be evaluated, including factors such as volunteer availability, food supply, and accessibility to the Soup Kitchen. The Board of Directors will make this determination in concert with the Emergency Response Coordinators and Soup Kitchen cooks/captains. Should a consensus be reached, a graduated schedule will be instituted for return to normal operation of the Soup Kitchen.

D – Safety During An Emergency

It is the commitment of the Wildwood Soup Kitchen Board of Directors and all personnel who work at the Soup Kitchen to maintain a safe environment for both volunteers and guests at all times. During emergencies, it is of the highest priority that we protect ourselves and other people. During storms such as we experience in this area, downed power lines, trees and flying debris are dangers which are most often encountered. This requires that caution be exercised when moving about and no personnel will be required or requested to proceed to the Kitchen until it has been determined that access to the Kitchen is safe. That being said, it is also a personal responsibility that you not expose yourself to any potential hazardous situations for you, your family and neighbors.

Approved: 5/10/2007

Revised 9/15/2007

Revised 10/27/2007

Revised 6/2010