

## Questions to consider when preparing for crisis situations:

- 1) Who has access to kitchens/storage areas during the day? Evenings, weekends? Can kitchen access doors, dining room and storage areas be locked?
- 2) What is your protocol for back-door entry to your kitchens and for doors to the cafeteria being locked? During school day? After-hours? Who locks doors?
- 3) What is the expectation when employees have family members come on campus to see them or bring items to them? Can SN employees bring friends or children on-site? Are non-SN employees allowed in the storage and prep areas? Who? Do you have a procedure for addressing domestic violence against SFA employees?
- 4) How do you know the person delivering your food is from your vendor? How do delivery drivers, repair technicians, other LEA employees identify themselves to SN employees?
- 5) Do all delivery persons wear name badges and uniforms? If required, is this requirement included in procurement documents? Are uniforms or credentials required/worn by non SFA employees?
- 6) How do you know they are persons who can safely enter your schools? Do you require annual background checks for employees or volunteers in the SFA?
- 7) What is the protocol for allowing entry by health inspectors? Do they wear badges or other identification? Which doors do they enter?
- 8) What are your active shooter procedures for the cafeteria? For manager? Staff? Others in the vicinity at the time of the incident?
- 9) When staff members retire, resign, or leave employment, what are your procedures for getting any keys returned? Are you careful to remove their names from access to private information on the computer? On-line agreement?
- 10) Are procedures any different when a Manager is fired? What is your termination policy?
- 11) How do you deal with disgruntled employees? What is the protocol within your department and the school or school district?
- 12) Do all members of your staff wear identification daily, such as official nametags, badges, uniforms?
- 13) Do you require annual background checks for employees or volunteers in the SFA?