

March 10, 2020

BCFS DRAFT EMERGENCY PLAN

This plan would be implemented when we hear that there are 10-20 cases identified in the Bemidji area.

It is likely that we will serve many new people who will be unemployed due to closures. We will not be using the files or the computers (except to enter weights). Instead, we will be giving out pre-packed boxes of food, with one box for families up to 5 and two boxes for families 5+. The three things we will be tracking are **the weight of the food**, (we will know the weight of the boxes so no need to weigh), **the number of households**, and **the number of people in the households**. When we run out, we run out – tell people to return on next open day. We will not be open on Friday at least at the start.

We expect it will look like this:

Gleaners will go out to stores MWF as usual - if stores are keeping schedule. We will need gleaner plus **4-5 volunteers** to receive on MWF mornings.

T and Th volunteers pack boxes: 7-8 volunteers needed

- Assemble cardboard boxes (2 people)
- Pack boxes - use shelved food first. Take two boxes on a cart and fill with designated grocery items. (3-4 people)
- Keep food organized for boxes (2 people)
(Staff will move food as needed to make box filling easier)

Food Shelf open: M and W: 7-9 volunteers will be needed

- Fill produce bags and add frozen and refrigerated to boxes (4)
- Tracker (with clipboard): check parking lot for cars and ask size of household, get signatures if required, get signatures for NAPS (1 person?)

- Tag team with boxes – carry out to vehicles (2-4 people)

What we are doing now:

- Talking and brainstorming at staff, excomm, committee, and board meetings
- Signage on doors, bathrooms
- Asking volunteers to wash hands hourly
- Asking all customers to wash or sanitize
- Remove all reading material and toys
- Looking at ordering boxes - \$?
- Will start packing boxes sometime next week and store until needed
- Asking volunteers if they will be willing to come in if we went into emergency mode