



United States
Department of
Agriculture

Food and
Nutrition
Service

A Biosecurity Checklist for School Foodservice Programs

Developing a Biosecurity Management Plan



Dear School Foodservice Manager:

The U.S. Department of Agriculture, Food and Nutrition Service (FNS), has prepared *A Biosecurity Checklist for School Foodservice Programs: Developing a Biosecurity Management Plan*. Its purpose is to help you protect the health of the children and adults in your school by strengthening the safety of your foodservice operation. While it is not mandatory, FNS encourages your school community to develop a team—to create a food biosecurity management plan that will help keep school meals free from intentional contamination and enable the foodservice to respond to threats or incidents of bioterrorism.

This booklet presents a wide array of guidelines and suggestions on how to: 1) form a school foodservice biosecurity management team, 2) use the checklist to prioritize measures to strengthen biosecurity inside and outside the primary foodservice area, and 3) create a school foodservice biosecurity management plan. Since each school community is unique, you and other school officials will decide which recommendations are possible and make sense for your school.

Keeping our Nation's food supply safe from terrorism requires a total team effort, with participation from Federal, State, and local governments working with our country's food and agriculture sectors. At the Federal level, FNS will work with the Food Safety and Inspection Service (FSIS), the Food and Drug Administration (FDA), and other agencies to establish guidance for bolstering the biosecurity of food throughout its journey from farm to table—through transportation, storage, preparation, and service. We hope the guidelines and checklist in this booklet will help you establish a community team and a practical plan to increase food biosecurity in your school.

Working together, we can achieve our biosecurity goals and continue to foster good nutrition and improved health for America's children and families.

Child Nutrition Programs
Food and Nutrition Service, USDA

This document has been revised in response to a vulnerability assessment performed for the National School Lunch Program in accordance with the requirements of the Homeland Security Presidential Directive HSPD-9, which established a national policy to defend the agriculture and food system against terrorist attacks, major disasters, and other emergencies. The vulnerability assessment identified potential security concerns as well as mitigation strategies. Both types of information were used to update this document.

Contents

Introduction	1
How To Develop a Plan	2
Checklists	
A. Communication	6
B. Handling a Crisis	8
C. Choosing Suppliers	10
D. Receiving/Inspection	12
E. Storage Areas	14
F. Storing Food	15
G. Hazardous Chemicals	16
H. Foodservice Equipment	18
I. Foodservice Personnel	19
J. Foodservice/Food Preparation Areas	21
K. Outside the School Building	24
L. Water and Ice Supply	25
M. General Security	27
N. Handling Mail	29
O. Training	30
P. Plan Maintenance	31
Q. Our Own School	32
Forms	
School Food Biosecurity Management Team Information	34
School Emergency Contact Information	35
First Responder Emergency Contact Information	36
Monitoring Schedule for Items Requiring Follow-up	37
Resources	38





Introduction

The objectives for this publication are to:

1. Introduce the need for securing foodservice operations from bioterrorism,
2. Provide a checklist of suggestions for improving the security of your foodservice operation, and
3. Assist you in developing a school foodservice biosecurity management plan.

What is “food biosecurity”?

In this manual, the term “food biosecurity” relates to the protection of food from bioterrorism. Bioterrorism is the intentional use of biological and chemical agents for the purpose of causing harm. Some government agencies are using the term “food security” instead of “food biosecurity.”¹

How does food biosecurity differ from food safety?

Both are about reducing the potential of causing serious illness and death. Food safety addresses ways to limit the presence of both naturally occurring food contaminants and those caused by cross contamination, and to prevent growth of organisms caused by time/temperature abuse. Food biosecurity addresses ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or death. This publication discusses ways to help prevent food biosecurity failures.

What is a school foodservice biosecurity management plan?

In general, it is a way to prepare for the threat of bioterrorism to your foodservice operation. More specifically, it is a written document that spells out school policies and procedures that minimize the risk of intentional contamination of food and reduce the risk of illness or death in your school community. The plan should describe strategies for preventing threats and incidents of product tampering and food contamination. It also describes the appropriate response actions to be taken should an incident occur. By planning ahead, you

¹FNS has historically used “food security” to relate to hunger and the amount of food that is available to our program participants. Rather than change the meaning of “food security” commonly used in FNS programs, FNS has elected to use the term “food biosecurity” in relation to protecting food from acts of bioterrorism.

will help protect the lives and health of the children and adults in your school environment and be prepared to respond to an emergency.

Does FNS require each school to have a foodservice biosecurity management plan?

FNS does not require or mandate that schools have a foodservice biosecurity management plan. However, given the reality of the threat that bioterrorism presents in our country today, FNS strongly urges schools to take precautions against bioterrorism – either by developing a plan and implementing some or all of the suggestions provided in this publication or by implementing suggestions from other sources.

While this publication mainly focuses on school foodservice both directly and indirectly, it would be wise to prepare your school for bioterrorist threats not related to food. The resource section identifies several resources for general bioterrorism preparedness.

How can our school efficiently implement all the guidelines we have chosen to be in our biosecurity management plan?

Since you may not be able to implement all security measures at one time, use the priority ratings included in the checklist to help you decide which measures to focus on first. FNS recommends implementing the guidelines in phases or groups. You can continue working in phases until all the measures chosen to be part of your plan are addressed and implemented. You should give priority to critical production areas.

What is a critical production area? What types of security measures are important for these areas?

A critical production area is an element of a food production process that may be particularly sensitive to potential adulteration. Examples include bulk storage containers, blenders/mixers, or large batch process operations. Security measures for these areas include: (1) restricting access only to authorized staff; (2) performing staff background investigations; and (3) implementing operational controls, such as monitoring sensitive operations/equipment, or locking bulk storage containers.

How To Develop a Plan

The instructions and checklists of security measures in this publication are suggestions. You may choose to use the checklists differently than is instructed, to evaluate the suggestions in a different order, or to implement a suggestion in a way that best suits your needs. The forms provided on pages 34 through 37, once completed, are intended for inclusion into your school foodservice biosecurity management plan.

FNS would like to see each school develop and implement a school foodservice biosecurity management plan. Some school food authorities may choose to develop a general plan for all the schools in their district, however the plan should address the specific roles and responsibilities for each individual school.

Check to see if your school food authority/school district or Board of Education already has a biosecurity management plan or emergency preparedness plan in place. If so, you will need to know its requirements.

Schools that already have a biosecurity plan in place may choose to use this publication to evaluate their current plan and to identify ways to strengthen it.

The steps below are for schools that do not currently have a foodservice biosecurity management plan in place. Most of the security measures suggested in this checklist will require the cooperation and assistance of the school administration.



Step 1: Establish a school foodservice biosecurity management team.

Most schools already have a crisis management, emergency preparedness, school security, Food-Safe School, school safety, or school improvement team(s) and related action plan(s) in place. To reduce duplication of policies and procedures, one or more of these existing groups may decide to take on biosecurity responsibilities.

A food biosecurity management team should include both in-house members and external members:

In-house members:

- should have primary responsibility for developing and implementing the plan,
- may include, but are not limited to, the foodservice manager, principal, a professional with a science background (for some schools this would be a science teacher), custodian, school nurse, school security guard, and an interested parent.
- may also include members of other school teams such as crisis management, school security, Food-Safe School, school safety, or school improvement teams.

External members:

- may serve as advisors or consultants throughout the process,
- may include, but are not limited to, an environmental health specialist/sanitarian, health official, public health nurse, or epidemiologist associated with the local health department; a School Food Authority or State Child Nutrition Program representative; a local law enforcement official, a School Board official, and/or a team member from a neighboring school that already has a biosecurity management plan in place.

Once the team is established, choose a team leader and alternate team leader.

Step 2: Together as a team, go through all the checklists on pages 6 through 31 and rate the priority level of each measure.

The priority level of each security measure should be based on the usefulness or urgency of that measure for your school. As you evaluate the priority for each item write your rating — high, medium, low, or not applicable — in the space provided. Some rating examples follow:

High: An action that responds to an emergency has high priority, for example, maintaining an up-to-date emergency contact list of first responders is critical in an emergency and therefore should have a high level of priority. An action that prevents an act of bioterrorism, such as addressing critical production areas, should also have a high priority.

Medium or Low: An action that could prevent a dangerous situation that has less likelihood of occurring would be either a medium or low priority.

Not Applicable: There may be some security measures that do not apply to your school, for example, if your school does not have outside food storage, then prevention measures related to outside food storage would not apply to your operation.

Note: Use the comment space in the checklist to make notes about factors that may affect the implementation of each security measure such as resources available/needed, length of time needed for completion, cost, or other obstacles. You can also use the comment space to note if policy for that suggestion already exists and where it can be found.

Step 3: Add security measures unique to your school.

The prevention measures suggested in the checklist are the minimum components that should be addressed in a biosecurity management plan. You may have additional security needs for your school environment. On page 32 is a blank evaluation form where you can add security measures unique to your school. Don't forget to give your added security measures a priority rating too.

You may want to refer to other biosecurity guidelines from FSIS, FDA, and the World Health Organization for more ideas on how to strengthen the security at your school (see the Resources section beginning on page 38).

Step 4: Determine which security measures will be part of your plan.

Now that you have rated the priority for each security measure and have written thoughts about resources needed and/or possible obstacles, it will be clear what steps need to be included in your school foodservice biosecurity plan. All of the measures that are relevant to your school (high, medium, and low) should be included in your biosecurity plan.

Step 5: Assign tasks and develop a schedule of target dates for each.

Now that you have determined which security measures will be included in your plan, develop a schedule for implementing each one based on its priority rating.

You may want to divide your schedule into phases, for example phase one may be to establish emergency contacts, develop the emergency contact list, and address other communications security measures as appropriate; phase 2 may be to implement ten high-priority measures; and phase 3 may be to implement five more high priority measures and several medium- or low-priority measures.

Many of the suggestions require developing policy and procedures. **Policy** refers to *what* needs to be done and *when* it should be done, while **procedures** refer to *how* the requirements of the policy will be accomplished. Policy and procedures do not have to be complex — the main purpose of developing them is to think ahead. Write down what situations could happen and then write down what your response/ actions will be if that situation does happen.

Your plan development schedule should document both the responsibilities assigned to each team member and the target deadline for completing each measure. For items that require ongoing action, you may want to further break down the responsibilities and assign separate deadlines for each part; for example, one person may be assigned to write the policies, procedures, and monitoring schedule while another person may be assigned to implement the policies and procedures and to perform the scheduled checkups written by the first person.

No matter how you write your schedule/plan, make sure each team member understands what is required to complete the assigned tasks, when each task should be completed, and who will be responsible for implementing each task. *Assigned to* and *deadline* spaces are included in the checklists to assist you in developing your schedule.

If a task will be divided into parts, write down who will be responsible for each part. Some tasks involve ongoing action such as monitoring. For these types of tasks, the deadline recorded will be the deadline to begin implementing that task. On page 37 is a form to help develop a monitoring schedule for tracking items that require continuous action.

Step 6: Track your progress. As you address and implement security measures, check the *implemented* box.

Step 7: Maintain the school foodservice biosecurity management plan. See page 31 for ways to help keep your plan up to date.



Checklists: Security Measures to Include in a School Foodservice Biosecurity Management Plan

Most of the security measures suggested in the following categories will require the cooperation and assistance of the school administration.

Always consider your district's emergency preparedness plan including its general policies and procedures for handling school emergencies.

Establish a priority for addressing each of the following:

<i>Category</i>	<i>Page</i>
A. Communication	6
B. Handling a Crisis	8
C. Choosing Suppliers	10
D. Receiving/Inspection	12
E. Storage Areas	14
F. Storing Food	15
G. Hazardous Chemicals	16
H. Foodservice Equipment	18
I. Foodservice Personnel	19
J. Foodservice/Food Preparation Areas	21
K. Outside the School Building	24
L. Water and Ice Supply	25
M. General Security	27
N. Handling Mail	29
O. Training	30
P. Plan Maintenance	31
Q. Our Own School	32



Level of Priority High, Medium, Low, or N/A	A. Communication		Schedule	Implemented
_____	<p>A1. Compile team member information. List the contact information for each team member and their responsibilities. Verify the information regularly and update when needed. (See page 34 for sample information form).</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>A2. Establish a relationship with local authorities in relation to biosecurity. Local authorities that could be contacted include law enforcement officials, hazardous material (HAZMAT) representatives, environmental health specialists/sanitarions, health officials, fire and rescue department representatives, or Federal food safety regulatory agency representatives (FDA or FSIS) and Homeland Security officials. The school food biosecurity management team should meet with representatives of these groups to discuss a partnership and how they can assist in the development of your plan, and under what types of crisis situations they would be involved.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>A3. Determine which agency or authority would serve as a first responder(s) based on different crisis situations. A first responder represents the most important authority that needs to be involved with a certain type of emergency situation. There may be different first responders for different types of emergency situations. By completing suggestion A2, you will have a better understanding of what authority to list as a first responder for different situations.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>A4. Compile an emergency contact list of authorities. This list should include the names and phone numbers for specific personnel from each agency or authority. (See pages 35 and 36 for emergency contact form).</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>A5. Have on file the address and driving directions for getting to the local police and fire departments and other local first responders. In case other forms of communication are not working, you may need someone to drive, run, or bicycle to the nearest first responder to report an emergency.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	A. Communication (continued)		Schedule	Implemented
_____	<p>A6. Distribute the emergency contact list to appropriate school staff. If possible, distribute this information in several formats: post it in a secure yet prominent place, make it available in hard copies, wallet cards, and on an intranet system. Ask internal team members to program the numbers into their telephones. Use of cellular phones or other forms of communication may be necessary.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>A7. Verify and update emergency contact information often. Determine how often the contact information will be verified. It is suggested to do this a minimum of one time per month. Make sure dates of revisions are noted to prevent confusion.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>A8. Have procedures for communicating with students, parents, and with the media when necessary (for example, notices of incidents or a press release). Follow an established plan as designated by your school board. While already established, it is important to know the requirements and allowances of communicating with the media etc. prior to an emergency.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	B. Handling a Crisis		Schedule	Implemented
_____	<p>B1. Evaluate the evacuation plan for your school. Review existing evacuation plans and make changes if necessary. Establish measures to prevent security breaches during an evacuation.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>B2. Create a diagram showing entry points for emergency personnel. These entry points should be clearly marked on the building. Also, make blueprints of the building available to first responders.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>B3. Develop procedures for tracking all food and ingredients from manufacturer to table. Keep detailed purchase and food production records. You can find guidance for keeping production records in the <i>Menu Planner for Healthy School Meals</i> and the <i>HACCP for Child Nutrition Programs Building on the Basics</i> manuals. (See Resources)</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>B4. Develop procedures for recalling your products and for quickly identifying and isolating recalled products. In the event food is found to be unfit for consumption, all of that product must be located and removed from service. Designate an area for holding recalled food items. (This should be consistent with suggestion J10). <i>Responding to a Food Recall</i> manual can provide additional guidance. (See Resources)</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>B5. Develop procedures for safely handling and disposing of contaminated products. Consult with knowledgeable local and State agencies. Do not dispose of products contaminated with chemical or biological agents without approval from health and law-enforcement officials. Authorities may require samples for evidence or further investigation. Use only approved solid waste haulers.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>B6. Develop procedures for suspending the use of contaminated water. In addition to developing these procedures, see pages 25 and 26 for possible security measures for protecting your water and ice supply.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	B. Handling a Crisis (continued)	Schedule	Implemented
_____	<p>B7. Develop procedures for providing safe and secure substitute meals, including procedures for feeding students at an alternate site(s). Consult with local health or food safety department, since these officials may have to approve changes in alternate site(s) for compliance with food safety regulations.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	<p>B8. Develop procedures for notifying appropriate law enforcement and public health officials when your school receives a food biosecurity threat, as well as when a member of the school community observes or suspects product tampering. Developing a standard form will be useful to document the who, what, when, and where of the reported situation.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	<p>B9. Develop procedures to follow if you suspect the airflow to be contaminated with biological or other contaminants. Contact your HAZMAT unit (or first responder) to determine what you should and should not do if you suspect contamination.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>

Level of Priority High, Medium, Low, or N/A	C. Choosing Suppliers	Schedule	Implemented
_____	<p>C1. Purchase all food ingredients, food products, packaging materials, and other foodservice supplies only from reputable suppliers who have appropriate permits or licenses as applicable. Priority consideration should be given to suppliers who furnish foods manufactured using food security plans and measures. Obtain a signed agreement that suppliers will comply with applicable policies and procedures of the school's food biosecurity management plan.</p> <p>Some questions you might ask to determine if a supplier is reputable:</p> <ul style="list-style-type: none"> • Are you currently licensed and inspected by state and/or federal health authorities? (Request a copy of the Certificate of Inspection and license or permit as applicable). • Do you have references? (Request contact information for references). • Do you have a Hazard Analysis Critical Control Point (HACCP) plan in place? • Do you have a Crisis Management Plan in place? • Do you have a recall plan in place? • Can you provide letters of guarantee? 	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	<p>C2. Keep a list of phone numbers of suppliers and alternate suppliers (for situations when regular suppliers are unable to provide product) readily available. Notify staff of where the list will be kept.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	<p>C3. Require all food suppliers, including central kitchens, to use tamper-proof packaging on foods they ship to your school. An example of a tamper-proof seal is a numbered seal on an intact food package with matching number on the shipping documents. If product is delivered with a broken seal, reject it.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	<p>C4. Require suppliers to provide advance notification (by phone, e-mail, fax, or schedule of delivery) for all deliveries—especially off-hour deliveries. Suppliers should provide pertinent details about the shipment—for example, the name of the driver, estimated time of delivery, what and how much will be delivered. Determine in advance that unscheduled deliveries will be either rejected or held outside school premises until shipment can be verified and inspected.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>

Level of Priority High, Medium, Low, or N/A	C. Choosing Suppliers (continued)		Schedule	Implemented
_____	<p>C5. Meet with local vendors to increase awareness about food security issues. For example, local vendors should agree to use tamper-evident packaging for fresh products, such as lettuce or other produce. Vendors should know about transport security safeguards (e.g., use of same drivers/same routes, no unattended deliveries, reseal/relock delivery trucks) and personnel security measures (e.g., employee background investigations). (This should be consistent with suggestion M1.)</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>C6. Consider use of foods processed using alternative technologies (e.g., irradiated meat, ultra-pasteurized milk) because they may be less vulnerable to adulteration by certain contaminants.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	D. Receiving/Inspection		Schedule	Implemented
_____	<p>D1. Assure security measures are in place at loading docks to prevent unverified or unauthorized deliveries at any time. Dock doors should be closed and locked when not in use. Restrict access to loading dock.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>D2. Assign an authorized person to verify and receive shipments both during business hours and after business hours. Set policy in advance to address an unattended delivery – for example, do not move or open packages left on loading docks; if known, call the company and have them remove the package; if it is not evident where the package came from, call the police.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>D3. Verify deliveries against a roster of scheduled deliveries and approved suppliers.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>D4. Set a policy that all delivery trucks on the premises be locked and sealed when not being loaded or unloaded.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>D5. Set policy and procedures to investigate at the time of delivery shipping documents with suspicious changes at the time of delivery.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>D6. Provide training on identifying packaging that is acceptable and not acceptable. Train all foodservice personnel and the biosecurity team members.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>D7. Inspect the package condition of all ingredients (including commercial premixes), food service products, and hazardous chemicals prior to accepting shipment. Be sure to look for signs of tampering and counterfeiting.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	D. Receiving/Inspection (continued)	Schedule	Implemented
_____	D8. Document package inspection results in a receiving log. Documentation for the receiving log should include company name, product name, expiration date, lot codes, the number of units delivered, where the product will be stored, who received the product, and date and time of receipt.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	D9. Establish policy and procedures to reject food and chemical packages that are not acceptable, cannot be verified against delivery roster, or contain unacceptable changes to shipping documents	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	D10. Set policy and procedures to notify the food biosecurity team leader immediately if product tampering is suspected in any of the deliveries.	Assigned to: Deadline: Comments:	<input type="checkbox"/>

Level of Priority High, Medium, Low, or N/A	E. Storage Areas		Schedule	Implemented
_____	E1. Secure access to all food product, food ingredient, and chemical storage areas. For example, lock doors or install an alarm.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	E2. Control and monitor access to all food product, food ingredient, and chemical storage areas. Consider keeping an access log to document who has entered the storage area and when.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	E3. Inspect security in all storage facilities (including temporary storage vehicles) regularly, and keep a log of the results.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	E4. Maintain accurate inventories of all supplies – food and chemical – so you can detect and investigate unexplained additions to or withdrawals from stock.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	F. Storing Food		Schedule	Implemented
_____	F1. Store all leftover food items in tightly sealed (except during cooling), clearly labeled, and dated containers.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	F2. Establish policy and procedures to discard food or ingredients that are not properly sealed and labeled.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	G. Hazardous Chemicals		Schedule	Implemented
_____	G1. Follow manufacturer's instructions for use of hazardous chemicals. This includes amounts of chemicals to use, the use of personal protective equipment, proper environmental conditions, and all other precautions listed.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	G2. Construct and vent hazardous chemical storage areas in accordance with national and local building, fire, health department, and/or Department of Environment codes.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	G3. Store and secure hazardous chemicals outside of food preparation areas.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	G4. Keep a daily inventory of hazardous chemicals and investigate all discrepancies immediately.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	G5. Obtain Material Safety Data Sheets (MSDS) for hazardous chemicals from your supplier and make them readily available to food service staff. Be prepared for addressing human exposure or food contamination from hazardous chemicals.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	G6. Train employees to use chemicals properly to prevent accidental food contamination and human exposure.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	G7. Protect the foodservice area by securing potential sources of contamination located in other parts of the school building. For example, ensure strict control over access to cleaning chemicals used by custodians or to classroom laboratories that may contain reagents, hazardous materials, and microorganisms.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	G. Hazardous Chemicals (continued)		Schedule	Implemented
_____	G8. Monitor chemical use to prevent deliberate food contamination or human exposure.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	G9. In case of chemical exposure, keep roster of employee's emergency contacts and necessary medical information should family be unavailable. (This should be consistent with suggestion I6).	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	H. Foodservice Equipment		Schedule	Implemented
_____	H1. Instruct employees to look for signs of wear, tear, and tampering before operating equipment.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	H2. Establish procedures to monitor the operation of foodservice equipment (such as steam-jacketed kettles, steamers, choppers, hot/cold storage systems, or mixers) to prevent someone from intentionally contaminating food during preparation. Particular attention should be paid to critical preparation steps where products are uniformly mixed using mixers or blenders or produced in large batches. Secure bulk storage containers, particularly those that hold fluid products where a contaminant can be easily added and mixed. (This should be consistent with suggestion J2.)	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	H3. Keep emergency supply of disposables for foodservice in case utensils, trays, etc. are contaminated, or in case items cannot be decontaminated.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	I. Foodservice Personnel		Schedule	Implemented
_____	I1. Maintain an updated daily or shift roster of foodservice personnel and distribute it to school and foodservice supervisors. Make the roster accessible to staff only, not to outside visitors.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	I2. Use a system that ensures clear identification of foodservice personnel to their specific functions (for example, ID cards, colored aprons or hats). Particular attention should be paid to personnel working in critical production areas such as near steam-jacketed kettles, bulk mixers, and dry ingredients. (This should be consistent with suggestion J2.)	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	I3. Ask for and verify identification/credentials and have all visitors escorted. (This should be consistent with suggestion M6).	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	I4. Secure all access points into the foodservice facility with alarms, cameras, locks, fences, or other security hardware that meet national and local fire and safety codes.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	I5. Establish procedures for dealing with an unauthorized person(s) in a restricted section of the foodservice area.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	I6. Establish procedures for accessing personnel files. Emergency contact information, insurance information, and hospital preferences must be kept secure and confidential.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	I. Foodservice Personnel (continued)		Schedule	Implemented
	<p>17. Set and enforce policy that defines the personal items foodservice employees may and may not have in the food production or foodservice areas. The FDA Model Food Code limits personal items to a single, plain wedding band and confirmed necessary medications that require refrigeration and are double-packaged and labeled. Provide a secure storage space outside of restricted foodservice areas for all other personal items. (See resources)</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	J. Foodservice/ Food Preparation Areas		Schedule	Implemented
_____	<p>J1. Create a diagram or map that defines the boundaries of all foodservice areas as well as locations of specific activities within the foodservice area. This should include self-service bars and school stores if applicable. This diagram will be useful in several ways: to visualize the entire setup and flow of the foodservice operation, and as a visual aid for training purposes. You might begin your diagram with a blueprint of the school.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J2. Determine which foodservice areas should be restricted. Particular attention should be paid to critical production areas where products are uniformly mixed (e.g., mixers/blenders) or produced in large batches (e.g., bulk storage containers for fluid products). Restricted areas should also include food storage areas and chemical storage rooms. Define who is allowed within restricted areas and when.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J3. Mark the restricted foodservice areas and develop procedures for controlling entry by non-foodservice employees. This policy should address the access of all non-foodservice staff such as school administrators, principals, teachers, maintenance staff, parents, students, and visitors. (This should be consistent with suggestion M6).</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J4. Restrict and control access to central controls for airflow, HVAC, water systems, electricity, and gas within foodservice areas.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J5. Alarm emergency exits and self-locking doors that can be opened only from the inside per local and state fire and building codes.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>J6. Secure (lock, seal, equip with a sensor device) all doors, windows, roof openings, vent openings, and outside refrigeration/storage units at all times.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	J. Foodservice/ Food Preparation Areas (continued)	Schedule	Implemented
_____	J7. Make sure at least one authorized employee is present in the foodservice area at all times when the area is not secure. With new employees, it may be advisable to have more than one person on duty at the same time.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J8. Inspect ingredient packages prior to use for evidence of tampering. Examples of evidence are a broken seal (for unopened packages) or discoloration of food inside package (for leftover and resealed packages).	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J9. Prohibit outside foods and medications in foodservice areas (for example, “personal” foods or food brought in for storage or reheating by students or employees). For safety reasons, provide an alternate storage place to secure personal foods and medications outside of foodservice areas. (This should be consistent with suggestion I7).	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J10. Identify how and where to isolate suspected contaminated food or foodservice products. Designate an area for holding distressed food and food items held for testing. <i>Be careful: do not disturb a possible “crime scene”—evidence may be destroyed.</i> (This should be consistent with suggestion B4).	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	J11. Document where ingredients and foods are stored and prepared in the foodservice operation. If an ingredient or food is determined to be contaminated, you need to be able to trace where that item is, where that item was, and where it came from. Trace foods by keeping thorough production and inventory records that include the lot and/or code numbers from ingredient packaging that are used and where the finished product was stored or served. This may be accomplished with flow charts or logs and a HACCP plan. (See resources)	Assigned to: Deadline: Comments:	<input type="checkbox"/>

Level of Priority High, Medium, Low, or N/A	J. Foodservice/ Food Preparation Areas (continued)	Schedule	Implemented
_____	<p>J12. Do not allow the foodservice areas to be used for “special events” such as parent/teachers dinners or public events unless operated by the regular foodservice staff. Allowing the foodservice facility to be used by unknown and untrained people decreases the security of your foodservice operation.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	<p>J13. Monitor all foodservice areas for signs of suspicious activity or unauthorized entry. This includes self-service areas such as buffets and salad bars, receiving, outside storage, and solid waste disposal.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>

Level of Priority High, Medium, Low, or N/A	K. Outside the School Building		Schedule	Implemented
_____	K1. Create a diagram or map identifying foodservice-related areas that are outside the building – these areas include loading docks, parking lots, trash areas, outside food or chemical storage, or outside water supply. Post the diagram in appropriate locations in the school.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	K2. Ensure that there is enough outside lighting to allow detection of unusual activities.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	K3. Fence and secure air intakes (for example lock, seal, or equip with a sensor device) to prevent contaminants from entering the air distribution systems.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	K4. Locate parking areas for visitors or guests at a safe distance from the main facility. Clearly mark vehicles of authorized visitors, guests and employees (with placards or decals for example).	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	K5. Monitor school property including vehicles (both private and commercial), the air-intake system, loading docks, and school grounds. Develop procedures to determine what actions to take when anything suspicious is noted.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	L. Water and Ice Supply		Schedule	Implemented
_____	L1. Secure (fence or lock) outside accesses to all water supply and ice-making equipment to prevent unauthorized access.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	L2. Monitor and inspect outside accesses to all water supply and ice-making equipment to prevent unauthorized access.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	L3. Develop policy and procedures for actions to take if a breach in the water supply security occurs. Identify alternate source(s) of potable water e.g., bottled water. Also, consider the availability of bottled water.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	L4. Monitor the drains and water lines in food production areas periodically for possible tampering.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	L5. Control access to in-house ice-making equipment and ice storage facilities.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	L6. Install and use backflow devices on all water supply equipment and beverage dispensers. Use only backflow devices that meet American Society of Sanitary Engineers (ASSE) standards - these may be stamped with the letters ASSE.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	L. Water and Ice Supply (continued)		Schedule	Implemented
_____	<p>L7. Test water and ice regularly to make sure it is safe to drink. Check with local department responsible for your drinking water, municipal water company, and/or local water authority for methods and assistance.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>L8. Establish policy and procedures for notifying local officials responsible for drinking water and the Environmental Protection Agency (EPA) immediately if the public water supply might be unsafe to drink or use.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	M. General Security		Schedule	Implemented
_____	<p>M1. Set procedures to require that all job candidates (permanent, substitutes, and contract workers) must pass background security checks prior to hiring. Priority attention should be paid to personnel working in critical production areas. Every school employee can influence the security of the school, including the security of the foodservice operation.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>M2. Conduct random inspections of all employees' lockers. This must be done within the law.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>M3. Document reported foodborne illnesses. Include tracking unusual absenteeism trends and be alert for unusual staff health conditions.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>M4. Protect computer data systems with passwords, network firewalls, and effective virus detection systems.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>M5. Test emergency alert systems to be sure they work, and mark the locations of controls.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>M6. Control access of all visitors and non-school employees (including contractors, salespeople, truck drivers, pest control operators, environmental health specialists/sanitarians, fire fighters, and law enforcement officials). Require them to sign in at the main office or dock office, show picture identification, and explain the purpose of their visit. Provide visitors with a visitor's badge. An authorized school representative should accompany them to the appropriate foodservice site. Visitors should not be left unsupervised in the school.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	M. General Security (continued)		Schedule	Implemented
_____	M7. Account for all keys provided to current employees.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	M8. Account for all keys, uniform(s), and identification badges provided to former employees.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	N. Handling Mail/Money		Schedule	Implemented
_____	<p>N1. Set procedures to conduct mail-handling activity in a separate room or facility, away from food production and processing operations. Dangerous contaminants can be spread through handling packages. It is important to take precautions when handling mail to minimize the risk that contaminated mail could contaminate the food or foodservice areas.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N2. Establish policy to direct all incoming mail (from the U.S. Postal Service or from private mail services such as UPS, FedEx, etc.) to one central location. Restrict access to mail area.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N3. Train mail handlers to recognize and handle suspicious pieces of mail using U.S. Postal Service guidelines. Guidelines are available from the U.S. Postal Service and from the Centers for Disease Control and Prevention. (See resources)</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N4. Be aware that the handling of money is a potential means of spreading dangerous contaminants – separate money transactions from the foodservice areas.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N5. Set a policy for cashiers to always wash hands after handling money and prior to preparing, serving, or handling foodservice equipment. Follow hand-washing method as directed in the <i>FDA Model Food Code</i>.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	O. Training		Schedule	Implemented
_____	<p>01. Train all employees about the food biosecurity management plan. It is important that all school employees understand the policies and procedures in the school's food biosecurity management plan so they will know how they can help strengthen security throughout the school.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>02. Create policy and procedures on how and when to conduct drills. It is important to periodically conduct drills to practice the communication process and to simulate a foodservice crisis (for example recalling a product or serving emergency substitute meals) so that you can evaluate how the crisis response part of your plan is working and make improvements if necessary. Consult with your local health department and other appropriate agencies for assistance with drills.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>03. Provide food safety and security training for foodservice personnel and local vendors. Train personnel to (1) prevent accidental contamination of food, (2) know what "adulteration" means and how to recognize it, and (3) recognize any sign of possible product tampering, deliberate and intentional product contamination, or other breach in the food security system. Emphasize that it is mandatory to report any signs of contamination, product tampering or breach in the food security system. Be ready to take immediate action so that potentially harmful food is not handled or served.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>04. Develop policy and procedures on how employees should prepare and submit incident reports. Employees need to know how to bring situations or incidents to the attention of the school foodservice biosecurity management team.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>05. Train all new employees in food safety and the school's food biosecurity procedures before they start working, so they can recognize threats to security and respond to a crisis if necessary. Have employees sign a statement documenting what training was taken and when. Provide refresher training periodically.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	P. Plan Maintenance		Schedule	Implemented
_____	<p>P1. Create a schedule for food biosecurity inspections to verify that key provisions of the plan are in place. A team “inspector” and staff member together should check outside and inside foodservice areas, food production areas, food storage, shipping and receiving areas, water and ice supply, mail handling, and personal/locker storage areas. The inspector should maintain a log with the date, time, name of staff person accompanying the inspector, outcome of the inspection, and recommendations for corrective action. Follow-up by recording in the log the corrective actions taken and when.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>P2. Set a policy for continuously reviewing and updating the policies and procedures in the plan. Revise the plan as circumstances change and as you receive new information.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	Q. Security measures for Our Own School (Security measures we need to take that are not on the checklist)	Schedule	Implemented
_____	Q1.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	Q2.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	Q3.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	Q4.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	Q5.	Assigned to: Deadline: Comments:	<input type="checkbox"/>
_____	Q6.	Assigned to: Deadline: Comments:	<input type="checkbox"/>

School Foodservice Biosecurity Management Team Information 34

School Emergency Contact Information 35

First Responder Emergency Contact Information 36

Monitoring Schedule for Items Requiring Follow-Up 37

School Food Biosecurity Management Team Information

School name: _____
 School district/address: _____
 Date compiled/updated: _____

1. Team leader
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

2. Alternate Team Leader
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

3. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

4. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

5. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

6. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

7. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

8. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

9. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

10. Member
 Office phone number: _____
 Home phone number: _____
 Cell number: _____
 Pager number: _____
 Team responsibilities: _____

32

School Emergency Contact Information

If a biosecurity-related emergency occurs, contact your school principal and your food biosecurity management team leader immediately, and then contact your school's first responder. Establish procedures for what to do if the principal is not available. Make sure the team knows which of the following would be the first responder for your school - in many cases it will be the local police department.

Date compiled/updated: _____
 School name: _____
 School address: _____

School Principal
 Name: _____
 Phone number: _____
 Cell number: _____
 Pager number: _____
 Email: _____
 Fax number: _____

School Food Biosecurity Team Leader
 Name: _____
 Phone number: _____
 Cell number: _____
 Pager number: _____
 Email: _____
 Fax number: _____

Substitute School Official
 Name: _____
 Phone number: _____
 Cell number: _____
 Pager number: _____
 Email: _____
 Fax number: _____

Alternate School Food Biosecurity Team Leader
 Name: _____
 Phone number: _____
 Cell number: _____
 Pager number: _____
 Email: _____
 Fax number: _____

Media Spokesperson
 Name: _____
 Phone number: _____
 Cell number: _____
 Pager number: _____
 Email: _____
 Fax number: _____

School Foodservice District Director
 Name: _____
 Phone number: _____
 Cell number: _____
 Pager number: _____
 Email: _____
 Fax number: _____

33

First Responder Emergency Contact Information

Date compiled/updated: _____

Local Police Department
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

Local Health Department
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

Local Fire Department
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

Local/State Agency for Drinking Water
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

HAZMAT Unit
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

Homeland Security Officer
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

Federal Food Safety Regulatory Agency (FDA or FSIS)
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

USDA Commodity/Food Distribution
 Contact name: _____
 Phone number: _____
 Fax number: _____
 Email: _____
 Address: _____
 Call if: _____

34

Monitoring Schedule for Items that Require Follow-up Action

Task to monitor or follow-up	When will follow-up begin?	How often will follow-up occur?	Who is responsible?	Results of follow-up	Check when completed
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

35

School Food Biosecurity Management Team Information

School name: _____

School district/address: _____

Date compiled/updated: _____

1. Team leader _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

2. Alternate Team Leader _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

3. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

4. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

5. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

6. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

7. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

8. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

9. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

10. Member _____

Office phone number: _____

Home phone number: _____

Cell number: _____

Pager number: _____

Team responsibilities: _____

School Emergency Contact Information

If a biosecurity-related emergency occurs, contact your **school principal** and your **food biosecurity management team leader** immediately, and then contact your school's first responder. Establish procedures for what to do if the principal is not available. Make sure the team knows which of the following would be the first responder for your school – in many cases it will be the local police department.

Date compiled/updated: _____

School name: _____

School address: _____

School Principal

Name: _____

Phone number: _____

Cell number: _____

Pager number: _____

Email: _____

Fax number: _____

School Food Biosecurity Team Leader

Name: _____

Phone number: _____

Cell number: _____

Pager number: _____

Email: _____

Fax number: _____

Substitute School Official

Name: _____

Phone number: _____

Cell number: _____

Pager number: _____

Email: _____

Fax number: _____

Alternate School Food Biosecurity Team Leader

Name: _____

Phone number: _____

Cell number: _____

Pager number: _____

Email: _____

Fax number: _____

Media Spokesperson

Name: _____

Phone number: _____

Cell number: _____

Pager number: _____

Email: _____

Fax number: _____

School Foodservice District Director

Name: _____

Phone number: _____

Cell number: _____

Pager number: _____

Email: _____

Fax number: _____

First Responder Emergency Contact Information

Date compiled/updated: _____

Local Police Department

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

Local Fire Department

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

HAZMAT Unit

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

Federal Food Safety Regulatory Agency (FDA or FSIS)

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

Local Health Department

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

Local/State Agency for Drinking Water

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

Homeland Security Officer

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

USDA Commodity/Food Distribution

Contact name: _____

Phone number: _____

Fax number: _____

Email: _____

Address: _____

Call if: _____

Monitoring Schedule for Items that Require Follow-up Action

Task to monitor or follow-up	When will follow-up begin?	How often will follow-up occur?	Who is responsible?	Results of follow-up	Check when completed
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Resources

Instructions, Step 2, Rating Priorities

**FDA, Center for Safety and Applied Nutrition (CFSAN)
Food Safety and Security: Operational Risk
Management Systems Approach**

This document is not available on-line
Address: Food and Drug Administration (FDA)
Center for Safety and Applied Nutrition
(CFSAN)
5100 Paint Branch Parkway (HFS-555)
College, Park MD 20740
Phone Number: 1-888-SAFEFOOD

General Accounting Office (GAO)

<http://www.gao.gov>
**A Risk Management Approach Can Guide
Preparedness Efforts**
Report #: GAO-02-208T, October 31, 2001
http://www.gao.gov/new_items/d02208t.pdf
Address: General Accounting Office (GAO)
441 G Street, NW
Washington, DC 20548
Phone Number: (202) 512-4800

A. Communication

American State Health Officials (ASTHO)

<http://www.statepublichealth.org>
State Public Health Hotline Numbers
[http://www.statepublichealth.org/index.php?
template=hotlines.php](http://www.statepublichealth.org/index.php?template=hotlines.php)
Address: American State Health Officials (ASTHO)
1275 K Street NW Suite 800
Washington DC 20005
Phone Number: (202) 371-9090

Department of Homeland Security

website
<http://www.dhs.gov> or <http://www.ready.gov>
State Contact List
[http://www.whitehouse.gov/homeland/
contactmap.html](http://www.whitehouse.gov/homeland/contactmap.html)
Address: The White House
The Department of Homeland Security
1600 Pennsylvania Ave. NW
Washington DC 20500
Phone Number: (202) 456-1111

Federal Bureau of Investigation

Field Offices

<http://www.fbi.gov> (click on “site map” towards
bottom of the page, then click on “field offices”)
Address: Federal Bureau of Investigation (FBI)
J. Edgar Hoover Building
935 Pennsylvania Ave. NW
Washington DC 20535-0001
Phone Number: (202) 324-3000

**National Food Service Management Institute
(NFSMI)**

<http://www.nfsmi.org>
**Emergency Readiness Plan: A Guide for the
School Foodservice Operation**
[http://www.nfsmi.org/Information/
e-readiness.html](http://www.nfsmi.org/Information/e-readiness.html)
Address: National Food Service Management
Institute (NFSMI)
University of Mississippi
P.O. Drawer 188
University, MS 38677-0188
Phone Number: 1-800-321-3054 or
(662) 915-7658

US Department of Agriculture (USDA)

Emergency Preparedness Personnel Directory
This information is not available on-line
Address: U.S. Department of Agriculture (USDA)
1400 Independence Ave. NW
Washington DC 20250
Phone Number: (202) 720-3631

**US Department of Education, Office of Safe and Drug
Free Schools**

<http://www.ed.gov/offices/OSDFS>
**Practical Information on Crisis Planning: A Guide
for Schools and Communities**
[http://www.ed.gov/offices/OSDFS/
emergencyplan/](http://www.ed.gov/offices/OSDFS/emergencyplan/)
Address: U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Phone Number: 1-800-USA-LEARN
(1-800-872-5327)
Address to order publication:
Education Publications Center, US
Department of Education
P.O. Box 1398
Jessup, MD 20794-1398

B. Handling A Crisis

American School Food Service Association (ASFSA)

<http://www.asfsa.org>

Food Safety in Schools: Communicating During Times of Crisis

<http://www.asfsa.org/newsroom/nfsem/fscrisis.asp>

Address: American School Food Service Association (ASFSA)
700 So Washington Street
Ste # 300
Alexandria, VA 22314-4287

Phone Number: 1-800-877- 8822 or
(703) 739-3900

Food and Drug Administration (FDA)

Reporting Problems to the FDA

<http://www.fda.gov/opacom/backgrounders/problem.html>

Address: Food and Drug Administration (FDA)
5600 Fisher's Lane
Rockville, MD 20857

Phone Number: 1-888-INFO-FDA (1-888 463-6332)

Food Marketing Institute (FMI)

<http://www.fmi.org>

Extortion Threat Information Form

http://www.fmi.org/media/extortion_threat_information_form.pdf

Address: Food Marketing Institute (FMI)
655 15th Street NW
Washington DC 20005

Phone Number: (202) 452-8444

Food Safety Training and Education Alliance (FSTEA)

<http://www.fstea.org>

Suspect Description Form

http://www.fstea.org/resources/security/suspect_description_form.html

Food Safety Training and Education Alliance (FSTEA)
(This information is only available on-line)

Georgia Dept. of Education

<http://www.doe.k12.ga.us>

Foodborne Illness Report Form

http://www.doe.k12.ga.us/_documents/schools/nutrition/foodborneillnessform.pdf

Address: Georgia Dept. of Education
Help Desk
2054 Twin Towers East
Atlanta, GA 30334

Phone Number: (404) 656-2800 or
1-800-311-3627 (GA)

Fax Number: (404) 651-6867

National Food Service Management Institute (NFSMI)

<http://www.nfsmi.org>

Emergency Readiness Plan: A Guide for the School Foodservice Operation

<http://www.nfsmi.org/Information/e-readiness.html>

Responding to a Food Recall

<http://www.nfsmi.org/Education/Satellite/ss29/satinfo.htm#print>

Manual: <http://www.nfsmi.org/information/recallmanual.pdf>

Leader guide: <http://www.nfsmi/recalllg.pdf>

Poster: <http://www.nfsmi/recallposter.pdf>

Brochure: <http://www.nfsmi/recallbrochure.pdf>

Address: National Food Service Management Institute (NFSMI)
University of Mississippi
P.O. Drawer 188
University, MS 38677-0188

Phone Number: 1-800-321-3054 or
(662) 915-7658

US Department of Education, Office of Safe and Drug Free Schools

<http://www.ed.gov/offices/OSDFS>

Practical Information on Crisis Planning: A Guide for Schools and Communities

<http://www.ed.gov/offices/OSDFS/emergencyplan/>

Address: U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Phone Number: 1-800-USA-LEARN
(1-800-872-5327)

Address to order publication:
Education Publications Center, US
Department of Education
P.O. Box 1398
Jessup, MD 20794-1398

C. Choosing Suppliers

National Restaurant Association (NRA)

<http://www.restaurant.org>

Selecting Suppliers

http://www.restaurant.org/nfsem/images/pdfs/week1_activity.pdf

Address: NRA Educational Foundation's
International Food Safety Council
1200 17th Street NW
Washington DC 20036

Phone Number: (202) 331-5900

D. Receiving/Inspection

**FDA, Center for Safety and Applied Nutrition (CFSAN)
Incoming Food Materials Inspection Report and
*Inspecting Incoming Food Materials***

Neither of these documents are available on-line.

Address: Food and Drug Administration (FDA)
Center for Safety and Applied Nutrition
(CFSAN)
5100 Paint Branch Parkway (HFS-555)
College, Park MD 20740

Phone Number: 1-888-SAFEFOOD (1-888-723-3366)

National Restaurant Association (NRA)

<http://www.restaurant.org>

Receiving Guidelines

http://www.restaurant.org/nfsem/images/pdfs/Week2_Activity.pdf

Address: NRA Educational Foundation's
International Food Safety Council
1200 17th Street NW
Washington DC 20036

Phone Number: (202) 331-5900

Purdue University

<http://www.cfs.purdue.edu>

Receiving and Storage Checklist

http://www.cfs.purdue.edu/RHIT/foodsafety/Checklists_HACCP/SampleChecklist_Receiving&Storage.PDF

Address: Purdue University
Department of Hospitality & Tourism
Management Stone Hall
W. Lafayette, IN 47907

Phone Number: 765-494-4600

E. Storage Areas

No recommended resources.

F. Storing Food

No recommended resources.

G. Hazardous Chemicals

**Interactive Learning Paradigm Incorporated (ILPI)
*Where to find Material Safety Data Sheets
(MSDS) on the Internet***

<http://www.ilpi.com/msds/>

Address: Interactive Learning Paradigm
Incorporated (ILPI)
4905 Wayne Blvd.
Lexington, KY 40513-1469

Phone Number: 859-396-5218

Email address: infor@ilpi.com

H. Foodservice Equipment

No recommended resources.

I. Foodservice Personnel

FDA, Center for Safety and Applied Nutrition (CFSAN)

<http://www.cfsan.fda.gov>

FDA Model Food Code report number PB
2022100819

<http://www.cfsan.fda.gov/~dms/foodcode.html>

Address: Food and Drug Administration (FDA)
Center for Safety and Applied Nutrition
(CFSAN)
5100 Paint Branch Parkway (HFS-555)
College, Park MD 20740

Phone Number: 1-888-SAFEFOOD (1-888-723-3366)

or to purchase the FDA Model Food Code, contact
the National Technical Information Service (NTIS)

Address: NTIS
5285 Port Royal Drive
Springfield, VA 22161
Phone Number: (703) 605-6000

J. Foodservice/Food Preparation Areas

National Food Service Management Institute (NFSMI)

**HACCP for Child Nutrition Programs Building on
the Basics**

<http://www.olemiss.edu/depts/nfsmi>

Address: National Food Service Management
Institute (NFSMI)
University of Mississippi
P.O. Drawer 188
University, MS 38677-0188

Phone Number: 1-800-321-3054 or
(662) 915-7658

K. Outside the School Building

No recommended resources.

L. Water and Ice Supply

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov>

Emergency Food and Water Supplies

<http://www.fema.gov/library/emfdwtr.shtm>

Address: Federal Emergency Management Agency
(FEMA)
500 C Street SW
Washington DC 20006

Phone Number: (202) 639-3520

American Red Cross

<http://www.redcross.org>

Food and Water in an Emergency brochure

<http://www.redcross.org/disaster/safety/foodwtr.pdf>

Address: American Red Cross
National Headquarters
431 18th Street NW
Washington DC 20006
Phone Number: (202) 639-3520

Environmental Protection Agency (EPA)

<http://www.epa.gov>

Address: Environmental Protection Agency (EPA)
Ariel Rios Building
1200 Pennsylvania Ave. NW
Mail Code: 3213A
Washington DC 20460
Phone Number: (202) 260-2090

M. General Security

Food and Drug Administration (FDA)

<http://www.fda.gov>

bioterrorism website

<http://www.fda.gov/oc/opacom/hottopics/bioterrorism.html>

Address: Food and Drug Administration (FDA)
5600 Fisher's Lane
Rockville, MD 20857

Phone Number: 1-888-INFO-FDA (1-888 463-6332)

FDA, Center for Food Safety and Nutrition (CFSAN)

<http://www.cfsan.fda.gov>

food safety and terrorism website

<http://www.cfsan.fda.gov/~dms/fsterr.html>

Address: Food and Drug Administration (FDA)
Center for Safety and Applied Nutrition
(CFSAN)
5100 Paint Branch Parkway (HFS-555)
College, Park MD 20740

Phone Number: 1-888-SAFEFOOD (1-888-723-3366)

Montgomery County's Emergency Management Office

<http://www.montgomerycountymd.gov/>
Public Health and Emergency Preparedness
booklet
<http://www.washingtonpost.com/wp-srv/health/specials/preparedness/guides/montgomery.pdf>
Address: Montgomery County's Emergency Management Office
101 Monroe Street
Rockville, MD 20850
Phone Number: (240) 777-2300

United States Postal Service (USPS)

<http://www.usps.com>
U.S. Postal Guidelines
<http://www.usps.com/news/2001/press/serviceupdates.htm>
Mail handling Poster
<http://www.usps.com/news/2001/press/mailsecurity/postcard.htm>
Address: United States Postal Service (USPS)
475 L' Enfant Plaza SW
Washington DC 20260
Phone Number: 1-800-ASK-USPS (1-800-275-8777)

N. Handling Mail/Money

Centers for Disease Control and Prevention (CDC)
<http://www.bt.cdc.gov/>
Information and Guidance for Safe Handling of Mail
<http://www.bt.cdc.gov/> (search for "suspicious packages" or "handling mail")
Address: Centers for Disease Control and Prevention (CDC)
1600 Clifton Road
Atlanta, GA 30333
Phone Number: (404) 639-3311

FDA, Center for Safety and Applied Nutrition (CFSAN)

<http://www.cfsan.fda.gov>
FDA Model Food Code report number PB 2022100819
<http://www.cfsan.fda.gov/~dms/foodcode.html>
Address: Food and Drug Administration (FDA)
Center for Safety and Applied Nutrition (CFSAN)
5100 Paint Branch Parkway (HFS-555)
College, Park MD 20740
Phone Number: 1-888-SAFEFOOD (1-888-723-3366)

or to purchase the *FDA Model Food Code*, contact the National Technical Information Service (NTIS)
Address: NTIS
5285 Port Royal Drive
Springfield, VA 22161
Phone Number: (703) 605-6000

O. Training

FDA, Center for Safety and Applied Nutrition (CFSAN)

<http://www.cfsan.fda.gov>
FDA Model Food Code report number PB 2022100819
<http://www.cfsan.fda.gov/~dms/foodcode.html>
Managing Food Safety: A Guide for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments
<http://www.cfsan.fda.gov/~dms/hret-toc.html>
Address: Food and Drug Administration (FDA)
Center for Safety and Applied Nutrition (CFSAN)
5100 Paint Branch Parkway (HFS-555)
College, Park MD 20740
Phone Number: 1-888-SAFEFOOD (1-888-723-3366)

or to purchase the *FDA Model Food Code*, contact the National Technical Information Service (NTIS)
Address: NTIS
5285 Port Royal Drive
Springfield, VA 22161
Phone Number: (703) 605-6000

National Food Service Management Institute (NFSMI)

<http://www.nfsmi.org>

Emergency Readiness Plan: A Guide for the School Foodservice Operation

<http://www.nfsmi.org/Information/e-readiness.html>

HACCP for Child Nutrition Programs Building on the Basics

<http://www.olemiss.edu/depts/nfsmi>

Menu Planner for Healthy School Meals FNS-303

<http://www.olemiss.edu/depts/nfsmi>

Responding to a Food Recall (see Appendix)

Manual: <http://www.nfsmi.org/information/recallmanual.pdf>

Leader guide: <http://www.nfsmi/recalllg.pdf>

Poster: <http://www.nfsmi/recallposter.pdf>

Brochure: <http://www.nfsmi/recallbrochure.pdf>

Address: National Food Service Management Institute (NFSMI)

University of Mississippi

P.O. Drawer 188

University, MS 38677-0188

Phone Number: 1-800-321-3054 or

(662) 915-7658

US Department of Education, Office of Safe and Drug Free Schools

<http://www.ed.gov/offices/OSDFS>

Practical Information on Crisis Planning: A Guide for Schools and Communities

<http://www.ed.gov/offices/OSDFS/emergencyplan/>

Address: U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Phone Number: 1-800-USA-LEARN
(1-800-872-5327)

Address to order publication:

Education Publications Center, US

Department of Education

P.O. Box 1398

Jessup, MD 20794-1398

P. Plan Maintenance

No recommended resources.

Q. Other Biosecurity Guidelines

FDA, Center for Safety and Applied Nutrition (CFSAN)

<http://www.cfsan.fda.gov>

Guidance for Industry Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance, March 21, 2003 (final guidance)

<http://www.cfsan.fda.gov/~dms/secguid6.html>

Guidance for Industry Importers and Filers: Food Security Preventive Measures Guidance, March 21, 2003 (final guidance)

<http://www.cfsan.fda.gov/~dms/secguid7.html>

Address: Food and Drug Administration (FDA)
Center for Safety and Applied Nutrition (CFSAN)

5100 Paint Branch Parkway (HFS-555)

College, Park MD 20740

Phone Number: 1-888-SAFEFOOD (1-888-723-3366)

USDA, Food Safety and Inspection Service (FSIS)

<http://www.fsis.usda.gov>

Security Guidelines for Food Processors

<http://www.fsis.usda.gov/oa/topics/securityguide.pdf>

Address: USDA, Food Safety and Inspection Service (FSIS)

Washington DC 20250

Phone Number: (202) 720-9113

World Health Organization (WHO)

<http://www.who.int>

Terrorist Threats to Foods: Guidance for Strengthening Prevention and Response Systems

http://www.who.int/fsf/Documents/terrorism_and_food_en.pdf

Address: World Health Organization (WHO)

Regional Office

Food Safety Department

525 23rd Street NW

Washington DC 20037

Phone Number: (202) 974-3000

USDA, Food and Nutrition Service (FNS)

<http://www.fns.usda.gov>

Biosecurity Guidelines for School Foodservice

Address: USDA, Food and Nutrition Service (FNS)

Child Nutrition Division

3101 Park Center Drive

Alexandria, VA 23032

Phone Number: (703) 305-2590

Acknowledgment goes to the following groups, listed in alphabetical order, for providing guidance and comments for the development of this publication:

American School Food Service Association
Centers for Disease Control and Prevention
Food and Drug Administration, Center for Food Safety and Nutrition
National Agricultural Library
National Environmental Health Association
National School Boards Association
Office of Food Protection, Rhode Island
Registered Environmental Health Specialist, New Jersey
U.S. Department of Agriculture, Food and Nutrition Service
U.S. Department of Agriculture, Food Safety and Inspection Service

FNS-364

Food and Nutrition Service
U.S. Department of Agriculture

October 2003
Slightly revised March 2004

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

