

**BIOSECURITY / SECURITY CHECKLIST**

For the Food Service Director

***School Food Service***

**Biosecurity and security are part of an all-hazards approach to Food Safety.**

**BE AWARE**

- Unusual signs that may indicate possible bioterrorism:
  - Unusual high number of sick children.
  - Abnormal or unusual signs not typically seen for a particular disease.
  - Disease occurrence outside of its normal expected season.
  - Multiple outbreaks of the same illness.
  - Multiple cases of mysterious illness.
  - Both food service workers and children are ill.

**BE PREPARED**

- Create a Biosecurity plan for your food service operation and incorporate it into your Emergency Plan.
  - Review the USDA's *A Biosecurity Checklist for School Foodservice Programs: Developing a Biosecurity Management Plan*, <http://schoolmeals.nal.usda.gov/Safety/biosecurity.pdf> and the USDA and National Food Service Management Institute's Guide ([www.nfsmi.org/Information/e-readiness.html](http://www.nfsmi.org/Information/e-readiness.html))
  - Utilize the New Jersey Department of Health and Senior Services' Food and Drug Safety Program Self-Inspection Checklist.
  - For assistance with these plans, contact the New Jersey Department of Agriculture-Division of Food and Nutrition Services at 609-984-0692.
- Check for the following in your plan and discuss them with the school business administrator:
  - A security policy and security measures for deliveries.
  - Security of food service area.
    - Lock storage and equipment, especially when not in use.

# Keep the Garden State Safe

## BE PREPARED (continued)

- Notification procedures to alert you if there is a problem with the water/electrical supply and the steps to take if there is.
  - Access to all water supply points and ice-making equipment are kept secure.
- Notification procedures to alert you if the school facility receives a food bio-security threat.
- Procedures to take if there is a recall of food/ingredient products.
- Procedures you will take if you suspect or find evidence of contamination or tampering with food/ingredient products, equipment, etc., within your food service operation.
- The designated person who will speak to the media if an event occurs involving the food service operation.

## BE ALERT

- Talk with the school administrator (School Principal, Executive Director, etc.) about the New Jersey Department of Education's Best Management Practices. Learn, and incorporate into your plan, the facility's emergency and evacuation procedures, e.g.
  - Identify how and where to evacuate the facility.
    - Understand the notifications indicating this condition.
  - Identify how and where to shelter-in-place.
    - Understand the notifications indicating this condition.
  - Identify what to do if there is a breach in security.
    - Understand the notification indicating this condition.
- Exchange contact information with the school administrators, including after hours numbers.
- Develop a list of important phone numbers, with contact names, such as the following: (keep at an on-site and off-site location)
  - Police / Fire / EMS: 9-1-1
  - Local Health Department
  - NJ Dept. of Agriculture – Division of Food and Nutrition (609-984-0692)

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## **BE ALERT (continued)**

- NJ Dept. of Agriculture - 24-hour number (609-292-8896)
- NJ Dept. of Health and Senior Services
- Emergency Notification List, including after hours numbers (e.g. School Superintendent, School Business Administrator, Principal, Food Service Supervisors, workers, vendors, suppliers, etc.). Include a list of your essential employees allowed access to the facility during emergencies.
  
- Maintain awareness of the location of visitors and vendors.
  - Establish a sign-in/sign-out sheet.
  - Escort visitors and vendors.
  
- Notify authorities of people taking unauthorized pictures or asking questions about operations, security, etc.
  
- Watch for and report signs of tampering with equipment, food, water, products, buildings and utilities.
  
- Maintain situational awareness of world events and on-going threats.
  
- Train employees to be alert and notify you if they see suspicious activity.

## **BE SECURE**

- Limit access to and secure, entrances and sensitive areas, when not in use.
  - Keep storage areas and refrigerator/freezers locked.
  - Keep delivery doors locked.
  
- Maintain up-to-date inventories, especially on hazardous and perishable materials. Investigate discrepancies immediately.
  - Keep invoices on file.
  
- Inspect food and supplies for tampering, contamination, and spoilage.
  
- Pre-screen prospective employees.
  
- Recommend that all frozen and refrigerated foods be delivered in refrigerated vehicles.
  
- Keep vehicles and equipment locked and keys secured, when not in use.

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## **BE SECURE (continued)**

- Require vehicles transporting food to have a means of maintaining the proper temperature of both hot and cold food items, as required in New Jersey State Sanitary Code – Chapter 12.
- Maintain adequate lighting and security measures.
  - Report any repairs required and follow up to see that they are done.
- Restrict access to computers and sensitive documents.
  - Protect computer data with virus protection.
- Shred sensitive documents before discarding.
- Train employees to notify you if they detect a breach in security.

## **BE CLEAN**

- Limit access to sensitive areas and enforce visitors/vendors to follow posted rules.
  - Do not take visitors to food preparation or storage areas, unless authorized.
- Keep chemicals and hazardous materials separate from consumable products. Secure and restrict these areas.
- Follow sanitary practices to eliminate the spread of disease. This applies to people, as well as equipment.
  - Utilize clean outer garments and disposable food service gloves – change when dirty and/or before handling raw and then cooked foods.
- Train employees to be clean and to notify you if they see discrepancies.

# Keep the Garden State Safe

## BE CURRENT

- Practice emergency drills with your employees and with the entire facility.
- Review and update your plan.
  - After each drill, if necessary.
  - Every year.

## NOTIFY/CALL

- If you suspect suspicious activity, notify the school administrators and call local law enforcement and 1-866-4-SAFE-NJ.
- If you notice participants and/or workers unexpectedly getting sick, notify the school administrators, the local health department, the New Jersey Dept. of Agriculture's Division of Food and Nutrition.
- Train employees to notify you if there are concerns/problems.
  - Train them on the proper response procedures.
  - If tampering/contamination are suspected, isolate the suspected food/supplies.
  - Remove participants and co-workers from the area.
  - Monitor food and facilities until authorities arrive.
- Train your employees on your plan and to Be Alert, Be Secure, Be Clean, and Notify/Call.