

BIOSECURITY / SECURITY CHECKLIST
For the Food Service Director

Child and Adult Care Food Program Sponsoring Organization

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 participants.
 - 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 staff and participants 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*.
 - Utilize the USDA and National Food Service Management Institute's Guide (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 at 609-984-1250.
- Check for the following in your plan and discuss them with the facility's owner or Agency's principal:
 - A security policy and security measures for deliveries.

Keep the Garden State Safe

BE PREPARED (continued)

- Secure food service areas.
 - Lock storage areas and equipment, especially when not in use.
- Notification procedures to alert you if there is a problem with the water/electrical supply and the steps you need to take if it is.
 - Access to all water supply points and ice-making equipment are kept secure.
- Notification procedures to alert you if the facility receives a food biosecurity 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.
- Designate a spokesperson to address the media if an event occurs.

BE ALERT

- Talk with the facility's owner or Agency's principal. (If you are in a school, talk to the school administrator about the New Jersey Department of Education's Best Management Practices.) Learn, and incorporate into your plan, the facility's emergency and emergency 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 procedures to follow whenever there is a breach in security.
 - Understand the notifications indicating this condition.
- Exchange contact information with the facility's owner/Agency's principal, including after hours numbers.

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BE ALERT (continued)

- ❑ 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)
 - 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. Facility owner, Agency's principal, Supervisors, workers, vendors, suppliers, etc.). Include a list of your essential employees allowed access to the facility during emergencies.
- ❑ Monitor the level of access in the facility for all visitors.
 - Establish and maintain 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 for hazardous and perishable materials.
 - Keep invoices on file.
 - Investigate discrepancies immediately.
- ❑ Inspect food and supplies regularly for tampering, contamination, and spoilage.
- ❑ Pre-screen prospective employees.

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BE SECURE (continued)

- ❑ Keep vehicles and equipment locked and keys secured, when not in use.
 - Require refrigerated vehicles for transporting food.
- ❑ 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 be secure and notify you if they detect a breach in security.

BE CLEAN

- ❑ Limit access to sensitive areas and require 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.
- ❑ Provide sanitation training and instruct employees to report discrepancies.

BE CURRENT

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

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NOTIFY/CALL

- If you suspect suspicious activity, notify the facility owner/Agency's principal and call local law enforcement and 1-866-4-SAFE-NJ.
- If you notice participants and/or staff members unexpectedly getting sick, notify the facility's owner/Agency's principal, 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.
 - BE ALERT,
 - BE SECURE,
 - BE CLEAN and
 - NOTIFY/CALL.