

BIO-SECURITY / SECURITY CHECKLIST
For the Emergency Feeding Organizations (TEFAP) Coordinators

TEFAP Agencies

Bio-security 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/adults.
 - 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 recipients are ill.

BE PREPARED

- Create a Bio-security plan for your foodbank/warehouse operations, contracted soup kitchens, shelters and pantries, to be included with your Emergency Plan.
 - Review the USDA's *A Bio-security Checklist for School Foodservice Programs: Developing a Biosecurity Management Plan*.
 - Utilize the USDA and National Food Service Management Institute's Guide 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 609-292-4683.
- Check that the following measures are in your plan. Discuss them with the executive director, and/or site representative.

Keep the Garden State Safe

BE PREPARED (continued)

- Security policy and security measures for deliveries.
 - Require deliveries to be transported in company identified vehicles.
 - Restrict deliveries to scheduled appointments.
 - Maintain invoice records on file.
 - Maintain accurate records of products/commodities inventory.
- Food preparation areas and storage areas have limited access.
- 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 for tracking commodities potentially affected by a food recall.
- Procedures to take if you suspect or find evidence of contamination or tampering with food/ingredient products, equipment, etc., within your feeding operations.
- The designated spokesperson that will address the media if an event occurs impacting your feeding operations.

BE ALERT

- Talk with the executive director to learn, and incorporate into your plan the facility's 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 what to do if there is a breach in security.
 - Understand the notifications indicating this condition.
 - Identify the established security communication code(s), with the appropriate personnel.

Keep the Garden State Safe

BE ALERT (continued)

- ❑ Exchange contact information with the executive director, site representative, etc., including after hours numbers (e.g. home phone, mobile phone, etc).
- ❑ 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. Executive Director, Site Representative, Agency Coordinator, 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/volunteers to be alert, vigilant with their surroundings, 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.

Keep the Garden State Safe

BE SECURE (continued)

- ❑ Pre-screen prospective employees/volunteers.
- ❑ Recommend that all frozen and refrigerated foods be delivered in refrigerated vehicles.
 - Require vehicles transporting food to have a means of maintaining the proper temperature.
- ❑ Keep vehicles and equipment locked and keys secured when not in use.
- ❑ Maintain adequate lighting and security measures.
 - Report any repairs that need to be made 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/volunteers to be secure and 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/volunteers to be clean and to notify you if they see discrepancies.

Keep the Garden State Safe

BE CURRENT

- Practice emergency drills with your employees/volunteers 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 facility owner and call local law enforcement and 1-866-4-SAFE-NJ.
- If you notice participants and/or workers unexpectedly getting sick, notify the facility, the local health department, the NJ Dept. of Agriculture's Food and Nutrition Division.
- Train employees/volunteers 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 and remove participants and co-workers from the area.
 - Monitor food and facilities until authorities arrive.
- Train your employees/volunteers on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.