

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/sanitaricians, 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"/>	

Source: U.S. Department of Agriculture, Food and Nutrition Service. (2004). *A biosecurity checklist for school foodservice programs: Developing a biosecurity management plan.* Available at <http://schoolmeals.nal.usda.gov/Safety/biosecurity.pdf>.

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"/>