

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"/>	

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	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"/>	