

Level of Priority High, Medium, Low, or N/A	O. Training		Schedule	Implemented
_____	<p>01. Train all employees about the food biosecurity management plan. It is important that all school employees understand the policies and procedures in the school's food biosecurity management plan so they will know how they can help strengthen security throughout the school.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>02. Create policy and procedures on how and when to conduct drills. It is important to periodically conduct drills to practice the communication process and to simulate a foodservice crisis (for example recalling a product or serving emergency substitute meals) so that you can evaluate how the crisis response part of your plan is working and make improvements if necessary. Consult with your local health department and other appropriate agencies for assistance with drills.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>03. Provide food safety and security training for foodservice personnel and local vendors. Train personnel to (1) prevent accidental contamination of food, (2) know what "adulteration" means and how to recognize it, and (3) recognize any sign of possible product tampering, deliberate and intentional product contamination, or other breach in the food security system. Emphasize that it is mandatory to report any signs of contamination, product tampering or breach in the food security system. Be ready to take immediate action so that potentially harmful food is not handled or served.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>04. Develop policy and procedures on how employees should prepare and submit incident reports. Employees need to know how to bring situations or incidents to the attention of the school foodservice biosecurity management team.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	<p>05. Train all new employees in food safety and the school's food biosecurity procedures before they start working, so they can recognize threats to security and respond to a crisis if necessary. Have employees sign a statement documenting what training was taken and when. Provide refresher training periodically.</p>	Assigned to: Deadline: Comments:	<input type="checkbox"/>	