

School Emergency Contact Information

If a biosecurity-related emergency occurs, contact your **school principal** and your **food biosecurity management team leader** immediately, and then contact your school's first responder. Establish procedures for what to do if the principal is not available. Make sure the team knows which of the following would be the first responder for your school – in many cases it will be the local police department.

Date compiled / updated: _____

School name: _____

School address: _____

School Principal

Name: _____
Phone number: _____
Cell number: _____
Pager number: _____
Email: _____
Fax number: _____

School Food Biosecurity Team Leader

Name: _____
Phone number: _____
Cell number: _____
Pager number: _____
Email: _____
Fax number: _____

Substitute School Official

Name: _____
Phone number: _____
Cell number: _____
Pager number: _____
Email: _____
Fax number: _____

Alternate School Food Biosecurity Team

Name: _____
Phone number: _____
Cell number: _____
Pager number: _____
Email: _____
Fax number: _____

Media Spokesperson

Name: _____
Phone number: _____
Cell number: _____
Pager number: _____
Email: _____
Fax number: _____

School Foodservice Director

Name: _____
Phone number: _____
Cell number: _____
Pager number: _____
Email: _____
Fax number: _____

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>.