#\_\_\_\_\_ Food Safety in Emergency Situations or Early Release

Standard Operating Procedure

# The person in charge will follow school agency or building emergency plans which contain specific procedures to ensure safety of student and staff safety during an emergency. Foods service personnel will be knowledgeable about food handling procedures affecting food safety of food items. All foodservice employees and volunteers will:

1. Follow procedures related to handling food safely during emergencies which include:
2. Making special arrangements for maintaining food items at proper temperatures.
3. Following prescribed cooling procedures for heated potential hazardous food that will not be served that day.
4. Discarding items that were out of temperature control during hot holding or in cold storage and deemed to be unsafe to due to time and/or internal temperature of product.
5. Discarding product that was contaminated by flood water, sewage, or other source, per order of the local or state health official or sanitarian.
6. Maintain confidentiality when security is an issue.
7. Be aware of implications when the following issues arise:
	* 1. Menu changes
		2. Staff notification systems for conveying information
		3. Food transported to satellite units that will not be served due to an emergency or early school closure
		4. Food disposal procedures for food items
			+ 1. When food is wholesome but service is not occurring
				2. When food is no longer wholesome because of improper holding temperatures or compromised by exposure to fire, smoke, chemicals, fumes, sewage, water or contaminants.

The foodservice director and/or person in charge will:

1. Review established standard operating procedures that address food safety concerns during emergencies including cooling procedures and documenting disposal of discarded product.
2. Instruct staff and review those procedures on regular basis, at least once a year.
3. Contact the local health department and/or state sanitarian to obtain instructions when there are emergencies which require special attention such as fire, sewer/septic tank back up, burst pipes, and flood.
4. Provide specific directions regarding safe food handling that are not contained within existing standard operating procedures for all emergency situations.
5. Observe all employees to ensure procedures are being followed.
6. Inform the local health department (or equivalent) if an emergency affecting food safety occurs.
7. Discard products in an appropriate manner, when necessary.
8. Follow up, as necessary, with employees and food safety professionals.
9. Evaluate and update procedures as appropriate.

**Corrective Action:**

Discard food that has been compromised and document. Provide training to food service employees or others who fail to follow proper emergency procedures. Contact local health department or state sanitarian to obtain assistance, if needed.