

Emergency Handbook FOR FOOD MANAGERS

This Emergency Handbook was developed as a quick reference guide to provide step-by-step emergency information to food managers and other supervisory personnel at food service establishments. The handbook:

- Addresses both naturally occurring and man-made emergencies.
- Provides prompts for whom to call, first steps to take and subsequent recovery actions to follow after an emergency happens.
- Contains tips on managing longer-term emergencies caused by disruption of utilities and municipal services.
- Offers ongoing food security and emergency preparedness advice.

Large-scale, widespread and catastrophic emergencies will require expert assessment and advice tailored in real time to the specific situation. In such instances, emergency alert systems, news outlets and emergency responders will supplement this handbook as crucial sources of information.

Day in and day out, it is the responsibility of food managers to maintain food safety in their establishments. Food service operations should immediately be discontinued whenever food safety is compromised by an emergency incident. The operation should remain closed until the local health authority grants approval to reopen.

Most food managers will, at some point, encounter the challenges presented by natural disasters and the subsequent emergencies they can cause - power outages, wind damage, flooding and burst pipes, among them. Accidental chemical releases from nearby industries and transportation routes should also be anticipated. In today's atmosphere of heightened homeland security, the potential threats of biological, radiological and chemical terrorism need also be given serious consideration.

This handbook offers practical guidance to food managers in all of these areas.

Bottom line: It's all about keeping our food supply safe.

Much of the information contained in this handbook and accompanying educational materials was obtained from information offered by the American Red Cross, Federal Emergency Management Agency, Massachusetts Department of Public Health, Michigan Department of Agriculture, Minnesota Department of Agriculture, Minnesota Department of Health and Santa Clara County Advanced Practice Center.

Special thanks to Twin Cities metropolitan area food service managers who participated in focus groups and provided input to improve the content of this handbook.

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*A project of the
Twin Cities Metro Advanced Practice Center (APC)
supported by funding from the
National Association of County and City Health Officials (NACCHO):*

*Hennepin County Public Health Protection
Saint Paul-Ramsey County Department of Public Health
City of Minneapolis Environmental Management & Safety*

www.naccho.org/EQUIPh/

First printing, September 2005

DO THIS FIRST!

■ Close the facility.

It's not safe to operate without lights, refrigeration, ventilation or hot water.

■ Write down the **TIME** when the power outage occurred.

Your food safety "time clock" starts ticking when the power goes out.

■ Begin taking regular food **TEMPERATURE** readings.

- Have a food thermometer at-the-ready at all times.
- Check hot foods every hour and cold foods every two hours.
- Keep a time/temperature record for every item checked in every unit.

(Note: Make copies of Food Temperature Log, Page 21, and use to keep records.)

FOOD SAFETY FACTORS

Watch these four food conditions carefully:

A. Foods being cooked when power went off.

- Do not serve any partially cooked food.
- If power outage is brief (under 1 hour), re-cook food to 165°F when power returns.
- If power is out for more than 1 hour, discard all partially cooked food.



B. Foods being held hot (e.g., 140°F or above in a warmer)

- Once food is below 140°F for more than four hours, discard it.
- If food is below 140°F for less than four hours, rapidly reheat it to 165°F on stove or in oven before serving.

C. Foods being held cold (e.g., 41°F or below in a refrigerator)

- Write down time when food rises above 41°F.
- If food cannot be re-chilled to 41°F within four hours, discard it.

D. Frozen foods that thaw out

- If thawed food does not exceed 41°F for more than four hours, it may be refrozen.

(Note: Refreezing can make some foods watery or mushy).

ROAD TO RECOVERY

After the power comes back on...

1. Decide which foods to discard and which to salvage. Use time/temperature records and food safety factors described here. *(Note: Make copies of Food Temperature Log, Page 21, and use to keep records.)*
2. Verify electrical breakers, utilities and all equipment are in working order.
3. Make sure hot water is being heated adequately for hand and ware washing.
4. Clean and sanitize food equipment and utensils as needed.
5. Call your local health department before reopening.

READY TO REOPEN?

You're ready to reopen only after making sure the food you are serving is safe.

POTENTIALLY HAZARDOUS FOODS (PHF)

Foods to be most concerned about during a power outage include various egg, milk and meat products, cut melons and other perishables. Harmful microorganisms can grow in these foods and cause illnesses when between 41°F and 140°F. Examples:

- Meat and meat dishes
- Mixed dishes (soups, stews, casseroles, pasta/rice)
- Dairy and egg products
(milk, eggs, cream sauces, soft cheeses)
- Cut melons, cooked vegetables
(cut watermelon, honeydew, cooked peas)
- Some desserts (pumpkin pie, custard-filled pastry, cheesecake, meringue, chiffon)



NON-POTENTIALLY HAZARDOUS FOODS (non-PHF)

These foods may be kept at room temperature. Harmful microorganisms usually do not grow on these foods and do not cause illnesses. Discard these foods if quality deteriorates or mold grows on them. Examples:

- Breads, dry flour, dry pasta, dry rice, sugar
- Vinegar-based dressings, ketchup, relish, mustard, condiments
- High-sugar foods (jellies, fruit pies, dried fruit, juices)
- Hard cheeses, solid butter, whole fresh fruits/vegetables

KEEPING COLD FOOD COLD LONGER

- Keep refrigerator doors closed, except while checking temperatures every two hours.
- Cover open coolers with tarps or blankets.
- Avoid adding hot foods to refrigerators.
- Group chilled foods together to reduce warming.

(Note: A closed refrigerator can keep food cold for up to four hours; a closed freezer for up to two days. A half-filled freezer will warm up twice as fast as a full one.)

HELPFUL HINTS

Reduce the impact of a power outage by:

- Canceling incoming food supply shipments.
- Transferring food to off-site cold storage facilities.
- Placing dry ice blocks in refrigerators/freezers. A 25-pound block of dry ice can keep a 10-cubic-foot freezer cold for up to four days.

(Note: Dry ice produces carbon dioxide gas that should be ventilated.)

DO THIS FIRST!

■ DECIDE: Stay open or close?

- Stay open – if flooding or sewage back-up is contained and can be quickly corrected.
- Close – if any food storage, prep or service area is at risk of contamination.

Note: Flood waters and sewage can contain rotting food, feces, chemicals and disease-causing organisms which will contaminate the operation and easily cause food-borne illnesses. If flooding or sewage back-up can not immediately be contained and cleaned up, the facility should be closed until it can.



■ GET HELP

If facility has been flooded:

- Call the city building inspector (to determine safety of structure).
- Call utility companies (to assure safety of gas, electric and telephone).
- Call a sewage-pumping contractor (if septic tank is flooded).
- Call a well contractor (for disinfection of contaminated well water).
- Call your property insurance company (to file a possible claim).
- Call local health department (for response and clean-up advice).

(Note: Keep these contact numbers in the front pocket of this binder)

If sewer has backed up:

- Call a licensed plumber to remove blockages in drain lines.
- Call a sewage-pumping contractor if septic tank is overfilled.
- Call local health department (for response and clean-up advice).

FOOD SAFETY FACTORS

Discard all food that has been in direct contact with flood water or sewage and anything that cannot be washed and disinfected. **WHEN IN DOUBT, THROW IT OUT!**

Discard:

- Foods in porous paper, plastic or cellophane packaging that became wet (e.g. boxes or bags of flour, cereal, mixes, rice, salt).
- Exposed bulk foods, fresh produce, meat, poultry, fish and eggs.
- Containers with screw tops, corks, crowns, caps or pull tabs that became wet (e.g. glass/plastic containers of ketchup, dressings, milk, mayonnaise, sauces, beverages).
- Rusted, pitted, dented, swollen or leaking canned goods.
- Refrigerated or frozen foods that have been over 41°F and hot foods that have been under 140°F for four or more hours.
- Contaminated single-service items.



Salvage:

- All foods not exposed to flood or sewage water
- Undamaged canned goods that have been sanitized
 1. Paper label removed
 2. Washed with soap and water, then rinsed
 3. Sanitized with sanitizing solution, then air dried
 4. Relabeled with permanent marker.

(Note: See Discard/Salvage Guidelines, Page 19)



ROAD TO RECOVERY

Consult professional companies for clean-up services after a flood or sewage back-up inside a building. If restaurant employees are involved in the clean-up work, the following guidelines are important to protect their safety and health.

- Wear eye protection, rubber boots and gloves and outer protective clothing (coveralls or long-sleeve shirts and long pants) when handling items contaminated with flood or sewer water.
- If mold problems are identified, wear a properly fitted filtration mask that carries the N-95 designation from NIOSH.
- Do not walk between contaminated areas and other areas of the establishment without removing protective gloves, footwear and clothing.
- Wash your hands thoroughly after working in the contaminated area.



General cleaning - hard, non-porous surfaces (floors, walls, equipment)

- Remove all sewage, mud, silt or other solids and then remove excess water.
- Use a stiff brush, water, detergent, and disinfectant to scrub floors followed by a clean water rinse. Repeat wash and sanitize steps to prevent mold growth.
- Use fans, heaters, air conditioners or dehumidifiers to help the drying process.
- Clean all hard surfaces (equipment, ice machine, counters, furniture) with hot water and detergent; rinse with water; then disinfect with sanitizing solution.

Wash or discard - linens, mops, apparel (contaminated by event or during clean-up)

- Wash all contaminated items such as linens and clothing used in the clean-up in detergent and hot water.
- Launder or discard mops and any cleaning aids that contacted flood or sewer water.

Discard - porous, soft, absorbent and other uncleanable items

- Discard all damaged food equipment, utensils and linens.
- Discard all soft, porous materials because they are not cleanable, such as:
 - ♦ Contaminated drywall, insulation and paneling.
 - ♦ Contaminated furnishings, carpets, pillows, wall coverings, paper.
 - ♦ Contaminated books, paperwork, menus.
- Discard any exposed item that cannot be effectively disinfected (e.g., toaster).

READY TO REOPEN?

- Call your local health department for a pre-opening inspection.

HELPFUL HINTS

Use CAUTION tape to isolate a small flooded or sewage back-up area to keep customers and employees from walking through, getting exposed to, and spreading contamination.

SANITIZING SOLUTION

Use 1 tablespoon of household bleach (without additives) per gallon of water.

DO THIS FIRST!

- **Uncontrolled fire: Evacuate facility! CALL 911!**
- **Confined fire: Extinguish with on-site extinguisher. Call health department.**

Customer and employee safety is the first priority. Even a small, contained fire can temporarily cause unsafe food service conditions.

- Close the facility, if even temporarily, until food safety can be assured.
- Reopen only after taking necessary recovery steps.

FOOD SAFETY FACTORS

After a fire, many foods may no longer be safe to serve.

■ Discard:

- Food in opened containers.
- Food in paper or cardboard containers.
- Disposables in opened sleeves or liners.
- Any food or disposable that shows water or heat damage.
- Food in screw-type lids.
- Refrigerated or frozen foods that have been above 41°F for more than 4 hours.
- Ice in ice bins.
- Cans that are dented or rusty.
- Any food that appears damaged. *(Note: See Discard/Salvage Guidelines, Page 19)*

■ Call your local health department for an inspection and assessment.



ROAD TO RECOVERY

■ Assess impacts on:

- electrical service
- physical facilities
- equipment
- offensive odors and chemical residues
- natural gas

■ Call:

- local building official
(to determine building safety)
- your building insurance company

■ Equipment:

- evaluate condition
- clean and repair
- remove unusable equipment
- follow all fire, building and health department instructions

■ Clean Up:

- clean all surfaces
- sanitize all food containers and food-contact surfaces

READY TO REOPEN?

- Check refrigerators (below 41°F) and freezers (below 0°F) before taking new food deliveries.
- Call your local health department for a pre-opening inspection.

HELPFUL HINT

Use a camera or camcorder to document discarded goods for insurance purposes.

DO THIS FIRST!**■ CLOSE THE FACILITY!**

Without adequate and clean hot and cold water you should not continue to operate.

FOOD SAFETY FACTORS**Water service interruption:**

- A broken main water line, malfunctioning well or worn-out water heater can each create unsafe conditions for food establishments.
- Without adequate clean water, employees cannot wash their hands, cook and prepare foods and clean equipment appropriately.
- Rest rooms quickly become health hazards without running water.

Water service contamination:

- A contaminated water supply may contain chemicals, toxins, bacteria, viruses, parasites and other harmful microorganisms that cause human illnesses and can result in death.
- Safe water is essential to operate a safe food business.
- Local health authorities will need to determine the nature and type of the contamination and prescribe appropriate abatement procedures.

ROAD TO RECOVERY

- A food establishment closed because of an interrupted water supply must not reopen until safe water service is restored and the local health department approves reopening.
- Contact your local health department to discuss water system and food facility decontamination procedures.

**READY TO REOPEN?**

After safe water service has been restored:

- Flush pipes and faucets; run cold water faucets for at least five minutes.
- Make sure equipment with water line connections (filters, post-mix beverage machines, spray misters, coffee/tea urns, ice machines, glass washers, dishwashers, etc.) is flushed, cleaned and sanitized according to manufacturers' instructions.
- Run water softeners through a regeneration cycle.
- Flush drinking fountains by running water continuously for at least five minutes.
- Contact your local health department for a pre-reopening inspection.

HELPFUL HINTS

Document the time when a water service disruption occurs or contamination is suspected, then immediately notify the local water utility and health department. Be prepared to provide information, if known, on the cause of the problem.

DO THIS FIRST!

- **During a tornado warning** - A tornado has been sighted.
 - Close facility. Help customers and employees find shelter - away from windows and, ideally, in an enclosed area at the lowest level. Stay away from chimneys and large, unattached items such as refrigerators. Turn on a weather radio or local TV for emergency advisories.
- **During high-wind situations** - Damaging high-velocity winds have been reported in the area.
 - Potential risks include downed live power lines, flying debris, wind-blown broken glass and heavy objects. Close facility and assist customers and employees as you would during a tornado warning (above).
- **During a tornado watch** - The potential for tornadoes is considered imminent,
 - Turn on a weather radio or local TV for emergency advisories. Continue normal operations but remain attentive to changing weather conditions.
- **Before re-entering a storm-damaged building:**
 - Call 911 if a power line is down.
 - Call city building department (to determine safety of structure).
 - Call utility companies (to verify status of gas, electric & telephone).
 - Call local health department (for food safety guidance).
 - Call your insurance company (to begin claim process).
 - Call local emergency management agency (for disaster relief).

(Note: Keep these contact numbers in the front pocket of this booklet's binder.)

FOOD SAFETY FACTORS

Broken glass blown by high winds is a significant food safety concern.

- Carefully examine area for glass fragments that may have impaled food packaging or embedded food, even if not clearly visible. All suspect foods and service items must be discarded.
- **In particular, be especially cautious with:**
 - ♦ any open or unpackaged food, including ice and beverages
 - ♦ porous food packaged in fabric, plastic or paper bags or cardboard cartons
 - ♦ fruits and vegetables
 - ♦ disposable dishware and utensils
 - ♦ filters, purifiers, and beverage cartridges attached to equipment.

ROAD TO RECOVERY

- Wear eye, hand and limb protection to guard against injury from debris.
- Remove debris and place in dumpster.
- Thoroughly vacuum floors and seating areas to ensure removal of hard-to-see glass shards. Double-bag vacuumed waste before discarding.
- Wash and rinse all food contact surfaces, work stations, furniture, utensils, dishes, silverware, glassware, and floors.
- Sanitize all food contact surfaces, work stations, utensils, dishes, silverware, and glassware.

READY TO REOPEN?

- Are utilities restored?
- Is clean-up complete?
- Contact your local health department for a pre-opening inspection.

HELPFUL HINTS

Use a camera or camcorder to document discarded goods for insurance purposes.

WHAT IS IT?

Biological tampering or terrorism involves the deliberate use of a biological agent to spread disease-producing microorganisms or toxins in food, water or the atmosphere. These agents can be powders, liquids or in other forms. A biological agent will almost never cause immediate symptoms, as it takes time for the biological agent to grow or cause its toxic effects.

Anthrax, cholera, plague, smallpox and viral encephalitis are just a few examples of potential bioterrorist-introduced diseases. Botulinum and ricin are two examples of toxins that bioterrorists might choose to use.

Because deliberate contamination of the nation's food supply can happen anywhere along the food supply stream, food managers and workers play key roles in minimizing these potential threats.

DO THIS FIRST!

- **Call 911 to report any activity or delivery that seems suspicious.**
- **Call your local health department if unusual illnesses occur.**

FOOD SAFETY FACTORS

Preparedness paves the way to prevention. Develop a good food security system!

- Maintain a current list of local emergency contacts (*See card in binder, front pocket.*)
- Eliminate unauthorized access where food is open, vulnerable and easily targeted.
- Inspect incoming shipments for suspicious items (tampering, unusual powder or liquid).
- Keep precise inventory records.
- Report all unusual activity to the authorities (unauthorized vehicles, people, theft, sabotage, vandalism).
- Assign specific staff to monitor public access to buffet lines, food carts and any open food areas, ensuring foods are safe.

ROAD TO RECOVERY

Clean-up after biological tampering will depend on the biological agent, its form (powder or liquid) and how it was spread (food, air or water) and is determined on a case-by-case basis.

- Keep foods in their original places and seek further guidance from law enforcement and health authorities.
- Follow special instructions on how to safely dispose of items contaminated by biologic agents.

READY TO REOPEN?

- Call your local health department for a pre-opening inspection.

HELPFUL HINTS

Early warning signs may help you recognize a threat:

- Are large numbers of employees or customers becoming ill?
(*Note: Make copies and use Employee Illness Log, Page 20, to track employee illnesses.*)
- Do foods not look, feel or smell right?
- Have unauthorized people been caught doing suspicious things in food preparation areas?
- Have you seen unusual powders or liquids in shipments of food or delivery vehicles?

WHAT IS IT?

A "dirty" bomb is a conventional bomb mixed with a radioactive material. It is not a nuclear weapon. Exposure to radioactive dust discharged by a dirty bomb does not mean a person will develop cancer or other radiation-related diseases. The radiological health risk from the bomb may be very small, but its fear-inducing impact on the public may be very large.

DO THIS FIRST!

■ If a dirty bomb explodes in or next to your facility

- Stop operations immediately.
- Evacuate the building, taking the following precautions:
 - Cover mouths and noses with wet cloths to prevent inhalation of dust or ash while walking to a safe location.
 - Leave the blast site on foot. Walk to a nearby building and call 911 for help.
 - Avoid taking public transit to minimize contamination and exposure to others.
 - Leave door unlocked for emergency personnel. *(Note: Lock registers and take key with you.)*
 - Follow directions of emergency responders.

■ If a dirty bomb explodes several blocks away from your facility

- Everyone inside building should stay inside building.
- Close all windows. Turn off ventilation systems and stay near center of building. *(Note: This will minimize exposure to stray radiation, if there is any.)*
- Turn on local TV or radio for emergency advisories.
- Follow directions of local public health, fire and police officials.

FOOD SAFETY FACTORS

Focus on keeping people safe now; you can deal with food safety later.

If you are in the immediate blast and contamination zone, follow instructions from health and emergency response officials on procedures for decontamination of people and property. This may involve removing clothing, showering and other procedures.



ROAD TO RECOVERY

Clean-up, decontamination, salvaging food and reopening a food establishment will depend on the type of explosion plus the form and amount of radiation released. Wait for directions from health and emergency response officials on abatement and clean-up procedures. You should be provided answers to the following:



- Can the building be safely occupied?
- What foods can I salvage? How do I do it? What must I discard?
- How do I dispose of contaminated food/equipment?
- How do I clean the building, food equipment and linens?
- What safety equipment do I need when cleaning?

READY TO REOPEN?

- Call your local health department for a pre-opening inspection.

HELPFUL HINTS

Stay calm - The immediate danger from a dirty bomb is the initial explosion itself. The amount of radiation won't likely be enough to cause severe illnesses.

Distance - By moving away from the source of the blast, you lower your exposure to any radiation.

Shielding - Building materials provide some protection against radioactive dust. People near but not in the immediate area of a dirty bomb detonation are better off staying indoors, right where they are, and taking shelter there rather than trying to evacuate.

Time - Minimize time spent exposed to radiation to reduce risk.

WHAT IS IT?

Any release of a hazardous chemical that threatens public health, contaminates food or water or does harm to the environment is a chemical incident. Examples include a tanker truck rollover and spill, an industrial facility release, or an act of terror in which chemical agents are intentionally released. If these incidents occur at or near your facility, your employees and customers can immediately be endangered.

DO THIS FIRST!

- **If a chemical release occurs inside your building:**
 - Stop operations immediately.
 - Cover mouths and noses with wet cloths to prevent inhalation of chemicals.
 - Evacuate the building immediately.
 - Call 911 to report the release and any terrorist or suspicious activity.
 - Follow directions of emergency responders.
- **If a chemical release occurs in the vicinity of your building:**
 - Everyone inside building should stay inside building.
 - Close all windows. Turn off ventilation systems and stay near center of building.
(Note: This will minimize exposure to wind-carried chemical vapor, if there is any.)
 - Call 911 to report the release and any terrorist or suspicious activity.
 - Follow directions of local public health, fire and police officials.
 - Turn on local TV or radio for emergency advisories.
 - Stop all food and beverage service - foods and beverages may be contaminated.

FOOD SAFETY FACTORS

- First, protect customers and employees from the direct effects of the chemical release.
- Do not attempt clean-up until chemical-specific guidance is provided by the health department. (Wiping up, in some instances, can do more harm than good.)

ROAD TO RECOVERY

- If you are in the contamination (or "hot") zone, emergency responders or health authorities will provide chemical-specific instructions on how to go about decontamination. This may involve removing clothes, showering, and other procedures.
- Clean-up, decontamination, salvaging food and reopening a food establishment will depend on the type of chemical released. Wait for directions from health and emergency response officials on clean-up procedures. You should be provided answers to the following:
 - ♦ Can the building be safely occupied?
 - ♦ What foods can I salvage? How do I do it? What must I discard?
 - ♦ How do I dispose of contaminated food/equipment?
 - ♦ How do I clean the building, food equipment and linens?
 - ♦ What safety equipment do I need when cleaning?

READY TO REOPEN?

Call your local health department for help and approval to reopen.

- All contaminated food needs to be disposed of in a permitted landfill.
- All discarded food must be documented (also useful for insurance purposes).

HELPFUL HINTS

- Never taste food to determine its safety.
- If a person eats or drinks anything chemically contaminated, call 911.
- If a chemical gets in a person's eyes, call 911.

SANITATION IN AN EMERGENCY

- **Natural or man-made disaster?**
 - ♦ Waste collection and disposal facilities may both be inoperative.
 - ♦ You may be forced to store solid waste on-site until disaster is resolved.
 - ♦ Proper waste storage can help prevent public health hazards.
- **Sanitation workers' strike?**
 - ♦ Waste disposal facilities may continue to operate.
 - ♦ You may be able to bring solid wastes to the disposal facility yourself.
 - ♦ Plan to transport garbage to disposal facility every three to seven days.



FOOD SAFETY FACTORS

- Make sure solid waste continues to be taken from all indoor food storage, preparation and service areas and moved to locations away from those sanitary food areas.
- Solid waste left outdoors without proper security precautions will attract disease-spreading scavengers (insects and other animals).
- Guard against homeless and other transient people trying to salvage garbage containing unsafe food.

SORT AND SEPARATE WASTE

- Separate "spoilables" (food waste, perishables) from "non-spoilables" (empty containers).
- Separate cooking grease from food waste for appropriate disposal.
- Separate all hazardous materials and chemicals for appropriate disposal
(*Note: Contact local government for hazardous waste disposal assistance*).

STORE WASTE CLEANLY AND SECURELY

- Regularly wash food waste containers.
- Put all food waste in plastic bags; avoid overfilling.
- Tie bag tops to prevent spillage, control odors and prevent insect invasion.
- Put tied bags in dumpsters or trash cans with secure lids to prevent rodent invasion.
- Avoid accumulation of loose trash on ground outside of dumpsters and cans.



CHECK WASTE STORAGE AREAS DAILY

- Watch for spills, leakage and pests daily.
- Make sure containers stay closed and clean.

WHAT'S THE PROBLEM?

Pests often become a problem during other emergency events. Floods, storms, and other disasters can dislocate snakes, rodents, insects and other pests from their normal habitats. Standing water becomes a breeding site for insects and vermin (e.g., mosquitoes). Dead animals become food for other pests (e.g., rodents, flies). Sewage and flood contamination can lead to flies and rodents carrying diseases. Lack of garbage pickup can also provide food for insects, rodents and vermin. They can damage food, supplies and buildings, repel customers and cause food-borne illnesses.

HOW DO I EXCLUDE PESTS?

It's all about closing off every access point.

- Keep doors closed. Install door closers and bottom door sweeps.
- Keep dock doors closed and seal gaps around them.
- Keep windows closed and put screens on windows when possible.
- Seal all holes, cracks and crevices in the building walls, foundation and roof.
- Seal around pipes and install screens over ventilation pipes and ducts on roof.
- Train employees to be alert about these access points and to spot pests.
- Inspect all incoming shipments of goods and delivery vehicles for pests.
- If you find pests in food, reject the shipment or discard the food.
- If you find pests in your building, contact a licensed pest control company to eliminate them immediately; then clean the area.

HOW DO I AVOID ATTRACTING PESTS?

Remove sources of food and habitat, and clean and maintain the facility.

- Eliminate food sources inside the building (clean often, clean right away).
- Eliminate food sources outside the building (especially around dumpster).
- Eliminate habitat inside the building (keep floors cleaned, items off ground).
- Eliminate habitat outside the building (mow grass often, remove leaves, nests, weeds and debris, especially that which is very close to the building).
- Eliminate water sources around the building (ditches, pails, pools, cracks).
- Keep trash cans and dumpsters closed and keep the dumpster area clean.
- Remove old, rotting fruit and vegetables inside building to eliminate breeding sites.

WHERE CAN I GET EXPERT ASSISTANCE?

Seek outside help so you can use all the tools available to control pests.

- Consider an overall plan, called Integrated Pest Management (IPM), that looks at all pests, food, habitat, breeding cycles, pesticides and traps.
- Pest control companies can help in the following areas:
 - ♦ Traps (live traps, glue boards, mechanical traps, monitoring traps, etc.).
 - ♦ Bait to attract and eliminate pests.
 - ♦ Assessing building integrity, food sources and habitat elimination.
 - ♦ Pesticides, tracking powders and the proper use of these chemicals.
 - ♦ University Extension Services and health departments also have IPM information.

(Note: Pesticide use in food establishments is highly regulated. Only specified pesticides may be used; many may be applied by licensed, trained applicators only. Always read pesticide labels.)

ROAD TO RECOVERY

After a disaster is over, you will want to keep close watch over pest activity.

- Immediately after a disaster, pest activity often peaks, then gradually diminishes.
- Even in non-disaster times, you will encounter some pest activity. It is good business to always monitor pest activity in your operation to prevent problems.
- Do not rely solely on pesticides to solve your pest problems. Practice IPM.
- Prevention and early warnings are the keys to solving pest problems.

HELPFUL HINTS

Implement a cleaning program

- Create a master cleaning schedule.
- What - Clean all surfaces, equipment, tools.
- Who - Assign each task.
- When - Daily during shift; at night at end of shift.
- How - Use specific cleaning instructions.
- Monitor cleaning - Is it getting done? Correctly?



Deny pests access

Pests come in through two main routes:

- Brought in with contaminated deliveries or delivery vehicles
- Through openings in building, windows, doors
 - ♦ Mice, rats, insects use drain pipes like highways going through a facility.
 - ♦ Rodents burrow through degrading masonry.
 - ♦ Rats can squeeze through a hole the size of a quarter; mice through one the size of a dime.

Why pests should concern you

- Rodents chewing electrical wires set many fires.
- Flies spread dysentery, typhoid and cholera.
- Rodents spread salmonellosis and rat-bite fever.
- Mosquitoes spread malaria, encephalitis, yellow fever, West Nile virus and more.

When you seal holes & cracks

- Make sure the seals are tight.
- Use durable materials to seal holes, such as concrete or sheet metal, as rodents will chew through soft materials. Steel wool can serve as a temporary seal.

DO THIS FIRST!

■ DECIDE: Close or stay open?

- Close if the safety of the food or facility cannot be maintained.
- Stay open if the safety of the food and facility can both be maintained.

(Note: By staying open, your business can help bring some order to the uncertainties faced by employees and customers - so long as you can continue to provide safe food and a safe place to serve it.)

■ GET HELP

- Call local building officials for help determining building safety.
- Call local health department to answer any food safety questions.

FOOD SAFETY FACTORS

• Food workers

- ♦ All food workers must practice strict hand washing, maintain good hygiene and be without boils, sores, cuts, or any communicable disease.
- ♦ Maintain employee illness logs (*see page 20*).
- ♦ Report customer illness complaints to health department.
- ♦ Train employees on any changes in procedure due to the emergency to ensure public health protection.

• Food and storage

- ♦ Use water only from a safe and approved source.
- ♦ Carefully examine all sealed food containers and utensils before using. If perishable foods become warm - do not use. If canned foods are damaged, puffed or leaking - do not use.
- ♦ Do not accept food or water from unapproved (i.e., home prepared) or unknown sources where quality control cannot be assured. Inspect all incoming items to detect spoilage or contamination.
- ♦ Store fruits, vegetables, cooked foods, prepared foods and ready-to-eat items above raw meat to prevent cross contamination.
- ♦ Store all items at least six inches off the ground in insect- and rodent-proof containers.
- ♦ Keep all chemicals away from food and utensils. Label all chemical containers.

• Food preparation

- ♦ Provide hand washing stations with soap, paper towels, and nail brush.
- ♦ Eliminate bare-hand contact with ready-to-eat food items (provide gloves, tongs, scoops).
- ♦ Separate areas should be set up for hand washing, food preparation, and washing and sanitizing utensils.
- ♦ Prepare quantities sufficient for immediate use. Leftovers must be avoided if refrigeration is inadequate.
- ♦ Use single-service eating and drinking utensils when possible. Avoid customer self-service.

• Temperature controls

- ♦ Cook all foods thoroughly - meat, fish, poultry should be well done.
- ♦ Keep hot foods hot at 140°F or above. Quickly reheat all foods to 165°F or hotter.
- ♦ Keep cold foods cold at 41°F or below.
- ♦ Limit food items being cooled. Follow the food code closely for fast and safe cooling.

• Cleaning and sanitation

- ♦ All food preparation and serving areas should be cleaned and sanitized. (*Sanitizing solution, see page 5.*)
- ♦ Properly wash (clean water & detergent), rinse, and sanitize (sanitizing solution) all utensils and equipment.
- ♦ Wash and sanitize cutting boards, knives, and other utensils after each use to prevent cross contamination.
- ♦ Use test strips to monitor sanitizer concentrations.
- ♦ Properly dispose of all solid and liquid waste - frequently.
- ♦ Control insects and rodents in all food-related areas. Use only approved pesticides and control measures.
- ♦ Maintain sanitation and regularly clean inside and outside the establishment.

DO THIS FIRST!**■ DECIDE: Is building safe to enter and reoccupy?**

- Call: city building department (to determine safety of structure)
- Call: utility companies (gas, electric & telephone)
- Call: local health department
- Call: your insurance company

(Note: Keep these contact numbers in the front pocket of this booklet's binder)

FOOD SAFETY FACTORS**• Contaminated foods that must be discarded:**

- ♦ Any open or unpackaged food, including ice and beverages
- ♦ Porous foods
- ♦ Uncleanable packaged food, including:
 - Crown-cap bottles & jars (require opener to remove top)
 - Cork-top bottle & jars
 - Screw-top bottles & jars
- ♦ Food in fabric, plastic or paper bags
- ♦ Food in cardboard cartons
- ♦ Produce, fruits and vegetables if contaminated
- ♦ Potentially hazardous foods held between 41° - 140°F for more than 4 hours. *(See page 3.)*

**• Foods that may be salvaged:**

- ♦ Unopened cans if:
 - Labels are intact. However, labels must be removed and then the can re-labeled with a permanent marker prior to cleaning and sanitizing
 - Cans are not dented along any seam.
 - Cans do not show any signs of swelling, leaking or loss of vacuum.
 - Cans are not rusty.

• Non-food items:

- ♦ Discard contaminated disposable dishes, paper products, utensils, etc.
- ♦ Discard filters, purifiers, and beverage cartridges attached to equipment.

(Note: Refer to Discard/Salvage Guidelines, Page 19.)

ROAD TO RECOVERY

- Place all discarded foods in plastic bags.
- Tie bags securely to contain food waste, control odors and prevent insect infiltration.
- Place secured bags in dumpsters or trash cans with tight fitting lids.
- Remove disaster debris and place in dumpster.
- Flush all water and equipment drain lines (use bleach).
- Wash, rinse and sanitize all food contact surfaces, work stations, utensils, dishes, silverware, glassware, and walls. *(Sanitizing solution, see page 5.)*
- Disinfect floors, floor-sinks, furniture, and walls as necessary. (Wash, rinse and sanitize with bleach solution.) *(Sanitizing solution, see page 5.)*
- Are utilities safely back on?
- Is clean-up complete?
- Has all damaged or suspect food been removed from the site?
- Are toilets and hand-wash stations equipped with soap, nailbrush and paper towels?
- Are refrigeration units maintaining food temperatures at or below 41°F?
- Are hot holding units maintaining food temperatures at or above 140°F?

READY TO REOPEN?

Call your local health department for help and approval to reopen.

MANAGEMENT

- ☐ The food facility has a food security plan.
- ☐ A record is kept of employee illness reports.
- ☐ Personnel have received food security training.
- ☐ Personnel know what to do if they encounter a product tampering incident.
- ☐ In case of an emergency, personnel know whom to contact:
 - ☐ Internal: Person in Charge
 - ☐ Police (911)
 - ☐ Fire (911)
 - ☐ Local Public Health Department

PERSONNEL

- ☐ Employment applications are required.
- ☐ Employment references are checked.
- ☐ Personnel receive food security training when they are hired.
- ☐ Food preparation areas are restricted to authorized personnel.
- ☐ Employees are not allowed to bring personal items into food preparation areas.
- ☐ Employee sick leave policy encourages individuals to report illnesses and not work when they have gastrointestinal symptoms or a communicable disease.
- ☐ Customers are restricted to public areas.
- ☐ Contractors are restricted to their work required areas.
- ☐ Contractors and vendors are monitored while they are at the food facility.

PRODUCTS

- ☐ Products are purchased from reputable, commercial suppliers.
- ☐ Purchase records are maintained for product trace back and recalls.
- ☐ Products arrive at the food facility in clean and secure transport vehicles.
- ☐ Products are never left unsupervised on the loading dock.
- ☐ Products are inspected for tampering prior to preparation or service.
- ☐ The facility has guidelines for handling product tampering incidents.
- ☐ Food items are prepared by personnel trained in food safety and food security procedures.
- ☐ Drinkable water is used for rinsing and for preparing food items.
- ☐ Salad bars and self-serve carts are closely monitored by staff to prevent contamination and product tampering.

PROPERTY

- ☐ Doors opening onto the loading dock are kept locked when not in use.
- ☐ All truck shipments (incoming and outgoing) are monitored by food service employees.
- ☐ Products are inspected upon delivery.
- ☐ There is good lighting for all high-risk areas at the facility.
- ☐ Hazardous chemicals including any pesticides are kept locked in a secure area.
- ☐ High-risk areas are marked "employees only" and access is limited to employees who work in the area.
- ☐ There is a key control system for store keys.
- ☐ Consider operating security cameras, as appropriate, in high-risk and high-traffic areas.

Discard	Salvage
Any food or service item that has been contaminated or come in contact with water, sewage, smoke, fumes or chemicals. This includes: • Fresh perishables - produce, meat, poultry, fish, dairy products and eggs. • Opened containers and packages • Vulnerable containers with peel-off, waxed cardboard, cork or screw tops or paraffin seals such as glass or plastic containers of catsup, dressing, milk, horseradish, mayonnaise, pop, beer, sauces, etc. • Soft, porous packaging - food in cardboard boxes, paper, foil, plastic, and cellophane such as boxes or bags of food, cereal, flour, sugar, rice, salt, etc. • Dry goods - spices, seasoning and extracts, flour, sugar and other staples in canisters. • Single service items - plates, cups, utensils, lids, etc.	Frozen foods if stored in a sealed walk-in or cabinet freezer (<i>no water, smoke, fumes or chemical infiltration</i>) and where ambient temperature has remained below 41°F.
Canned and bottled items should be discarded: • If charred or near the heat of the fire. • If rusted, pitted, dented, swollen or leaking.	Disinfect undamaged cans and bottles that have no heat or water damage and are free from dents, bulging, leaks or rust. • Paper label removed • Washed with soap and water, then rinsed • Sanitized with sanitizing solution, then air dried (<i>Solution, see page 5.</i>) • Relabeled with permanent marker.
Refrigerated or frozen food must be discarded if: • In contact with sewage, water, smoke, fumes or chemical seepage. • Above 41°F for four hours or more. • Frozen and then thawed for four or more hours. • Deteriorated in quality or has an unusual appearance, color or odor.	If fire, flood or sewage back-up has been effectively contained: • Food in areas unaffected by smoke, fumes, water, heat, fire suppression chemicals, floodwater or sewage back-up may be salvaged. • Seek the advice of your local health inspector.
Potentially Hazardous Food (PHF) must be discarded if it has been in the "Temperature Danger Zone" (41°F - 140°F) for more than 4 hours. PHFs include: Meat and mixed dishes • Beef, veal, lamb, pork, poultry, fish, seafood, luncheon meats, hot dogs, hams, etc. • Soups, stews, casseroles or similar dishes containing meats, pasta, rice, eggs or cheeses Eggs and dairy products • Eggs or egg products, ice cream, yogurt • Milk, cream, buttermilk, cream-based foods or soups • Soft cheeses such as cream, ricotta, brie, etc. Desserts - Pies, cakes and pastries containing custard, cheese, chiffon, meringue or pumpkin Cut Melons & Cooked Vegetables - Watermelon, musk or honeydew melons, cooked peas or corn or beans	Non-PHFs may be kept at room temperature, though quality may deteriorate, including: • Bread, rolls, muffins, dry cakes • Solid butter or margarine • Hard cheese - cheddar, parmesan, etc. • Fresh, uncut fruits & vegetables • Fruit or vegetable juices, dried fruit, fruit pies • Canned goods • Dry foods - flour, pasta, rice, etc. • High sugar foods - honey, jellies • Acid-based condiments - ketchup, mustard
Partially cooked food must be discarded if without power for more than one hour.	Partially cooked food may be quickly reheated to 165°F if without power for less than one hour. When in doubt, throw it out.
Other than food: Discard	
Discard any exposed materials that cannot be effectively cleaned and sanitized, including toasters and other food equipment, linens, furnishings, carpets, etc.	

Employee illness log

(Photocopy and use this form to monitor employee illnesses.)

Food code requirements for employee health:

1. Food employees who are ill with vomiting or diarrhea should be excluded from working in the establishment.
2. Complete this log when employees have vomiting or diarrhea.
3. Restrict food employees who are ill with *Salmonella*, *Shigella*, *E. coli* or Hepatitis A from working with food. Clean equipment, utensils, linens, or single-use items until the Public Health Department has evaluated the potential for food-borne disease transmission.
4. Call your local health department if an employee is diagnosed with:
 - *Salmonella*
 - *Shigella*
 - *E. coli*
 - Hepatitis A
5. Call your local health department if a customer complains of diarrhea or vomiting; or being infected with *Salmonella*, *Shigella*, *E. coli*, or Hepatitis A.

Date missed work	Employee name	Symptoms/ illness	Diarrhea or vomiting?	Was doctor seen?	Date return to work

ADDENDUM C – FOOD TEMPERATURE LOG

Required temperatures:

- [illegible]

Discussion guide for food managers
for use with photo lessons
for food workers

Emergency Readiness FOR FOOD WORKERS

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*A project of the
Twin Cities Metro Advanced Practice Center (APC)
supported by funding from the
National Association of County and City Health Officials (NACCHO):*

*Hennepin County Public Health Protection
Saint Paul-Ramsey County Department of Public Health
City of Minneapolis Environmental Management & Safety*

www.naccho.org/EQUIPh/

First printing, September 2005

EMERGENCY READINESS

TRAINING MATERIALS FOR FOOD WORKERS

Emergency Readiness for Food Workers provides food managers at food service establishments with easy-to-use materials to educate food workers about emergency preparedness and response.

Emergency Readiness includes a discussion guide for food managers covering each lesson along with the photo lessons on emergency topics for food workers. This emergency guide and lesson set is intended for food managers to use – one lesson at a time – at "pre-shift" or other regular meetings with staff. The discussion guide will help food managers lead employees in discussing each lesson and learning the basics of emergency preparedness and response.

The photo lessons also may be used in the event of an emergency and during recovery afterward. Basic steps to take in the event of an emergency are described for emergencies from power outages to biological terrorism, whether the cause is natural or deliberate. Food security basics are addressed, such as responding to a suspicious delivery or keeping doors locked to prevent tampering. Lessons give tips in the event of a longer-term emergency and steps for recovery after an emergency.

In general it is the responsibility of food managers to keep food safe and, in the event of an imminent health hazard, immediately discontinue operation and remain closed until the local health authority grants approval to reopen.

This lesson set offers practical, relatively simple and low-cost steps that can be taken to tighten food security, keep food safe and otherwise reduce the negative impacts of a variety of emergencies.

POWER OUTAGE

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1 Close the establishment.

- It is dangerous to operate without lights, ventilation, dishwashing machine and water heater. Stop operating until power is restored.
- Write down the time of onset of a power outage.

2 Have needed equipment on hand.

- A thermometer to determine whether food is safe for eating.
- Other useful items in a power outage include:
 - a flashlight to prevent accidents and for light to record temperatures.
 - a pen and clipboard notebook for time and temperature recording.
 - blankets or tarps to cover open coolers.

3-6 Determine if food temperature is safe for consumption.

- Stop cooking, and don't serve food that's been only partially cooked.
- Begin recording time and food temperatures immediately after the power goes out.
- Check and record temperatures every hour for hot-held food and at least every two hours for cold food, always noting the time each temperature is taken.
- Calculate how long food remains in the Temperature Danger Zone - between 41°F to 140°F.

7 Keep refrigerated food cold.

- Cover open freezers with blankets or tarps, and keep refrigerator doors closed.
- Don't add hot food into refrigerated food storage (it will raise the temperature).

8 Discard food that is unsafe to eat.

- Partially cooked food must be discarded if without power for more than an hour.
- Hot-held food must be discarded if its temperature is below 140°F for 4 hours.
- Cold food must be discarded if its temperature is above 41°F for 4 hours.

GROUP DISCUSSION...

- Do we have the necessary equipment on hand for a power outage, and does everyone know where it is kept?
- Do we need a procedure to keep a record of food that must be discarded for food safety and insurance purposes?

POWER OUTAGE CONCERNS...

A power outage is unsafe for the operation and threatens food safety. Without proper lighting, movement is not safe. Without power, food cannot be cooked nor cooled and equipment including dishwashers and air cooling and heating will not run. Once power is restored, food that has sat for too long in the temperature danger zone is unsafe and must be discarded.

FLOOD OR SEWAGE BACK-UP

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1 Stop serving food and beverages.

- Close down operation. Floodwater and sewage carry contaminants that threaten food safety and public health. Flooding can damage a building, making it unsafe to occupy.

2a If sewage is backing up, contain the contamination and call for help.

- Take the affected sink, drain, toilet or machine out of service. Block any use.
- Keep foot traffic away from the area. Barricade the area if necessary.
- Unblock sewage drain lines. Call a plumber for repair.

2b In a flood, make sure building structure is safe.

- Discuss building safety with your manager.

3-6 After the flood or sewage spill, clean and sanitize the building.

- Use of a professional cleaning company is recommended. Workers involved in cleanup should wear protective gear for eyes and skin and an N-95 filter mask for mold protection.
- Wear protective outer clothing and rubber boots that can be removed and bagged for washing and sanitizing before you leave the spill area.
- Thoroughly clean spill area with a detergent solution followed by a sanitizer solution.
- Double hand wash immediately. Use a cleaning compound for at least 20 seconds and thoroughly rinse with clean water. Repeat.
- Discard any exposed materials that cannot be effectively cleaned and sanitized, including toasters and other food equipment, linens, furnishings, carpets, single service items and anything that cannot be washed and disinfected.
- Clean all hard equipment surfaces with soap; rinse and then sanitize.
- Discard porous building materials including sheetrock or other wall coverings if water damaged and uncleanable.

7 Discard food that is unsafe to eat.

- Discard any food or food packaging that has been in contact with floodwater or sewage. Discard food products with lids or pull-tab tops (e.g. ketchup, milk and other beverages), foods in glass jars and any food packaged in paper, plastic, cloth or fiber.
- Discard dry foods (e.g. flour, sugar).
- Discard cardboard boxes even if the contents seem dry.
- Discard canned foods that are dented, leaking, bulging or rusted.

TIP...

Photo documentation of flood or sewage damage and discarded goods can be useful for insurance purposes.

FLOOD & SEWAGE CONCERNS...

Floodwater may carry silt, raw sewage, oil or chemicals that can make storm-damaged foods unsafe to eat if packaging is contaminated. Sewage waste contains human and animal feces that may carry a range of disease-causing organisms including viruses, bacteria and eggs of parasites. Very few food or beverage items can be saved after being exposed to flooding or sewage. Any food that may have come into direct contact with the floodwater or sewage must be discarded.

FIRE

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1-3 Call 911 and close down the operation for any fire that's not quickly controlled.

- Have a clearly posted evacuation plan showing how customers and workers can safely and quickly get out of the building. It's important to quickly move away from the building; smoke and fumes from a fire can be debilitating and even deadly.
- Follow all instructions from fire fighters.

4-6 After the fire: discard all unsafe food.

- With help from your local health department, discard any food that may be affected by heat, smoke, fire or chemicals used to put out the fire.
- Most food supplies are seldom salvageable, unless frozen foods are stored in a working and completely sealed, walk-in or cabinet freezer.
- Clean and sanitize all food-contact surfaces, utensils and equipment. Throw out any utensils and equipment that cannot be completely sanitized, e.g., a toaster.

GROUP DISCUSSION...

- ◆ *Let's review our emergency plan and equipment on hand in the event of a fire:*
 - Evacuation plan for workers and customers that workers are familiar with.
 - Routine checks to ensure exits are not blocked and back-up lighting is working.
 - Fire drills are practiced at least each year.
 - Fire extinguishers serviced annually and food workers know how to use them.

TIP...

Photo documentation of fire damage and discarded goods can be useful for insurance purposes.

FIRE CONCERNS...

Typically food and single-service utensils cannot be salvaged after a fire. Smoke, toxic fumes and the use of high-pressure fire suppression equipment and chemicals may penetrate all kinds of food packaging and contaminate stored food. Even foods in cans, jars, bottles, wraps or cardboard packaging that were close to the heat of the fire are not safe to eat. Equipment that cannot be fully sanitized must be replaced.

WATER SERVICE DISRUPTION OR CONTAMINATION

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1 *Notify your local health department and water supply utility.*

- Your manager needs to inform the water supply utility of the problem and may be able to learn information about the problem. In the event of contaminated water, the utility will want to identify the contaminant as quickly as possible.
- Your local health department can provide information on how to address various contaminants, whether boiled water can be used and on alternative water supply sources.

2 *Stop serving food and beverages.*

- Safe water is essential for safe food. It is needed to cook and prepare foods, prepare beverages, wash hands and clean equipment.

3-4 *Once safe running water is restored:*

- Follow health department instructions for recovery from water that is contaminated.
- Flush pipes and faucets, and drinking fountains for at least 5 minutes.
- Change out any in-line water filters.
- Equipment with waterline connections must be flushed, cleaned and sanitized according to the manufacturer's instructions. Examples include post-mix beverage machines, spray misters, coffee or tea urns, ice machines, glass and dishwashers, water softener tank and filters.

GROUP DISCUSSION...

- What equipment do we operate that is hooked up to water lines? Do we have any in-line water filters?

WATER SERVICE CONCERNS...

Interruption of potable water service can occur when a main water line breaks, pipes freeze, or a well pump or water heater malfunctions. Drinking water also may be contaminated by accidental or deliberate introduction of chemicals, bacteria, viruses and other microorganisms which can cause flu-like symptoms, skin rash or other illnesses.

BIOLOGICAL TAMPERING AND TERRORISM

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1 *Be on the lookout for any suspicious activity.*

- Monitor salad bar, buffet or food cart activities to prevent tampering.
- Watch for suspicious powder or liquid on food, product or package deliveries.
- Inspect all deliveries for any sign of tampering.
- People in areas where they don't belong, especially in food preparation and storage areas.

1 *Report employee illness as an early warning of tampering.*

- Many illnesses of customers and employees may be an early warning sign that tampering with food has occurred. Flu-like symptoms, skin rash or other employee illnesses must be reported to the person in charge

2 *Restrict unauthorized access to food areas and business records.*

- Unauthorized individuals should not be allowed into food preparation or storage areas or into office areas where food records are kept.
- Visitors or vendors in kitchen should check in before entry or wear an identifying badge.

3-4 *Report suspicious activity or tampering to the manager or authorities.*

- Report suspicious activities in food areas or involving deliveries - call 911.

5 *Close operation if biological contamination has occurred.*

- Stop serving food and water to prevent further illnesses.

6-8 *Ask health department for advice on how to clean after a biological incident.*

- Do not clean food areas or salvage food without expert advice. Wiping food service areas may actually spread the contamination.

GROUP DISCUSSION...

- Are we regularly recording employee illnesses? What is our procedure for this?

BIOLOGICAL CONCERNS...

Biological tampering or terrorism involves the deliberate use of a biological agent of infectious viruses or bacteria or a device to spread disease-producing microorganisms or toxins in food, water or the air. Biological agents that may be used to intentionally contaminate food include salmonella, anthrax, ricin toxin, among others.

DIRTY BOMB

EXPLOSIONS & DIRTY BOMBS...

The cause of an explosion and whether it was accidental or deliberate will often not be immediately evident. Regardless, a blast can damage the structural integrity of buildings so it is important to leave the area near a blast. Emergency responders will be able to measure levels of air contaminants and assess the likely causes.

A dirty bomb is a terrorist device that combines a conventional explosive, such as dynamite, with radioactive material. Its primary purpose is to generate fear and panic. While a dirty bomb is designed to contaminate a small area with radiation, that contamination likely will not be great enough to kill or cause severe illness in people. Even so, radioactive particles in the air can contaminate several city blocks and require costly cleanup.

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1 *If you're in the immediate area of a blast, leave immediately.*

- Cover your mouth and nose with a wet cloth to prevent breathing in dust or ash in a smoky area.
- Leave the area on foot. Go inside the nearest building beyond the blast area, which will reduce exposure to radioactive particles.

2 *Report the blast*

- Call 911 to report an explosion.

3-5 *Once away from the blast area, stay inside and seek out health protection information*

- Turn on local radio, TV or computer news sources for emergency response and health messages. If radioactive material was released, local news broadcasts will advise people where to report for radiation monitoring and other tests, decontamination protocols to protect health and measures to prevent the spread of contamination.
- Stop all food and beverage service. Contaminants from a dirty bomb carried in the air and water can contaminate food and water.

6-8 *Get expert advice on appropriate clean-up from the health department*

- Do not clean food areas or salvage food without expert advice from the health department. How to clean depends on the type of contaminant, and some substances will only be spread further by conventional cleaning.

CHEMICAL INCIDENT

A chemical incident is caused by accidental or deliberate releases of a hazardous chemical into the environment, e.g., a tanker truck accident or industrial facility release that poses a threat to public health and may contaminate air, land, food, water and food preparation surfaces within the impact area of the release.

In a deliberate release such as an act of terrorism, chemical agents may be used intentionally to threaten public health, safety and the physical environment, causing damage and fear.

Warning signs of a chemical release include:

- Unexplained odor that is completely out of character with surroundings. A fading of a chemical odor may just mean the chemical has dulled your sense of smell.
- Unusual numbers of health problems in people, including nausea, disorientation, difficulty in breathing and convulsions.
- Eye or skin irritation or burning.
- Unusual incidence of dead birds, insects or other animals.

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1 Report the chemical incident or likely signs of chemical exposure.

- Call 911 and the Minnesota Duty Officer at 1-800-422-0798.
- Tune in to local radio or TV news sources for further information.

2 Limit exposure to people. Evacuate the chemical exposure area.

- Cover mouths and noses with wet cloths to prevent chemical exposure.

3 Stop serving food and water.

- Discontinue all food and beverage service. A chemical agent carried in the air and water can contaminate food and water.

4. Seek expert advice about clean-up.

- Do not clean or salvage food without expert advice from the health department. How to clean depends on the type of chemical agent.

5 Use cleaning and other chemicals safely.

- Even everyday chemical agents used for cleaning and sanitizing can become toxic if used or stored improperly. Never mix chemical cleaners, solvents or degreasers. Make sure you are trained in the proper use and storage of chemicals at work.

CHEMICAL CONCERNS...

Chemicals can contaminate the air we breathe, water we drink, the food supply or surfaces that people contact. Appropriate clean-up requires expert assessment and advice. Chemical events include industrial or transportation accidents releasing toxic chemicals (e.g., chlorine or ammonia) and deliberate acts of chemical terrorism.

SOLID WASTE COLLECTION DISRUPTION AND PEST CONTROL

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1 *Separate food waste and perishables from other trash.*

- Food waste and other perishables create odor problems and attract insects and rodents. If solid waste collection service is disrupted, sort these into separate waste containers to save space and best manage waste.

2 *Keep hazardous materials separate from other waste items.*

- Hazardous materials such as chemicals or cleaning solvents need to be stored in a designated container and delivered to an approved management facility.

3-4 *Securely store garbage*

- Place all food waste in plastic trash bags. Do not overfill.
- Securely tie the bag opening to prevent spillage, control odors and prevent insects from entering.
- Keep garbage as far away as possible from food service areas.
- Place garbage bags into dumpsters or trash cans with tight fitting lids to keep rodents out. Do not allow food waste to accumulate outside of garbage receptacles.

5 *Monitor garbage storage area*

- Monitor daily for pests and leakage.
- Keep people from salvaging garbage containing spoiled, unsafe food.
- If pick-up service is disrupted, but waste disposal facilities are still operating, garbage should be transported to a waste facility every 3-7 days.

6 *Keep used cooking oil separate*

- Do not mix used cooking oil from fryers with food wastes.
- Use sealed buckets or a grease container for used cooking oil.

7-12 *Control pests such as rodents and insects.*

- Clean up any possible nesting spaces for pests. Outside the building, remove brush, leaves, or debris that pests can hide and build nests in. Indoors, store food and equipment neatly, off the floor.
- Use traps, such as glue boards, to detect and monitor pest activity.
- Inspect incoming shipments for signs of insect infestation, such as insect eggs on packages or insects on produce.
- Get rid of standing water outdoors to reduce insect breeding grounds, such as an open bucket of water or garbage container lid filled with rain water.

SOLID WASTE & PEST CONCERNS...

In a disaster that interrupts garbage pick up, pests can pose problems. Garbage provides food for insects and rodents. Pests can spread disease and cause food-borne illnesses. They can damage food, supplies and buildings, as well as scare off customers.

MAINTAINING FOOD SAFETY IN A DISASTER

IN A DISASTER...

In the panic of a disaster, equipment, regular schedules of employees, usual services and the community may be impacted. A group review of food safety basics can help keep food workers focused and reduce food-borne illness that can arise when normal operation is upset.

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1-4 Help keep food safe amidst the disarray of an emergency.

- Clean and sanitize food preparation areas using water from a safe and approved source.
- Practice strict hand washing procedures as the best way to prevent the spread of disease.
- Do not accept home-prepared foods, or food and water from unknown or unapproved sources, even in a disaster. These items have not been quality controlled for the general public, proper transport temperatures cannot be assured, they may have been tampered with and may make people sick. Carefully examine sealed and canned foods to detect spoilage, contamination or other damage.

5-6 Make sure foods do not sit in the Temperature Danger Zone.

- Keep cold foods at or below 41°F. Use a food thermometer regularly to check and log temperatures of iced and refrigerated foods. At higher temperatures, disease-causing bacteria can develop.
- Keep hot foods at or above 140°F, using a food thermometer regularly to check and log temperatures of hot held foods.
- Store cooked foods for refrigeration in shallow containers to allow safe cooling. Foods that are not properly cooled permit the growth of disease-causing bacteria.

♦ *Wash hands frequently.*

1. Roll up sleeves and wet hands with warm water.
2. Using soap, work up a soapy lather that covers hands and forearms.
3. The 20-second rule: Rub hands together for at least 20 seconds. Make sure to wash palms, back of hands, between fingers and forearms. Use a fingernail brush to clean under fingernails and between fingers.
4. Rinse hands and forearms in warm water. Keep fingertips pointed down while rinsing.
5. Dry hands with single-use paper towels, cloth roller towel or blow dryer.
6. Use towel to turn off faucet.

FOOD SAFETY & HAND WASHING CONCERNS...

In the panic of an emergency, sticking to food safety basics can reduce food-borne illness. Washing your hands frequently and thoroughly is one of the most important ways to protect public health. The skin on our hands holds millions of tiny bacteria and viruses that can be passed to food and other people. Proper hand washing can reduce these microorganisms by 100 to 1,000 times. If everybody washed their hands before touching and eating food and after using the restroom, nearly half of all food-borne illness outbreaks could be avoided.

AFTER-INCIDENT CLEAN-UP: DISCARD OR SALVAGE?

LOOKING AT THE TABLES, what steps are described to keep people safe?

- ♦ *Discard food that is too long in the Temperature Danger Zone.*
 - Partly cooked food must be discarded if without power for more than an hour.
 - Hot-held food must be discarded if temperature is below 140°F for 4 hours.
 - Cold food must be discarded if temperature is above 41°F for 4 hours.
- ♦ *Discard food damaged by fire.*
 - Discard any food that may be affected by heat, smoke, fire, fire suppression chemicals or pressurized water.
- ♦ *Discard food damaged by flooding.*
 - Discard food products with lids or pull-tab tops (e.g., ketchup or milk and other beverages), foods in glass jars and any food packaged in paper, plastic, cloth or fiber.
 - Discard dry foods, like flour and sugar.
 - Discard cardboard boxes even if the contents seem dry.
 - Discard canned foods that are dented, leaking, swollen or rusted. To reuse intact canned foods: remove labels, scrub the surface with hot and soapy water, rinse in clean water and then soak them in a sanitizing solution (1 tablespoon bleach per gallon of water) for 90 seconds or more. After drying, mark contents on can with a permanent marker.
- ♦ *Discard food and damaged materials exposed to a sewage back-up.*
 - Discard any food or food packaging that has been in contact with sewage.
 - Discard any exposed materials that cannot be effectively cleaned and sanitized, including toasters and other food equipment, linens, furnishings, carpets, etc.

GROUP DISCUSSION...

- Are there items on the discard list that surprise you? Discuss why it is important to discard them. For more information, refer to the lessons on Power Outage, Fire, Flood and Sewage Back Up, or ask your health inspector.

FOOD SECURITY

LOOKING AT THE PHOTOS, what steps do you see being taken to keep people safe?

1-2 Limit unauthorized access to food areas and business records.

- Restrict customer passage at openings to kitchen
- Visitor or vendor in kitchen should check in before entry or wear an authorized visitor badge. Be aware of and monitor any unauthorized persons in food preparation and storage areas.
- Post signs prohibiting access, such as "Employees Only."

3 Ensure food safety at salad bar or buffet.

- Closely monitor salad bars and self-service carts to prevent tampering and food contamination.
- Report any suspicious activity to the Person in Charge.

4 Inspect deliveries for signs of tampering or unexpected packages.

- Make sure products received are only what was ordered and are properly sealed with no physical signs of tampering.
- Verify delivery person if unknown to you. Check their worker identification, and call the authorized supplier to verify identity if needed.
- Check deliveries for suspicious powders or liquids that could be a sign of contamination of food or other packages.

5 Report any suspicious activity to the Person in Charge.

- Call the police at 911 following the guidelines of your food establishment.

6 Adequately light and lock doors and other points of entry.

- Keep doors opening onto the loading area locked when not in use.
- Install and replace lighting so that points of possible entry remain well lit.
- Keep hazardous chemicals including pesticides locked in a secure area.

7 Report employee illness as an early warning of tampering.

- Flu-like symptoms, skin rash or other employee illnesses must be recorded and may be an early warning sign in the event that tampering with food has occurred.
- The Person in Charge keeps a log of employee illnesses.

GROUP DISCUSSION...

- What steps are we already taking to keep food secure? How could someone with malicious intent get around our existing security, and how could we tighten security?
- Let's agree on steps to take if you notice a suspicious person, activity or delivery that may have been tampered with (i.e., report it to the person in charge, and report suspicious activity or delivery with evidence of tampering or visible powder /contamination to the police at 911).
- At the salad bar, buffet or other self-service cart (if applicable), how do we prevent food tampering and is our monitoring adequate?

WHY FOOD SECURITY IS IMPORTANT...

A food security program will help protect customers and employees from vulnerability to terrorist threats and criminal acts of food tampering. Food has been used to spread biological agents (e.g., deliberate salmonella poisoning at a salad bar in Washington). Improving food security may reduce threats to public health, business liability and can prevent food tampering that may result in serious economic consequences for a business.

EMERGENCY READINESS: STAFF TRAINING RECORD

(Photocopy and use this form to track staff training.)

LESSON	DATE OF TRAINING	WHO ATTENDED	INSTRUCTOR INITIALS
1 Power outage			
2 Flood or sewage back up			
3 Fire			
4 Water service disruption or contamination			
5 Biological tampering and terrorism			
6 Dirty bomb			
7 Chemical incident			
8 Solid waste collection disruption and pest control			
9 Maintaining food safety in a disaster			
10 After-incident clean-up: discard or salvage?			
11 Food security			

1. Stop serving food and beverages.

- **Notify customers.**



2. Do two things immediately:

1. Write down the time power went off.
2. Check food temperatures with a thermometer and write them down.



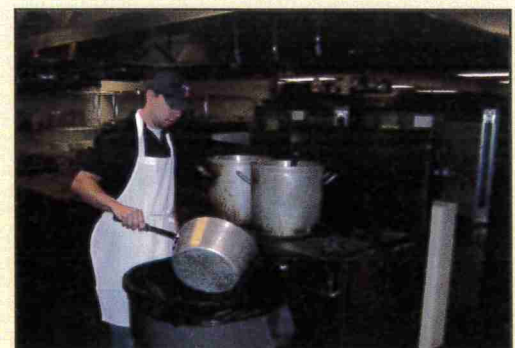
3. Keep good temperature records while the power is out.

- Check hot food hourly and cold food every 2 hours for each unit.
- Write down times & temperatures.

[illegible]

4. Do not serve partially cooked food.

- If power returns within 1 hour, rapidly reheat food to 165°F.
- If power is off more than 1 hour, discard food.



Power Outage



5. Food being held cold:

- Discard all cold food that has been above 41°F for more than 4 hours.



6. Food being held hot:

- Discard all hot food that has been below 140°F for more than 4 hours.



7. Refrigerator tips:

- Keep refrigerator doors closed.
- Cover open units with a tarp.
- Don't add hot food to units.



8. Recovery when the power returns:

- Review temperature records.
- Discard food as required.
- Reset all breakers, equipment, etc.

Flood or Sewage Back-Up

1. Stop serving food and beverages.

- Notify customers.



2a. If a sewage back-up occurs, then sewage lines are blocked.

- Don't track sewage around facility.
- Call plumber to clear sewage drain lines.



2b. If a flood occurs, do damage assessment first.

- Is building safe to occupy?
- Ask manager if building is safe.



3. Clean the building - safely!

- Wear rubber boots, gloves, goggles and coveralls.
- Wear an N-95 filter mask for mold protection.



Flood or Sewage Back-Up



4 Clean the building - floors and walls.

- Remove sewage, solids, water.
- Scrub with brush, soap.
- Rinse and then sanitize floors, walls.
- Dry quickly with fans.



5 Clean all food equipment.

- Clean all hard equipment surfaces with soap and water.
- Rinse and sanitize before use.
- Mixers, ice machines, etc.



6 Discard damaged building items.

- Discard all porous, contaminated items that cannot be cleaned.



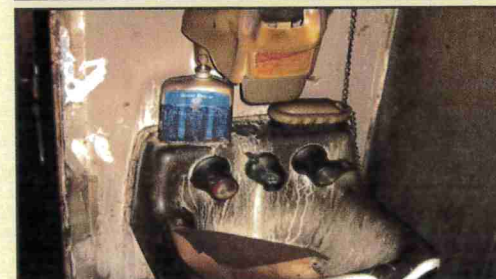
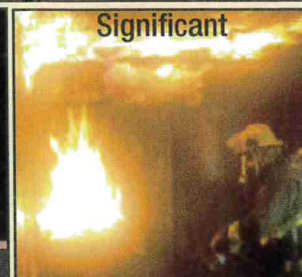
7 Salvage food and reopen for business.

- Discard any food contaminated by sewage or floodwaters.
- Discard all porous food packages that cannot be cleaned (bags of flour, salt, bottles or cans with screw tops, corks or EZ-open tops).
- Call your health department to review cleaning and salvage.

Fire

1. Call for help.
2. Assess the severity of the situation.
3. Follow fire department instructions.
4. Afterward, discard unsafe food.
5. Repair or replace damaged equipment.
6. Get food safety inspection before reopening.

Emergency Readiness for Food Workers





Water Service Disruption or Contamination

1. Call the health department and the water utility.



2. Stop serving food and beverages.



3. Are we ready to reopen?

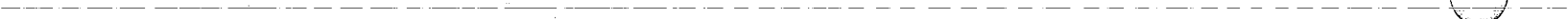
- Do we have safe water?
- Call local health department.



4. Recovery and clean up:

- Follow instructions from local health department regarding contaminated water.
- Clean and sanitize as needed.





Biological Tampering and Terrorism

1. Be on the lookout for suspicious activities and unusual items.

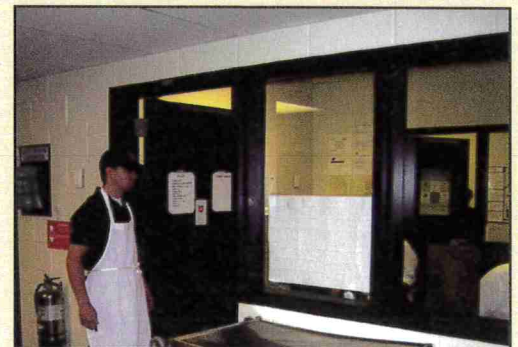
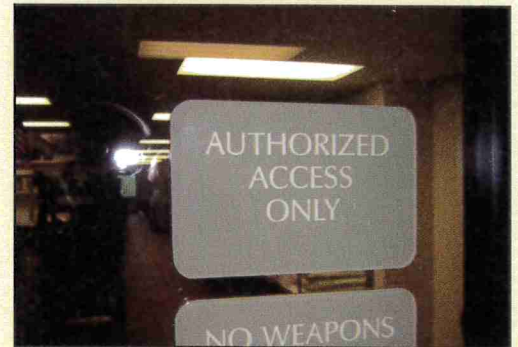
- Many ill customers & employees
- Foods that do not seem right
- Suspicious powders or liquids
- Unauthorized persons

2. Restrict access of non-employees.

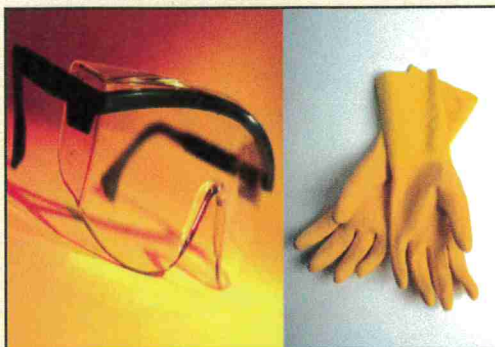
- Verify ID of visitors.
- Have delivery persons check in.
- Check with manager if unsure.

3. Report suspicious activities to the person in charge.

4. Manager or person in charge may need to call 911.



Biological Tampering and Terrorism



5. Close establishment if there is a biological contamination incident.

- Alert customers.
- Stop serving food.

6. Salvaging food & cleaning the establishment: **W A R N I N G!**

- DO NOT try to salvage food or clean up until you have expert advice from the health department.
- How to clean things will vary with the type of biological contaminant.

7. Clean up - safely!

- It is dangerous to clean without the proper safety equipment.
- Talk with the health department about what is required.

8. Be safe! Talk with your manager before you act.

- A biological incident is not a normal situation.

Dirty Bomb

1. If the establishment IS in the immediate area of the blast:

- See manager for directions.
- Leave the immediate area on foot.
- Cover your mouth/nose with a wet cloth to prevent breathing in dust.



2. If the establishment IS NOT in the immediate area of the blast, stay in the building:

- See manager for directions.
- Call 911 to report an explosion.



3. Turn on local television, radio and computers for emergency information.

- Is your location safe?
- If not, where do I go?
- Decontamination sites?

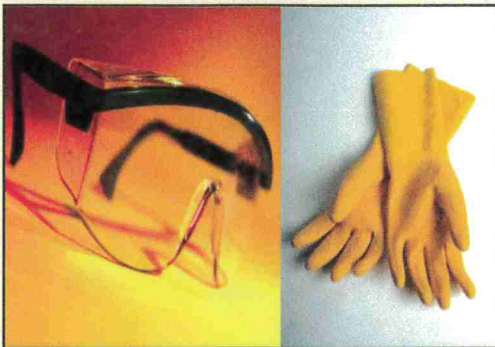


4. The biggest danger from a dirty bomb is the blast itself.

- Stay inside.
- Buildings will provide some shielding from radiation.
- Minimize time spent exposed to the radiation.



Dirty Bomb



5. Stop operations if there is a dirty bomb attack.

- Alert customers.
- Stop serving food.

6. Salvaging food & cleaning the establishment: **W A R N I N G!**

- **DO NOT** try to salvage food or clean up until you have expert advice from the health department.
- How to clean things will vary with the type of dirty bomb.

7. Cleaning up-safely!

- It is dangerous to clean without the proper safety equipment.
- Consult with the health department on what is required.

8. Be safe! Talk with your manager before you act.

- A dirty bomb incident is not a normal situation.
- Discuss everything with your manager **BEFORE** you act!

Chemical Incident

1. Call 911 and the state duty officer.



2. Cover mouth and nose with a wet cloth to prevent exposure.



3. Discontinue food and beverage service to the general public.



4. Seek expert advice about clean-up.

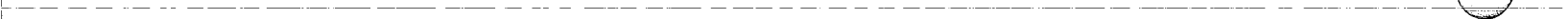
- Call local health department.



5. Employee safety training:

- Proper use of chemicals stored on-site.





Solid Waste Collection Disruption and Pest Control

1. Separate food waste from empty boxes and cans.
2. Separate hazardous materials for appropriate disposal.
3. Place food waste in plastic bags and tie securely.
4. Place tied bags into containers with tight-fitting lids.
5. Food waste outside of trash containers attracts pests!
6. Put used cooking oil from fryers in sealed buckets or a grease container.
 - Do not mix with food waste.

Emergency Readiness for Food Workers



Solid Waste Collection Disruption and Pest Control

7. Eliminate nesting spaces
outside - remove brush, debris, etc.

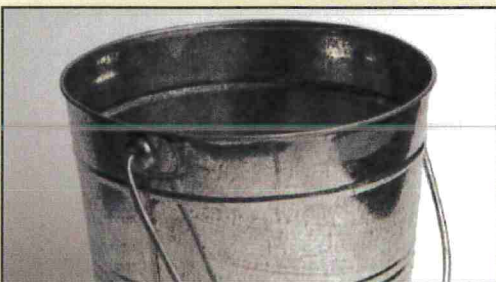
8. Eliminate nesting spaces
inside - store food and equipment
neatly, off the floor.

9 Use traps to detect and monitor
pest activity.

10. Inspect incoming shipments.

11. Keep waste containers closed and
the ground around them clean.

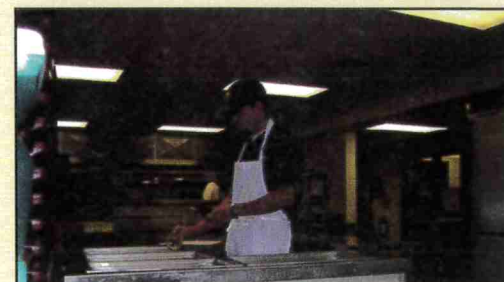
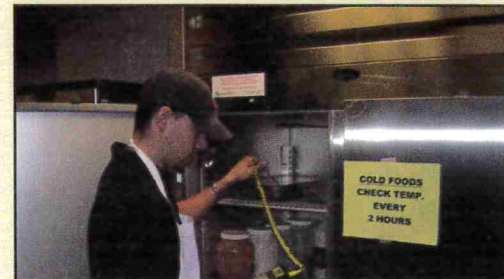
12. Eliminate standing water.



Maintaining Food Safety in a Disaster

1. Practice food safety basics in a disaster.
2. Clean and sanitize food preparation areas before use.
3. Hand washing is one of the most important ways to keep food safe.
4. Home-prepared foods cannot be used, even in a disaster.
5. Monitor cold foods to keep them at or below 41°F.
6. Monitor hot foods to keep them at or above 140°F.

Emergency Readiness for Food Workers



Maintaining Food Safety in a Disaster

Wash Hands Frequently!

1. Roll up sleeves and wet hands with warm water.

2. Use soap. Work up lather that covers hands and forearms.

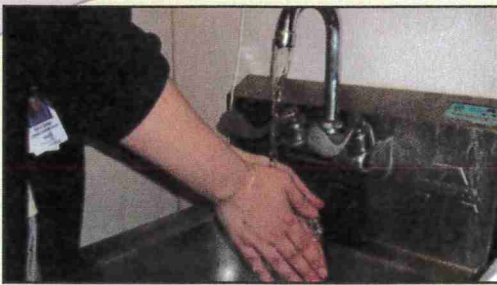
3. Wash well for 20 seconds.

4. Rinse hands and forearms.

5. Dry hands using clean towel.

6. Use towel to turn off faucet.

Emergency Readiness for Food Workers



Discard or Salvage?

Discard	Salvage
Any food or service item that has been contaminated or come in contact with water, sewage, smoke, fumes or chemicals. This includes: • Fresh perishables - produce, meat, poultry, fish, dairy products and eggs. • Opened containers and packages • Vulnerable containers with peel-off, waxed cardboard, cork or screw tops or paraffin seals such as glass or plastic containers of catsup, dressing, milk, horseradish, mayonnaise, pop, beer, sauces, etc. • Soft, porous packaging - food in cardboard boxes, paper, foil, plastic, and cellophane such as boxes or bags of food, cereal, flour, sugar, rice, salt, etc. • Dry goods - spices, seasoning and extracts, flour, sugar and other staples in canisters. • Single service items - plates, cups, utensils, lids, etc.	Frozen foods if stored in a sealed walk-in or cabinet freezer (<i>no water, smoke, fumes or chemical infiltration</i>) and where ambient temperature has remained below 41°F.
Canned and bottled items should be discarded: • If charred or near the heat of the fire. • If rusted, pitted, dented, swollen or leaking.	Disinfect undamaged cans and bottles that have no heat or water damage and are free from dents, bulging, leaks or rust. • Paper label removed • Washed with soap and water, then rinsed • Sanitized with sanitizing solution, then air dried • Relabeled with permanent marker.
Refrigerated or frozen food must be discarded if: • In contact with sewage, water, smoke, fumes or chemical seepage. • Above 41°F for four hours or more. • Frozen and then thawed for four or more hours. • Deteriorated in quality or has an unusual appearance, color or odor.	If fire, flood or sewage back-up has been effectively contained: • Food in areas unaffected by smoke, fumes, water, heat, fire suppression chemicals, floodwater or sewage back-up may be salvaged. • Seek the advice of your local health inspector.
Potentially Hazardous Food (PHF) must be discarded if it has been in the "Temperature Danger Zone" (41°F - 140°F) for more than 4 hours. PHFs include: Meat and mixed dishes • Beef, veal, lamb, pork, poultry, fish, seafood, luncheon meats, hot dogs, hams, etc. • Soups, stews, casseroles or similar dishes containing meats, pasta, rice, eggs or cheeses Eggs and dairy products • Eggs or egg products, ice cream, yogurt • Milk, cream, buttermilk, cream-based foods or soups • Soft cheeses such as cream, ricotta, brie, etc. Desserts - Pies, cakes and pastries containing custard, cheese, chiffon, meringue or pumpkin Cut Melons & Cooked Vegetables - Watermelon, musk or honeydew melons, cooked peas or corn or beans	Non-PHFs may be kept at room temperature, though quality may deteriorate, including: • Bread, rolls, muffins, dry cakes • Solid butter or margarine • Hard cheese - cheddar, parmesan, etc. • Fresh, uncut fruits & vegetables • Fruit or vegetable juices, dried fruit, fruit pies • Canned goods • Dry foods - flour, pasta, rice, etc. • High sugar foods - honey, jellies • Acid-based condiments - ketchup, mustard
Partially cooked food must be discarded if without power for more than one hour.	Partially cooked food may be quickly reheated to 165°F if without power for less than one hour. When in doubt, throw it out.

Other than food: Discard

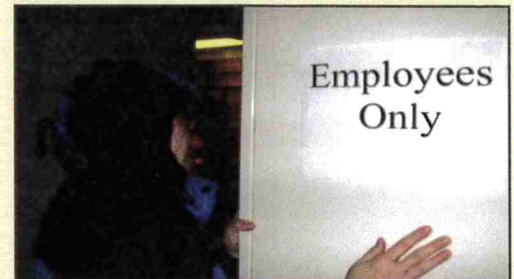
Discard any exposed materials that cannot be effectively cleaned and sanitized, including toasters and other food equipment, linens, furnishings, carpets, etc.



Food Security

1. Restrict customer and supplier access from non-public spaces.
2. Be on the lookout for suspicious and out-of-the-ordinary activities.
 - Many people becoming ill
 - Suspicious powders or liquids
 - Unauthorized persons
3. Keep food safe at buffet tables and on food carts.
4. Inspect deliveries from suppliers.
 - Suspicious powders or liquids
 - Unauthorized delivery or unfamiliar supplier
5. Report suspicious activity or delivery to person in charge.
6. Keep loading dock and food storage areas locked.

Emergency Readiness for Food Workers



7. Illnesses should be tracked on an employee illness log.

Employee illness log

Food code requirements for employee health:

1. Food employees who are ill with vomiting or diarrhea should be excluded from working in the establishment.
2. Complete this log when employees have vomiting or diarrhea.
3. Restrict food employees who are ill with *Salmonella*, *Shigella*, *E. coli* or Hepatitis A from working with food. Clean equipment, utensils, linens, or single-use items until the Public Health Department has evaluated the potential for food-borne disease transmission.
4. Call your local health department if an employee is diagnosed with:
 - *Salmonella*
 - *Shigella*
 - *E. coli*
 - Hepatitis A
5. Call your local health department if a customer complains of diarrhea or vomiting; or being infected with *Salmonella*, *Shigella*, *E. coli*, or Hepatitis A.

Date missed work	Employee name	Symptoms/ illness	Diarrhea or vomiting?	Was doctor seen?	Date return to work

Corte de Electricidad

1. Descontinúe el servicio de servir alimentos y bebidas al público general.

- **Notifique a los clientes.**

2. Haga inmediatamente lo siguiente:

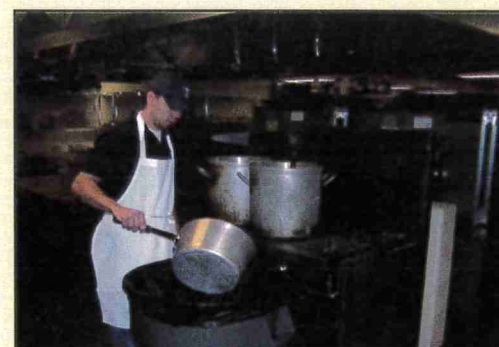
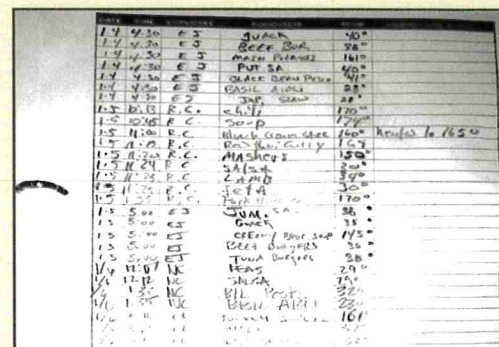
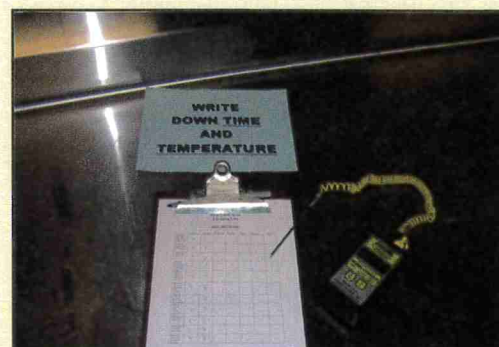
- Anote la hora cuando se fue la luz.
- Tome con un termómetro las temperaturas de los alimentos y anótelas.

3. Mantenga buenos registros de las temperaturas mientras no haya electricidad.

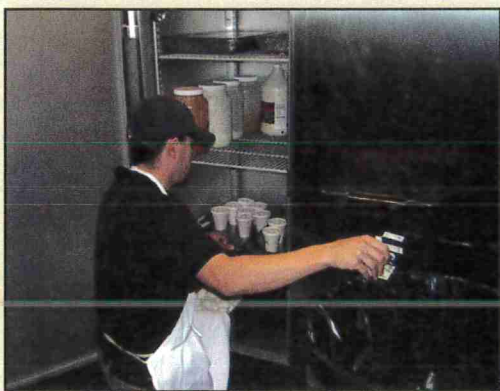
- **Controle la temperatura de los alimentos calientes cada hora y la de los alimentos fríos cada 2 horas para cada unidad.**
- **Anote las horas y las temperaturas.**

4. No sirva alimentos parcialmente cocinados.

- Si la electricidad vuelve dentro de 1 hora de haberse ido, recaliente los alimentos rápidamente a 165°F.
- Si el apagón dura más de una 1 hora, deseche los alimentos.



Corte de Electricidad



5. Alimentos que se mantienen fríos:

- Deseche todos los alimentos fríos que hayan estado por encima de una temperatura de 41°F durante más de 4 horas.

6. Alimentos que se mantienen calientes:

- Deseche todos los alimentos calientes que hayan estado por debajo de una temperatura de 140°F durante más de 4 horas.

7. Consejos para el uso del refrigerador:

- Mantenga cerradas las puertas del refrigerador.
- Cubra las unidades abiertas con una lona plástica.
- No añada alimentos calientes a las unidades.

8. Recuperación cuando vuelve la electricidad:

- Revise los registros de temperaturas.
- Deseche los alimentos según sea necesario.
- Vuelva a la posición de encendido todos los interruptores automáticos de circuito, equipos, etc.

Inundación o Retroceso de las Aguas Negras

1. Deje de servir alimentos y bebidas.

- Notifique a los clientes.

2a. Si ocurre el retroceso de las aguas negras, ello es una indicación de que los tubos de las cloacas están tapados.

- Asegúrese que no lleva en la suela de sus zapatos la suciedad de las aguas negras por las instalaciones.
- Llame a un plomero para que limpie los tubos de desagüe de las aguas negras.

2b. Si ocurre una inundación, primero haga una evaluación del daño causado.

- ¿Está seguro el edificio para ser ocupado?
- Pregúntele al gerente si el edificio está seguro.

3. Limpie el edificio-¡sin arriesgarse!

- Use botas de goma, guantes, gafas de seguridad y mono de trabajo.
- Use una mascarilla con filtro N-95 para protección contra el moho.





Inundación o Retroceso de las Aguas Negras

4. Limpie el edificio-pisos y paredes.

- Elimine las aguas negras, los sólidos y el agua.
- Restriegue con cepillo y jabón.
- Enjuague y seguidamente higienice los pisos y las paredes.
- Seque rápidamente las superficies con ventiladores.

5. Limpie todos los equipos que se utilizan con los alimentos.

- Limpie con jabón y agua todas las superficies duras de los equipos.
- Enjuáguelas e higienícelas antes de usarlas.
- Batidoras/mezcladoras, máquinas de hielo, etc.

6. Deseche artículos del edificio dañados.

- Deseche todos los artículos porosos contaminados que no puedan ser limpiados.

7. Rescate los alimentos que pueda y reanude el servicio.

- Deseche aquellos alimentos que hayan sido contaminados por las aguas negras o por la inundación.
- Deseche todos los envases porosos de alimentos que no puedan ser limpiados (bolsas de harina, de sal, botellas o latas con tapas atornillables, de corcho o que se abren fácilmente).
- Llame a su departamento de sanidad para que inspeccione la limpieza realizada y las mercaderías rescatadas.

Incendio

1. Pida ayuda.
- 2 Evalúe la seriedad de la situación.
3. Siga las instrucciones del departamento de bomberos.
4. Posteriormente, deseche los alimentos peligrosos.
5. Repare o reemplace los equipos dañados.
6. Antes de reabrir, pida que se haga una inspección de seguridad de los alimentos.





Interrupción o Contaminación del Servicio de Agua

1. Llame al departamento de sanidad y al servicio público de suministro de agua.



2. Deje de servir alimentos y bebidas.



3. ¿Estamos listos para reabrir?

- ¿Tenemos agua potable?
- Llame al departamento de sanidad local.



4. Recuperación y limpieza:

- Siga las instrucciones del departamento de sanidad local relacionadas con aguas contaminadas.
- Limpie e higienice según sea necesario.





Manipulación Biológica Indebida y Terrorismo

1. Manténgase vigilante por actividades sospechosas y artículos no usuales.

- Muchos clientes y empleados que están enfermos.
- Alimentos que no lucen bien.
- Polvos o líquidos sospechosos.
- Personas no autorizadas.

2. Limite el acceso de personas que no sean empleados.

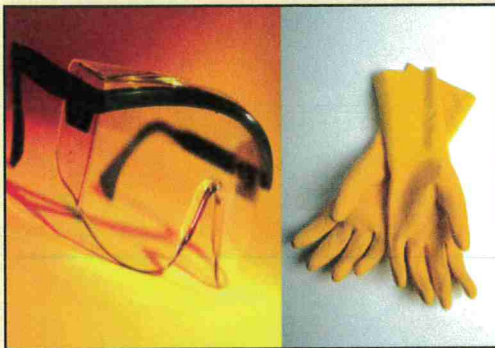
- Verifique la identidad de los visitantes.
- Haga registrar a las personas que hacen entregas de mercancías.
- Consulte con el gerente si no está seguro.

3. Notifique al encargado si ve actividades sospechosas.

4. El gerente o el encargado podrían tener que llamar al número 911.



Manipulación Biológica Indebida y Terrorismo



5. Cierre el establecimiento si ocurre un incidente de contaminación biológica.

- Alerta a los clientes.
- Deje de servir alimentos.

6. Rescate de alimentos y limpieza del establecimiento: ¡ADVERTENCIA!

- NO trate de rescatar alimentos ni de limpiar hasta haber tenido la opinión de un experto del departamento de sanidad.
- Cómo limpiar las cosas variará dependiendo del tipo de contaminante biológico.

7. Limpieza-¡con seguridad!

- Es peligroso limpiar sin tener el equipo de seguridad apropiado.
- Hable con el departamento de sanidad para averiguar qué se requiere hacer.

8. ¡Cuidese! Hable con su gerente antes de hacer algo.

- Un incidente biológico no es una situación normal.

"Bomba Sucia" (Arma radiológica)

1. Si el establecimiento **ESTÁ** en el área inmediata del estallido de la bomba:

- Vea al gerente para obtener instrucciones.
- Aléjese a pie del área cercana al estallido.
- Cúbrase la boca y la nariz con un paño mojado para evitar inhalar polvo.



2. Si el establecimiento **NO ESTÁ** en el área inmediata del estallido de la bomba, quédese en el edificio:

- Vea al gerente para obtener instrucciones.
- Llame al 911 para denunciar la explosión.



3. Encienda la televisión, la radio y las computadoras para obtener información de emergencia.

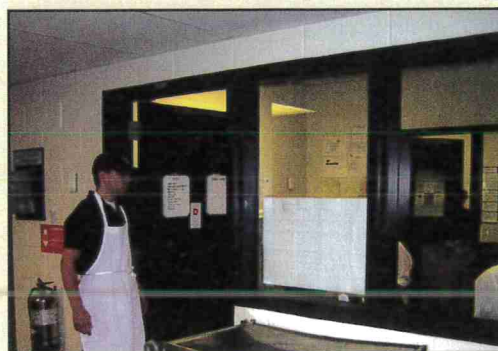
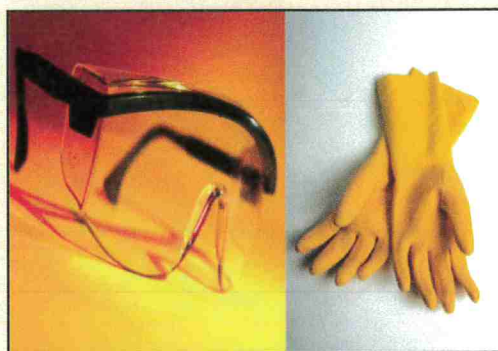
- ¿Es seguro el lugar donde está?
- Si no lo es, ¿Dónde debe ir?
- ¿Lugares de descontaminación?



4. El peligro más grande de una "bomba sucia" es el estallido en sí.

- Quédese dentro.
- Los edificios proveerán algo de resguardo contra la radiación.
- Reduzca al mínimo la cantidad de tiempo que está expuesto a la radiación.





"Bomba Sucia" (Arma radiológica)

5. Detenga las operaciones si ocurre un ataque con una "bomba sucia".

- Alerta a los clientes.
- Deje de servir alimentos.

6. Rescate de los alimentos y limpieza del establecimiento:
¡ADVERTENCIA!

- NO trate de rescatar alimentos ni de realizar la limpieza hasta que haya obtenido la opinión de un experto del departamento de sanidad.
- Cómo limpiar las cosas variará dependiendo del tipo de "bomba sucia".

7. Limpieza-¡con seguridad!

- Es peligroso realizar la limpieza sin contar con el equipo de seguridad apropiado.
- Consulte al departamento de sanidad para averiguar qué equipo se necesita.

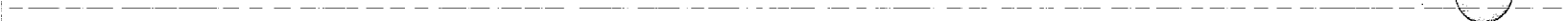
8 ¡Cuidese! Hable con su gerente antes de hacer algo.

- Una "bomba sucia" no es una situación normal.
- ¡Hable con su gerente sobre todos los aspectos ANTES de hacer algo!

Incidente Químico

1. Llame al número 911 y al departamento de sanidad.
2. Cúbrase la boca y la nariz con un paño mojado para evitar la exposición.
3. Descontinúe el servicio de servir alimentos y bebidas al público general.
4. Obtenga asesamiento de expertos sobre la limpieza.
 - Llame al departamento de sanidad local.
5. Capacitación sobre seguridad de los empleados:
 - Uso apropiado de los productos químicos almacenados en el lugar.





Interrupción de Servicio Debida a Desperdicios Sólidos y Control de Plagas

1. Separe los desperdicios de alimentos de las cajas y latas vacías.
2. Separe los materiales peligrosos para que sean desechados como corresponde.
3. Ponga los desperdicios de alimentos en bolsas plásticas y ate las bolsas firmemente.
4. Coloque las bolsas atadas dentro de recipientes cuyas tapas queden bien apretadas.
5. ¡Los desperdicios de alimentos que se dejan fuera de los recipientes atraen plagas!
6. Ponga el aceite de cocina usado de los freidores en baldes sellados o recipientes para grasa.
 - No lo mezcle con desperdicios de alimentos.

Estado de Alerta para los Trabajadores de la Alimentación





Interrupción de Servicio Debida a Desperdicios Sólidos y Control de Plagas

7. Elimine lugares exteriores donde los insectos puedan hacer nidos- saque ramas, basura, etc.
8. Elimine lugares interiores donde los insectos puedan hacer nidos - almacene los alimentos y los equipos ordenadamente y elevados del piso.
9. Use trampas para detectar y controlar la actividad de las plagas.
10. Inspeccione los embarques entrantes.
11. Mantenga cerrados los recipientes de desperdicios y mantenga limpio el suelo que los rodea.
12. Elimine el agua estancada.

Mantenga la Seguridad de los Alimentos en una Situación de Desastre

1. Practique las medidas básicas de seguridad de alimentos en una situación de desastre.
2. Limpie e higienice las áreas de preparación de alimentos antes de usarlas.
3. El lavado de las manos es una de las formas más importantes de no contaminar los alimentos.
4. Los alimentos caseros no pueden utilizarse, incluso en una situación de desastre.
5. Vigile los alimentos fríos para mantenerlos a temperaturas a o por debajo de 41°F.
6. Vigile los alimentos calientes para mantenerlos a temperaturas a o por encima de 140°F

Estado de Alerta para los Trabajadores de la Alimentación



Mantenga la Seguridad de los Alimentos en una Situación de Desastre

(¡Lávese las manos frecuentemente!)



1. Remánguese y mójese las manos con agua caliente.
2. Use jabón. Pásese la espuma de jabón por las manos y los antebrazos.
3. Lávese bien durante 20 segundos.
4. Enjuáguese las manos y los antebrazos.
5. Séquese las manos utilizando una toalla limpia.
6. Use la toalla para cerrar el grifo.

¿Desechar o Rescatar?

Deseche	Rescate
Cualquier alimento que haya sido contaminado o que haya entrado en contacto con el agua, con las aguas negras, el humo, vapores y gases o sustancias químicas. Esto incluye: • productos perecederos frescos - productos de granja, carne de res, productos avícolas, pescado, productos lácteos y huevos. • recipientes y paquetes abiertos • recipientes vulnerables con tapas desprendibles, cartón encerado, corcho o tapas roscadas o sellos de parafina tales como recipientes de vidrio o plásticos de salsa catsup, aderezos de ensalada, leche, rábano picante, mayonesa, refrescos, cervezas, salsas, etc. • envases blandos y porosos - alimentos en cajas de cartón, de papel, en lámina de aluminio, de plástico y en celofán, tales como cajas o bolsas de alimentos, de cereales, de harina, de azúcar, de arroz, de sal, etc. • alimentos secos - especias, sazón y extractos, harina, azúcar y otros productos alimenticios básicos en latas pequeñas. • artículos de servicio de un sólo uso - platos, vasos y tazas, utensilios, tapas, etc.	Alimentos congelados si están almacenados en un cuarto congelador completamente sellado o tipo gabinete (donde no haya posibilidad de infiltración de agua, humo, vapores y gases o sustancias químicas) y donde la temperatura ambiente haya permanecido por debajo de 41°F.
Artículos enlatados y embotellados: • si están quemados o estuvieron cerca del calor de un fuego • si están oxidados, picados, abollados, hinchados o pierden líquido	Desinfecte las latas y botellas que no hayan sufrido daño por calor o agua y que estén libres de abolladuras, no estén hinchadas ni tengan pérdidas de líquido ni óxido. • quite las etiquetas de papel • lávelos con jabón y agua • enjuáguelos y déjelos secar al aire • marque los envases con un marcador de tinta permanente
Los alimentos refrigerados o congelados deben ser desechados si: • estuvieron en contacto con aguas negras, agua, humo, vapores y gases o derrames químicos. o estuvieron por encima de 41°F durante por lo menos cuatro horas. • estaban congelados y luego estuvieron descongelados durante dos o más horas. • su calidad se deterioró o tienen un aspecto, color u olor inusual.	Si se ha contenido eficazmente el incendio, la inundación o el retroceso de las aguas negras: • los alimentos que se encuentran en áreas no afectadas por el humo, vapores y gases, agua, calor, sustancias químicas usadas para apagar el incendio, agua de la inundación o retroceso de las aguas negras pueden ser rescatados. • pídale la opinión a su inspector de sanidad local.

¿Desechar o Rescatar?

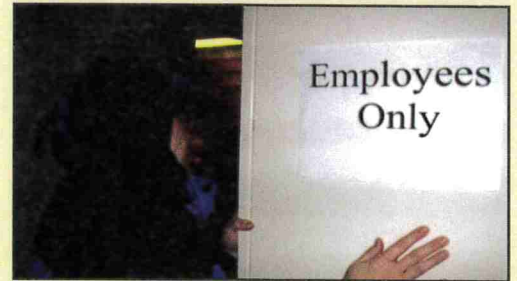
Deseche	Rescate
Los Alimentos Potencialmente Peligrosos (o PHF en inglés) deben ser desechados si han estado en la "Zona de Temperatura de Peligro" (41°F - 140°F) durante más de 4 horas. Los PHF incluyen: Carnes y platos preparados con carne • Carne de res, ternera, cordero, cerdo, aves, pescado, mariscos, fiambres, perros calientes, jamones, etc. • Sopas, guisos, platos de carnes y verduras hechas al horno o platos similares que contengan carnes, pasta, arroz, huevos o quesos. Huevos y productos lácteos • Huevos o productos con huevos, cremas heladas, yoghurt • Leche, crema, crema de leche, alimentos o sopas con base de crema • Quesos blandos tales como crema, ricota, brie, etc. Postres - Tartas, tortas y pasteles que contengan natilla, queso, chiffon, merengue o calabaza Frutas /Melones Cortados y Vegetales cocidos - Sandía, melones tipo musk o dulces, arvejas, maíz o frijoles cocidos	Los alimentos que no son PHF pueden ser mantenidos a temperatura ambiente, aunque su calidad se deteriore, incluyendo: • Pan, bollitos, panecillos muffins, tortas secas • Mantequilla sólida o margarina • Quesos duros - de cheddar, parmesano, etc. • Frutas y vegetales frescos sin cortar • Jugos de frutas o de vegetales, frutas secas, tartas de frutas • Alimentos enlatados • Alimentos secos - harina, pastas, arroz, etc. • Alimentos con alto contenido de azúcar - miel, mermeladas • Condimentos con base ácida - salsa de tomate ketchup, mostaza
Los alimentos parcialmente cocinados deben ser desechados si se estuvo sin electricidad por más de una hora.	Los alimentos parcialmente cocinados pueden ser recalentados rápidamente a 165°F si se ha estado sin electricidad por menos de una hora. <i>Si tiene dudas, deséchelos.</i>

Artículos que no sean alimentos: Deseche

Deseche materiales expuestos que no puedan ser limpiados e higienizados eficazmente, incluyendo tostadoras y otros equipos utilizados con los alimentos, artículos de lencería, mobiliario, alfombras, etc.

Seguridad de los Alimentos

1. Limite el acceso de clientes y proveedores a los lugares que no son públicos.
2. Manténgase vigilante por actividades sospechosas y fuera de lo ordinario.
 - Muchas personas que se enferman.
 - Polvos o líquidos sospechosos.
 - Personas no autorizadas.
3. Proteja los alimentos que están en las mesas de buffet y en los carritos de comida.
4. Inspeccione las mercaderías entregadas por los proveedores.
 - Polvos o líquidos sospechosos.
 - Entregas no autorizadas o proveedor que no conoce.
5. Notifique al encargado si ve cualquier actividad o entrega sospechosa.
6. Mantenga cerradas bajo llave las áreas del muelle de descarga y de almacenamiento de alimentos.



Seguridad de los Alimentos

7. Las enfermedades de berán ser registradas en un registro de enfermedad de empleados.

Registro de Enfermedad de Empleados

El Cûdigo de Alimentos de Minnesota incluye requisitos para la salud de empleados que manejan alimentos:

1. No permita que empleados que tengan vómitos o diarrea trabajen en el establecimiento.
2. Complete este registro cuando hayan empleados que tengan vómitos o diarrea.
3. Restrinja las actividades de empleados que manejan alimentos que estén enfermos con *Salmonella*, *Shigella*, *E. coli*, o Hepatitis A para que no trabajen con alimentos, equipos limpios, utensilios, artículos de lencería o de un solo uso hasta que el Departamento de Salud Pública haya evaluado el potencial de transmisión de enfermedades transmitidas por los alimentos.
4. Llame al departamento de salud de su localidad si un empleado ha sido diagnosticado con:
 - *Salmonella*
 - *Shigella*
 - *E. coli*
 - Hepatitis A
5. Llame al departamento de sanidad de su localidad si un cliente se queja de tener diarrea o vómitos o de estar infectado con *Salmonella*, *Shigella*, *E. coli*, o Hepatitis A.

Fecha que Faltó al Trabajo	Nombre del Empleado	Síntomas/ Enfermedad	¿Diarrea o Vómitos?	¿Fue Visto por un Doctor?	Fecha que Volvió al Trabajo