ARE YOU PREPARED?

MANAGEMENT AND EMPLOYEES

• Assign responsibility for security and monitoring to a qualified individual
• Implement procedures to check incoming mail
• Pre-hiring screening of employees with background checks
• Schedule new employees during the day shift with supervision
• Employees to wear visible identification
• Provide training in food security — develop specific plan for facility
• Restrict personal items in food production/storage areas
• Know your food distributor (company, driver, delivery person) and require credentials for the same
• Keep log and inventory of food/product receipts
• Ensure or demand delivery trucks are locked or sealed between deliveries
• Set specific times for food and product deliveries
• Keep doors leading to the outside closed and locked
• Only authorized personnel shall enter or exit food storage/prep areas
• Develop tracking system to identify lot numbers on bulk food sources that may have been recalled
• Restrict entry to kitchen area from serving areas
• Assign specific staff to police and monitor public access to buffet lines/open food areas, ensuring foods remain safe
• All staff must remain alert to and report signs of tampering to supervisor
• Ensure water safety: have emergency water procedures available
• Monitor and log refrigeration and food temperature

EMERGENCY NUMBERS

FIRE__________________________________ POLICE__________________________________
LOCAL HEALTH DEPARTMENT__________________________ AFTER HOURS_____________________
LOCAL DISASTER EMERGENCY SERVICES_________________________________________________
MANAGEMENT_______________________________________________________________________
Indiana State Department of Health—Daytime and After Hours (317) 233-1325

IUB CAMPUS

Food Protection Program IU Southeast (New Albany)________________________
(812) 855-6311 (office) IU East (Richmond)________________________
IU Kokomo________________________
IUPD________________________ IU South Bend________________________
IU Northwest (Gary)________________________