

Disaster Assessment, Response and Recovery Checklist

General ASSESSMENT

- Identify boundaries of the disaster area and estimate number of food establishments contained in that area
- If structural damage is possible, consult with Fire/Building Officials to determine if building is safe to enter
- Evaluate which Personal Protective Equipment should be used before entry
- Date and time disaster occurred _____
- Describe the extent of damage to structures: _____
- Utility outages if known _____
- Identify cause if interrupted water supply (e.g., chemical leak, leaking underground storage tank, municipal water compromised, private water supply compromised)

General RECOVERY

Facility may reopen only when regulatory agency and other representatives affecting the safety of the food and facility have approved.

- Criteria for recovery efforts made available to establishment operator
 - Salvaging foods affected by the disaster
 - Temporary license/permit if requested
 - Recovery after interrupted water service or Boil Water Order
 - Requesting a re-opening inspection for permanent operation
- Products affected by disaster destroyed or separated for salvaging
- Food being held by the establishment until supplier or distributor credits the facility are clearly marked "Not for Sale"
- Temporary operating license/permit issued under certain conditions
- Permanent operating license/permit issued under full compliance
 - Water
 - Electricity/Gas
 - Waste/Sewage Disposal
 - Pest control
 - Equipment and surfaces cleaned, sanitized and functioning properly
 - Fresh Food Supply
 - Ability to prepare and handle Food

FIRE RESPONSE

- Type of water and/or type of chemicals used to extinguish fire, combustions materials in fire [wood, plastics, electrical wire, chemicals, unknown] _____
- Food and related contents of building placed under seizure/embargo pending evaluation
- Inventory of contents, product condition and items to be salvaged
- Informed owner/custodian of their responsibilities for disposal or salvaging of items

FIRE RECOVERY

- Structural damage repaired and approved
- All utilities available
- Equipment cleaned, sanitized and operable
- Food evaluated for smoke, fire and water damage
- If closed by the fire department, approval to reopen from Fire/Building Department and food safety agency is required

POWER OUTAGE RESPONSE

- Establishment discontinued all cooking operations.
- Establishment did not place hot food in refrigerators or freezers. [Rapidly raises temperature inside unit]
- Establishment discarded food products that were in the process of being cooked, but which had not yet reached the final cooking temperature.
- Establishment using ice or/ice baths to rapidly cool small batches of hot food.
- Establishment employing effective measures to delay temperature abuse.
 - Freezer units covered with blankets, quilts, or newspaper
 - All unit air vents are open and uncovered
 - Alternate working mechanical refrigeration is available
 - Dry ice is being used
 - Packaged ice is being used
 - Perishable foods have been placed in freezer
 - Backup generators

POWER OUTAGE RECOVERY

- All refrigerators and freezers functioning properly
- All PHF/TCS and frozen foods are maintained at proper temperatures
- All equipment used for cooking or processing are functioning properly
- Dishwashing equipment functioning properly
- Hot water available as required
- Facility operations functioning properly [lighting, garbage disposal]
- Food equipment and utensils clean and operational

FLOOD RESPONSE

- Imminent health hazard with sewage or chemical contaminants in flood water, must close
- Other signs of flooding to be removed [high water line, mud/debris, rust, compromised food, single service, other items] _____
- Structural or general repairs needed
- Corrective action for submerged or splashed food containers and single service
- Prevention of mold growth

FLOOD Recovery

- Cleaned and sanitized food contact surfaces
- Cleaned and disinfected non-food contact surfaces
- Refrigeration units maintain temperature for 24 hours (air and product temp)
- Control of discarded food to prevent unauthorized access
- Mold remediation if necessary

CONTAMINATED WATER SUPPLY RESPONSE

***If there is no approved alternate safe water supply available, the establishment must close.**

Identify alternate safe water supplies

- Elevated water tower, water heater, etc. (short term only)
- Warehouses with bottled water
- Bottling/canning plants, dairies, breweries, etc. (will bottle for disaster)
- Approved tank trucks, pumps and hoses from dairies, other plants or independent water haulers with approved water source and cleaning and sanitizing site recorded
- Free-standing water tanks, pillow or bladder tanks or onion tanks used with approved water source
- Temporary connection to safe drinking water supply with backflow preventer
- Private well water tested and safe
- Manufactured ice or dry ice used

CONTAMINATED WATER SUPPLY RECOVERY

Limited Operations in Food Establishments (with alternate water supply)

- Label all faucets "Non Potable/Do not use to drink, cook, wash hands"
- Limit menu (use fresh-cut, prepared or frozen fruits and vegetables, use packaged foods, use preparations that require little or no water, etc.)
- Wash hands with potable water (coffee urn or 5-gal. water bottle over sink for drainage)
- Use single-service tableware and utensils
- Use chemical or portable toilets if no water available
- Use bottled or canned beverages
- Restrict use of certain equipment (post-mix soft drinks, garbage grinder, ice machine, mechanical dishwasher, coffee or tea maker, etc.)
- Advanced contingency plans when previously unapproved well water is proposed (filtration system, chlorination, testing, etc.)

Resumption of Municipal Water Supply

- Approved municipal or NCPWS available
- Building lines flushed; filters, strainers checked after water supply re-established
- Water using equipment and appliances emptied, filters and strainers checked, flushed and sanitized after water supply re-established
- Back flow preventers present where necessary
- Create physical disconnect between private and municipal water supply unless approved

FOOD PRODUCT EVALUATION RESPONSE

- Begun immediately - Note time since disaster affected food _____
- Salvageable food separated from condemned food. By Operator ____ By Licensed Salvager ____
- Condemned food in sealed and secured container for disposal
 - Denatured on-site
 - Transported under seal to licensed landfill with witnessed destruction
- Record
 - Amount of salvaged product
 - Amount of condemned or destroyed product
- Refrigerated product > 41°F discarded [If on the sales floor, immediately. If in a department cooler, if > 4hr.]
- Frozen product discarded that has completely thawed and risen above unsafe temperatures
- Canned or packaged product discarded if damaged or has absorbed water
- Advise owner/custodian of need to remove salvageable items as quickly as possible
- Weather conditions such as freezing or hot temperatures have impacted salvage of items

Evaluation of Food Products		
Flood, water damage		
Fresh fruits and vegetables	Destroy	Contaminants may be absorbed by produce
Screw-top, crimped-cap, twist-cap, pop-top containers submerged or splashed	Destroy	Not cleanable under/around caps. Containers returned for deposits or recycling must be drained
Permeable (paper, cardboard, cloth, plastic etc.) containers submerged	Destroy	Inadequate barrier to contaminants and water
Hermetically sealed containers (cans, pouches) submerged or splashed	Salvage	Re-label if necessary by removing label, wash, rinse, sanitize (100 ppm chlorine), dry, re-label with all required information and codes
Alcoholic Beverages (closed with cork, screw-top, twist-top, crimped cap)	Destroy	Check with ATF regarding alcohol tax reimbursement (large vols.)
Electrical outage		
Refrigerated foods (PHF, TCS food >41°F more than 4 hours)	Destroy	If less than 4 hours, can be moved to working unit or iced
Fire		
Hermetically sealed containers (cans, pouches) with no heat damage	Salvage	No bulged ends or ruptured seams, use a clean cloth or tissue to detect residue on container
Foods in closed cooler or freezer	TBD	Subject to smoke damage carried inside by circulation fans, evaluate as if in the open
Exposed foods	Destroy	Subject to contaminants in smoke
Food in paper, plastic, cardboard, cloth containers	Varies	Double layer of packaging materials with light smoke damage can usually be salvaged. To examine distressed foods for smoke damage, remove them to an area where the smoke odor is not present
Food with water, heat, heavy smoke, toxic fumes damage	Destroy	Safety and quality are compromised
Winter Storm (Freezing)		
Fresh fruits and vegetables	Depends	Examine closely for deterioration
Screw-top, crimped-cap, twist-cap, pop-top containers	Depends	Frozen foods may expand to stress or break the container seams
Hermetically sealed canned foods, glass containers,	Depends	Frozen foods may expand to stress or break the container seams
Tornado/Hurricane		
All food products	Depends	Should be evaluated due to low pressure Should be evaluated due to physical damage
Salvage for Non-Food/Non-Feed		
Butter (large volumes)	Denature	Not for human consumption, can be salvaged for soap stock
Meat and poultry products (large volumes)	Denature	Not for human consumption, can be salvaged for technical oil production
Oils and nuts (large volumes)	Denature	Not for human consumption, can be salvaged for technical oil production
Flour (large volumes)	Denature	Not for human consumption, can be used for glue or wall board construction
Grains and fruits (large volumes)	Denature	Not for human consumption, can be used for industrial alcohol
Fish (large volumes)	Denature	Not for human consumption, can be used for fertilizer
Eggs (large volumes)	Denature	Not for human consumption, can be used for tannery use