



Facility Name _____
Department: _____
Policy No: _____

Standard Operating Procedure

Food Safety in Emergency Situations

Policy: Facility emergency plans contain specific procedures to ensure the safety of children and staff in emergency situations. In case of facility emergencies, foodservice personnel will be knowledgeable about handling procedures affecting food safety.

Procedures: All employees in the foodservice department must:

1. Follow established procedures related to handling food safely during emergencies.
2. Maintain confidentiality when security is an issue.
3. Be aware of implications when the following issues arise:
 - Menu changes
 - Staff notification systems – phone trees, etc.
 - Transportation of food to satellite units – transport and return
 - Food disposal procedures
 - When food is wholesome but service not occurring in a timely manner.
 - When food is no longer wholesome because of improper holding temperatures, fire, smoke, chemicals, fumes, etc.

The foodservice manager will:

1. Develop procedures that address food safety concerns during emergencies.
2. Instruct staff and review those procedures on regular basis, at least once a year.
3. Provide specific directions regarding safe food handling for all emergency situations.
4. Observe all employees to ensure procedures are being followed.
5. Inform the local health department (or equivalent) if an emergency affecting food safety occurs.
6. Follow up, as necessary, with employees and food safety professionals.
7. Evaluate and update procedures as appropriate.

Policy last revised on: _____