



University Office of Environmental, Health, and Safety Management
Food Safety Security Information Sheet
Recommended Checklist
www.ehs.iu.edu

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

Food Protection Program
 (812) 855-6311 (office)

IUPD _____

CAMPUSES

IU Southeast (New Albany) _____
 IU East (Richmond) _____
 IU Kokomo _____
 IU South Bend _____
 IU Northwest (Gary) _____