



## Disaster or Incident Assessment, Response, and Recovery Checklist

SQF NO. 2.6.4

Date Inspected: \*

Time Inspected: \*

What Disaster or Incident (Extreme Heat, Hurricane, Tornado, Chemical, Extortion, Power, Sabotage)?

1	Disaster Assessment, Response, and Recovery Checklist (specify if: Extreme Heat, Hurricane, Tornado)	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	Structural damage in the facility					
1.1.1	Is there a possibility of structural damage in the facility?					
1.1.2	Were the authorities consulted to determine if the facility can enter safely?					
1.2	Utility outages					
1.2.1	Is the water supply unavailable? If so, specify the reason.					
1.2.2	Is electricity unavailable? If so, specify the reason.					
1.2.3	Is the waste disposal unavailable? If so, specify the reason.					
1.3	Evacuation					

1.3.1	On initial assessment, Is evacuation necessary?					
1.3.2	Have all personnel been directed to a safe place or the designated evacuation area?					
1.4	Food Operating Areas					
1.4.1	Is the operation in all food operating areas stopped? If so, specify which area (i.e., Receiving Area, Production Area, Packaging Area, Storage)					
1.5	Environmental safety hazards in the facility – specify which areas are affected as you go on the list.					
1.5.1	Are the ceilings intact? If not, specify the extent of damage					
1.5.2	Are the walls intact? If not, specify the extent of damage.					
1.5.3	Are the floors intact? If not, specify the extent of damage					
1.5.4	Are the stairs intact? If not, specify the extent of the damage					
1.5.5	Are the ceiling/overhead fixtures intact and secured to the walls?					
1.5.6	Are the entrances and exits intact? If not, specify the extent of damage					
1.5.7	Are the windows intact? If not, specify the extent of damage					
1.5.8	Are the equipment/utensils/tools intact? If not, specify what equipment/utensils/tools are damaged per area.					

1.5.9	Are any environmental hazards observed in the area (flooding, fire/smoke, debris, etc.)?					
1.6	Food products					
1.6.1	Are the food products that were in the middle of the process during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
1.6.2	Are the food products that were in the storage during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
1.6.3	Are the food products condemned in secondary containers/packaging during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
1.7	Environmental safety hazards observed in each area					
1.7.1	Are there environmental hazards observed in the Receiving Area? If so, specify the hazards observed and the recommended corrective action.					
1.7.2	Are there environmental hazards observed in the Production Area? If so, specify the hazards observed and the recommended corrective action.					
1.7.3	Are there environmental hazards observed in the Packaging Area? If so, specify the hazards observed and the recommended corrective action.					

1.7.4	Are there environmental hazards observed in the Storage? If so, specify the hazards observed and the recommended corrective action.					
1.8	Equipment/utensils/tools recovery					
1.8.1	Is the Vacuum Elevator Conveyor intact? If not, specify the extent of the damage and the recommended corrective action.					
1.8.2	Has the Vacuum Elevator Conveyor been cleaned?					
1.8.3	Has the Vacuum Elevator Conveyor been sanitized?					
1.8.4	Is the Cooling Conveyor intact? If not, specify the extent of the damage and the recommended corrective action.					
1.8.5	Has the Cooling Conveyor been cleaned?					
1.8.6	Has the Cooling Conveyor been sanitized?					
1.8.7	Is the Counter Slacker intact? If not, specify the extent of the damage and the recommended corrective action.					
1.8.8	Has the Counter Slacker been cleaned?					
1.8.9	Has the Counter Slacker been sanitized?					
1.8.10	Is the Auto Bagger intact? If not, specify the extent of the damage and the recommended corrective action.					
1.8.11	Has the Auto bagger been cleaned?					

1.8.12	Has the Auto bagger been sanitized?					
1.8.13	Is the Counter Table intact? If not, specify the extent of the damage and the recommended corrective action.					
1.8.14	Has the Counter Table been cleaned?					
1.8.15	Has the Counter Table been sanitized?					
1.8.16	Is the HVAC System intact? If not, specify the extent of the damage and the recommended corrective action.					
1.8.17	Has the HVAC System been cleaned?					
1.8.18	Has the HVAC System been sanitized?					
1.9	Food products for disposal					
1.9.1	Are food products for disposal properly documented?					
1.9.2	Are food products for disposal properly tagged/labeled?					
1.9.3	Are food products for disposal segregated?					
1.9.4	Have the food products been disposed of according to the approved process?					
1.10	Salvageable food products – products for rework, recycling, or reprocessing					
1.10.1	Are salvageable food products properly documented?					
1.10.2	Are salvageable food products properly tagged/labeled?					
1.10.3	Are salvageable food products segregated?					

1.10.4	Are salvageable food products being reworked according to the approved process?					
1.11	License/Permit					
1.11.1	Is there an ongoing request for a temporary license/permit issued under certain conditions?					
1.11.2	Is there an ongoing request for a license/permit for permanent resumption of operations issued under full compliance?					
<b>2</b>	<b>Chemical Incident Assessment</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
2.1	Chemical Exposure					
2.1.1	Was the source of the chemical incident identified?					
2.1.2	Contact Tracing – the list of personnel exposed to chemicals identified and assessed?					
2.1.3	Has the level of chemical exposure been identified?					
2.2	Evacuation					
2.2.1	Have all personnel been directed to a safe place or the designated evacuation area?					
2.2.2	Can all personnel leave the building (if the nerve agent was released inside the building)?					
2.2.3	Are all personnel able to enter the building with closed door, window and ventilation (if the nerve agent was released outside the building)?					

2.2.4	Are personnel, visitor, contractors, etc. exposed to chemical liquid and/or vapor decontaminated through immediate shower?					
2.2.5	Are decontaminated personnel, visitor, contractors, etc. moved to a safe shelter/location to prevent re-exposure to chemical?					
2.3	Inspection					
2.3.1	Food Operating Areas					
2.3.2	Is the operation in all food operating areas stopped? If so, specify which area (i.e., Receiving Area, Production Area, Packaging Area, Storage)					
2.3.3	Food Products					
2.3.4	Are the food products (raw materials, in-process, and finished products) covered and protected from nerve agent or chemical liquid/vapor?					
2.3.5	Are the food products that were in the middle of the process during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
2.3.6	Are the food products that were in the storage during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
2.3.7	Are the food products condemned in secondary containers/packaging during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					

2.4	Area Decontamination					
2.4.1	Are personal protective equipment available for use in decontamination activities?					
2.4.2	Is the receiving area exposed to chemical liquid and/or vapors? If yes, is the area decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth)					
2.4.3	Is the production exposed to chemical liquid and/or vapors? If yes, is the area decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth)					
2.4.4	Is the packaging area exposed to chemical liquid and/or vapors? If yes, is the area decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth).					
2.4.5	Is the storage area exposed to chemical liquid and/or vapors? If yes, is the area decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth)					
2.5	Equipment/utensils/tools decontamination					
2.5.1	Are all equipment, utensils, and tools covered to prevent absorption of chemical liquid and/or vapor?					



2.5.2	Is the Vacuum Elevator Conveyor decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth) prior to use?					
2.5.3	Is the Cooling Conveyor decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth) prior to use?					
2.5.4	Is the Counter Slacker decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth) prior to use?					
2.5.5	Is the Auto Bagger decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth) prior to use?					
2.5.6	Is the Counter Table decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth) prior to use?					
2.5.7	Is the HVAC system decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth) prior to use?					
2.5.8	Are all equipment, utensils, and tools decontaminated with active neutralizing chemicals (chloramine solutions, 5% bleach) or neutral adsorbing powders (Fullers earth) prior to use?					

2.6	Equipment/utensils/tools decontamination					
2.6.1	Are food products for disposal properly documented?					
2.6.2	Are food products for disposal properly tagged/labeled?					
2.6.3	Are food products for disposal properly tagged/labeled?					
2.6.4	Have the food products been disposed of according to the approved process?					
2.6.5	Are salvageable food products properly covered and decontaminated prior to use?					
2.6.6	Are salvageable food products properly documented?					
2.6.7	Are salvageable food products being reworked according to the approved process?					
2.7	Resume of Operation					
2.7.1	Are samples for laboratory analysis collected by local authority and/or healthcare professionals?					
2.7.2	When necessary, is a permit provided before resume of operation?					
<b>3</b>	<b>Extortion Incident Assessment</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
3.1	Effect of Product Extortion					
3.1.1	Have the intentions of the product extortion been defined?					
3.1.2	Have the effect/s of the incident to the organization been determined?					

3.1.3	Were there adverse health effects that occurred due to the product extortion?					
3.1.4	Has the cost associated with the product extortion incident, including product withdrawal/recall, rework, and disposal, been determined?					
3.2	Communication					
3.2.1	Did the perpetrator communicate with the organization?					
3.2.2	Were the demands of the perpetrator identified?					
3.2.3	Was the incident reported to the police?					
3.2.4	Were law enforcement officials and/or financial experts involved?					
3.2.5	Was a press conference/interview conducted?					
3.3	Product Withdrawal and Recall					
3.3.1	Has the nature of the product extortion (e.g. poisoning, sabotage, tampering, etc.) been identified?					
3.3.2	If the product extortion began due to a complaint, was the complaint evaluated and valid?					
3.3.3	Are there products affected due to malicious contamination?					
3.3.4	Has any potential malicious contamination incident been located (within the facility, during transportation, market, etc.)?					
3.3.5	Was product withdrawal and recall initiated?					

3.4	Food Products					
3.4.1	Have the materials involved in the product extortion (raw material, packaging material, ingredient, or finished product) been determined?					
3.4.2	Have any similar incidents happened in the past?					
3.4.3	Was the type of contaminant identified (bacteria, foreign material, chemicals, pesticides, etc.)?					
3.5	Personnel					
3.5.1	Were there any personnel who sustained harm or injury?					
3.6	Records					
3.6.1	Were there any documents that have been compromised/lost/stolen/modified?					
3.7	Food products for disposal					
3.7.1	Were the recalled, withdrawn, and/or contaminated products disposed?					
3.7.2	Are food products for disposal properly documented?					
3.7.3	Are food products for disposal properly tagged/labeled?					
3.7.4	Are food products for disposal segregated?					
3.7.5	Have the food products been disposed of according to the approved process?					
3.8	Salvageable food products – products for rework, recycling, or reprocessing					

3.8.1	Were the recalled, withdrawn, and/or contaminated products salvageable?					
3.8.2	Are salvageable food products properly documented?					
3.8.3	Are salvageable food products properly tagged/labeled?					
3.8.4	Are salvageable food products segregated?					
3.8.5	Are salvageable food products being reworked according to the approved process?					
3.9	Resume of Operation					
3.9.1	Was the product extortion incident concluded by the police investigation and law enforcement officials?					
3.9.2	Were risks and mitigation measures associated with product extortion re-evaluated?					
3.9.3	Can the organization resume operation?					
3.9.4	Is the company able to assess the organization's loss and ability to recover?					
<b>4</b>	<b>Power Outage Incident Assessment, Response, and Recovery Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
4.1	System damage in the facility					
4.1.1	If the power outage affects the phone, internet, or cable, can your organization operate without them?					

4.1.2	Were the authorities consulted to determine if the facility can enter safely?					
4.1.3	Can employees work without electrically supported systems: heating, venting, air conditioning (HVAC), water heating/ distribution, elevators, or lighting?					
4.1.4	Can you access your facility without electricity, and will safety alarm systems operate?					
4.1.5	Can you pay your employees' vendors or receive payments without electricity?					
4.1.6	Can your organization operate without production systems (e.g., assembly line machines, office computers)?					
4.2	Utility outages					
4.2.1	Is the water supply unavailable?					
4.2.2	Is electricity unavailable?					
4.2.3	Is the waste disposal unavailable?					
4.2.4	Is the inventory and facility safe from water or temperature damage if environment control systems fail without electricity?					
4.3	Evacuation					
4.3.1	On initial assessment, Is evacuation necessary?					
4.3.2	Have all personnel been directed to a safe place or the designated evacuation area?					

4.3.3	Is the operation in all food operating areas stopped?					
4.4	Food Operating Areas					
4.4.1	Is the operation in all food operating areas stopped?					
4.5	Environmental safety hazards in the facility					
4.5.1	Are the entrances and exits intact?					
4.5.2	Are all equipment and facilities operating properly, including lighting, refrigeration, hot holding, ventilation, and toilet facilities?					
4.5.3	Are the windows intact?					
4.5.4	Are the equipment/utensils/tools intact?					
4.5.5	Are any environmental hazards observed in the area (flooding, fire/smoke, debris, etc.)?					
4.6	Food products					
4.6.1	Are the food products that were in the middle of the process during the crisis salvageable?					
4.6.2	Are the food products that were in the storage during the crisis salvageable?					
4.6.3	Is there a potential for spoilage and contamination during a power outage?					
4.6.4	Are the food products condemned in secondary containers/packaging during the crisis salvageable?					
4.7	Environmental safety hazards observed in each area					

4.7.1	Are there environmental hazards observed in the Receiving Area?					
4.7.2	Are there environmental hazards observed in the Production Area?					
4.7.3	Are there environmental hazards observed in the Packaging Area?					
4.7.4	Are there environmental hazards observed in the Storage?					
4.8	Equipment/utensils/tools recovery					
4.8.1	Is the Vacuum Elevator Conveyor intact?					
4.8.2	Has the Vacuum Elevator Conveyor been cleaned?					
4.8.3	Has the Vacuum Elevator Conveyor been sanitized?					
4.8.4	Is the Cooling Conveyor intact?					
4.8.5	Has the Cooling Conveyor been cleaned?					
4.8.6	Has the Cooling Conveyor been sanitized?					
4.8.7	Is the Counter Slacker intact?					
4.8.8	Has the Counter Slacker been cleaned?					
4.8.9	Has the Counter Slacker been sanitized?					
4.8.10	Is the Auto Bagger intact?					
4.8.11	Has the Auto bagger been cleaned?					
4.8.12	Has the Auto bagger been sanitized?					



4.8.13	Is the Counter Table intact?					
4.8.14	Is the Counter Table intact?					
4.8.15	Has the Counter Table been cleaned?					
4.8.16	Has the Counter Table been sanitized?					
4.8.17	Is the HVAC System intact?					
4.8.18	Has the HVAC System been cleaned?					
4.8.19	Has the HVAC System been sanitized?					
4.8.20	Are refrigerators and freezers functioning properly?					
4.8.21	Are all equipment used for cooking or processing functioning properly?					
4.8.22	Are dishwashing equipment functioning properly?					
4.8.23	Are facility operations functioning properly [lighting, garbage disposal]?					
4.8.24	Are food equipment and utensils clean and operational?					
4.9	Food products for disposal					
4.9.1	Are food products for disposal properly documented?					
4.9.2	Are food products for disposal properly tagged/labeled?					
4.9.3	Are food products for disposal segregated?					
4.9.4	Have the food products been disposed of according to the approved process?					

4.9.5	Are potentially hazardous foods/ time/temperature control for safety and frozen foods maintained at proper temperatures?					
4.10	Salvageable food products – products for rework, recycling, or reprocessing					
4.10.1	Are salvageable food products properly documented?					
4.10.2	Are salvageable food products properly tagged/labeled?					
4.10.3	Are salvageable food products segregated?					
4.10.4	Are salvageable food products being reworked according to the approved process?					
4.11	Licenses/Permits					
4.11.1	Is there an ongoing request for a temporary license/permit issued under certain conditions?					
4.11.2	Is there an ongoing request for a license/permit for permanent resumption of operations issued under full compliance?					
<b>5</b>	<b>Sabotage Incident Assessment, Response, and Recovery Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
5.1	System damage in the facility					
5.1.1	If the sabotage incident affects the phone, internet, or cable, can your organization operate without them?					
5.1.2	Were the authorities consulted to determine if the facility can enter safely?					

5.1.3	Can your organization operate without production systems (e.g., assembly line machines, office computers)?					
5.1.4	Have you identified and listed all areas in your business where you may be vulnerable to intentional food contamination? (for example, transport, delivery, storage, processing, serving areas)					
5.2	Utility					
5.2.1	Is the water supply unavailable? If so, specify the reason.					
5.2.2	Is electricity unavailable? If so, specify the reason.					
5.2.3	Is the waste disposal unavailable? If so, specify the reason.					
5.3	Staff					
5.3.1	Do you conduct appropriate background checks on all staff?					
5.3.2	Do you supervise all food handlers in food processing areas to prevent opportunities for food being intentionally contaminated?					
5.3.3	Do you keep staff personal items out of food handling areas?					
5.3.4	Do your staff know what to do if food becomes intentionally contaminated?					
5.3.5	Have your staff been directed to report suspicious activity to supervisors immediately?					
5.4	Access to computer systems					

5.4.1	Do you restrict access to computer process control and critical data systems to those with appropriate clearance?					
5.4.2	Have you established a system of traceability of computer transactions?					
5.4.3	Have you reviewed the adequacy of virus protection systems and procedures for backing up critical computer-based data systems?					
5.4.4	Have your staff been directed to report suspicious activity to supervisors immediately?					
5.5	Food Operating Areas					
5.5.1	Is the operation in all food operating areas stopped? If so, specify which area (i.e., Receiving Area, Production Area, Packaging Area, Storage)					
5.6	Investigation of Suspicious Activity					
5.6.1	Are threats or information about signs of tampering or other malicious actions investigated?					
5.6.2	Was a product withdrawal and recall initiated?					
5.6.3	Have the appropriate law enforcement and public health authorities alerted about any threats of or suspected tampering or other malicious actions?					
5.6.4	Was a press conference/interview conducted?					
5.7	Food products					

5.7.1	Are the food products that were in the middle of the process during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
5.7.2	Are the food products that were in the storage during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
5.7.3	Are the food products condemned in secondary containers/packaging during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
5.7.4	Are the finished products evaluated for testing and detecting tampering or malicious actions?					
5.7.5	Were there adverse health effects that occurred due to sabotage?					
5.8	Food products for disposal					
5.8.1	Were the recalled, withdrawn, and/or contaminated products disposed of?					
5.8.2	Are food products for disposal properly documented?					
5.8.3	Are food products for disposal properly tagged/labeled?					
5.8.4	Are food products for disposal segregated?					
5.8.5	Have the food products been disposed of according to the approved process?					
5.8.6	Are food equipment and utensils clean and operational?					

5.9	Salvageable food products – products for rework, recycling, or reprocessing					
5.9.1	Are salvageable food products properly documented?					
5.9.2	Are salvageable food products properly tagged/labeled?					
5.9.3	Are salvageable food products segregated?					
5.9.4	Are salvageable food products being reworked according to the approved process?					
5.10	License/Permit					
5.10.1	Is there an ongoing request for a temporary license/permit issued under certain conditions?					
5.10.2	Is there an ongoing request for a license/permit for permanent resumption of operations issued under full compliance?					

**Verified By**

