



Flood Disaster Assessment, Response, and Recovery Checklist

SQF 2.6.4

What is the date and time the disaster occurred?

What is the sign of a flash flood has occurred?

1	Flood Assessment	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?					
2	Flood Disaster Response	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
2.1	Food Operating Areas					
2.1.1	Is the operation in all food operating areas stopped? If so, specify which area (i.e., Receiving Area, Production Area, Packaging Area, Storage)					
2.2	Environmental safety hazards in the facility – specify which areas are affected as you go on the list.					

2.2.1	Are the ceilings intact? If not, specify the extent of damage				
2.2.2	Are the walls intact? If not, specify the extent of damage.				
2.2.3	Are the floors intact? If not, specify the extent of damage				
2.2.4	Are the stairs intact? If not, specify the extent of the damage				
2.2.5	Are the ceiling/overhead fixtures intact and secured to the walls?				
2.2.6	Are the entrances and exits intact? If not, specify the extent of damage				
2.2.7	Are the windows intact? If not, specify the extent of damage				
2.2.8	Are the equipment/utensils/tools intact? If not, specify what equipment/utensils/tools are damaged per area.				
2.2.9	Are any environmental hazards observed in the area (flooding, fire/smoke, debris, etc.)?				
2.3	Food Products				

2.3.1	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.					
2.3.2	Are the food products that were in the storage during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
2.3.3	Are the food products condemned in secondary containers/packaging during the crisis salvageable? If so, specify disposition (Rework, Recycle, or Reprocess); otherwise, for disposal.					
3	Flood Disaster Recovery	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
3.1	Environmental safety hazards observed in each area					
3.1.1	Are there environmental hazards observed in the Receiving Area? If so, specify the hazards observed and the recommended corrective action.					

3.1.2	Are there environmental hazard observed in the Production Area? If so, specify the hazards observed and the recommended corrective action.				
3.1.3	Are there environmental hazards observed in the Packaging Area? If so, specify the hazards observed and the recommended corrective action.				
3.1.4	Is there environmental hazard observed in the Storage? If so, specify the hazards observed and the recommended corrective action.				
3.2	Equipment/Utensils/Tools Recovery				
3.2.1	Is the Vacuum Elevator Conveyor intact? If not, specify the extent of the damage and the recommended corrective action.				
3.2.2	Has the Vacuum Elevator Conveyor been cleaned?				
3.2.3	Has the Vacuum Elevator Conveyor been sanitized?				
3.2.4	Is the Cooling Conveyor intact? If not, specify the extent of the damage and the recommended corrective action.				

3.2.5	Has the Cooling Conveyor been cleaned?				
3.2.6	Has the Cooling Conveyor been sanitized?				
3.2.7	Is the Counter Slacker intact? If not, specify the extent of the damage and the recommended corrective action.				
3.2.8	Has the Counter Slacker been cleaned?				
3.2.9	Has the Counter Slacker been sanitized?				
3.2.10	Is the Auto Bagger intact? If not, specify the extent of the damage and the recommended corrective action.				
3.2.11	Has the Auto bagger been cleaned?				
3.2.12	Has the Auto bagger been sanitized?				
3.2.13	Is the Counter Table intact? If not, specify the extent of the damage and the recommended corrective action.				
3.2.14	Has the Counter Table been cleaned?				
3.2.15	Has the Counter Table been sanitized?				

3.2.16	Is the HVAC System intact? If not, specify the extent of the damage and the recommended corrective action.				
3.2.17	Has the HVAC System been cleaned?				
3.2.18	Has the HVAC System been sanitized?				
3.3	Food products for disposal				
3.3.1	Are food products for disposal properly documented?				
3.3.2	Are food products for disposal properly tagged/labeled?				
3.3.3	Are food products for disposal segregated?				
3.3.4	Have the food products been disposed of according to the approved process?				
3.4	Salvageable food products – products for rework, recycling, or reprocessing				
3.4.1	Are salvageable food products properly documented?				
3.4.2	Are salvageable food products properly tagged/labeled?				

3.4.3	Are salvageable food products segregated?				
3.4.4	Are salvageable food products being reworked according to the approved process?				
3.5	License/Permit				
3.5.1	Is there an ongoing request for a temporary license/permit issued under certain conditions?				
3.5.2	Is there an ongoing request for a license/permit for permanent resumption of operations issued under full compliance?				

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