

## Sample Checklist for Mass Contamination of Food/Beverages

Due to the global economy, mass contamination incidents of food and beverages are rising. There are also incidents of a person or persons incorporating poisonous substances into the food supply.

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>Mass Contamination of Food/Beverages Procedures:</b>	
Upon report of possible contamination incident, attempt to determine how isolated or widespread the incident is or may become.	
If medical assistance is necessary, call 911.	
Notify School Nurse.	
Notify Cafeteria Staff.	
Call local Health Department and Emergency Management to report the contamination and for ongoing assistance with the incident.	
Notify Superintendent.	
Determine the route of contamination creating the incident-i.e., ingestion, inhalation, absorption, dermal contact.	
Determine the source of the contamination creating the incident-i.e., contaminated food or drink (hepatitis – A, salmonella, E-Coli, etc.), prescription or over-the-counter medicines, alcohol, illegal drugs, pesticides, hazardous materials, etc.	
Obtain Material Safety Data Sheet, if necessary.	
Attempt to determine the exact contaminant.	
If necessary, determine if an antidote is readily available.	
Initiate monitoring of other potential victims.	
Notify parents/guardian of students affected by the contamination.	
Activate the school's Mental Health staff to provide counseling for staff and students.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Communications:</b>	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
<b>Cautions/Notes:</b>	