

TENNESSEE FOOD SECURITY INCIDENT GUIDELINE

IMMEDIATELY DIAL 911 TO NOTIFY LOCAL LAW ENFORCEMENT OF ANY INTENTIONAL ACT THAT DIRECTLY AFFECTS THE SECURITY OF THE FOOD PRODUCT(S) YOUR COMPANY MANUFACTURES, DISTRIBUTES OR WAREHOUSES.

THEN PLEASE NOTIFY ALL AGENCIES LISTED BELOW:

- FEDERAL BUREAU OF INVESTIGATION **615 292 5159**
- TENNESSEE OFFICE OF HOMELAND SECURITY **615 532 7825**
- TENNESSEE BUREAU OF INVESTIGATION **615 744 4600**
- U.S. FOOD AND DRUG ADMINISTRATION **615 781 5385**
- TENNESSEE DEPT. OF AGRICULTURE **615 837 5150** 8:00 AM - 4:30 PM, M-F
AFTER HOURS-WEEKENDS **800 262 3300**

PLEASE REVIEW THE INCIDENT MANAGEMENT RECOMMENDATIONS ON THE REVERSE SIDE OF THIS DOCUMENT.

THIS INFORMATION IS PROVIDED TO YOU BY
THE TN STATE FOOD SAFETY TASK FORCE
www.foodsafetytaskforce.org | webmaster@foodsafetytaskforce.org

INCIDENT MANAGEMENT RECOMMENDATIONS

- CONDUCT AN IN-DEPTH ANALYSIS TO DETERMINE WHETHER THE INCIDENT(S) HAD THE POTENTIAL TO AFFECT PRODUCT.
- PLEASE NOTIFY ALL AGENCIES LISTED ON THE REVERSE SIDE OF THIS DOCUMENT OF THE INCIDENT.
- IMMEDIATELY IMPLEMENT YOUR COMPANY'S "CRISIS MANAGEMENT PLAN" WHICH WOULD INCLUDE AN EFFECTIVE MARKET WITHDRAWAL OR RECALL PROCEDURE, IF APPLICABLE. (i.e. IF PRODUCT OR PRODUCTS ARE NO LONGER UNDER THE CONTROL OF THE MANUFACTURER).
- GATHER ALL PERTINENT INFORMATION TO DEFINE THE SCOPE OF THE PROBLEM INCLUDING DOCUMENTATION OF:
 - ALL INFORMATION CONCERNING THE PRODUCT(S) IN QUESTION INCLUDING LOT #(S), INGREDIENTS, MANUFACTURING PROCESS, PACKAGING PROCESS, PACKAGING MATERIAL, ETC.
 - TRACKING OF THE FOOD(S) FROM INGREDIENT RECEIPT, STORAGE, AND BATCHING THROUGH PROCESSING, WAREHOUSING, AND DISTRIBUTION.
 - THE NAMES OF ALL PERSONNEL INVOLVED IN THE PROCESSING, WAREHOUSING AND DISTRIBUTION OF THE PRODUCT(S) INCLUDING THE NAMES OF ALL VISITORS, CONTRACTORS AND DAY LABORERS IN THE FACILITY(S) AT THE TIME OF THE INCIDENT.
 - SECURE, TO THE EXTENT POSSIBLE, ANY EQUIPMENT, UNUSED INGREDIENTS, UNUSED PACKAGING MATERIAL, PROCESSING AREA(S) OR STORAGE AREA(S) WHICH MAY HAVE BEEN INVOLVED IN THE INCIDENT.
- ASSIGN A POINT OF CONTACT THAT IS KNOWLEDGEABLE WITH THE FOOD(S) PROCESS AND THE INCIDENT TO INTERACT WITH INVESTIGATING AGENCIES.*
- ASSIGN A MEDIA RELATIONS SPOKESPERSON TO COORDINATE WITH INVESTIGATING AGENCIES IN ORDER TO GENERATE ACCURATE INFORMATION FOR APPROPRIATE MEDIA RELEASES.*

*NOTE: It would be advisable to pre-designate individual(s) prior to any incident to coordinate each of these efforts.