	<b>Annamrita-Food as pure as nectar</b>			
	Document Name:	Emergency preparedness and response		
	Document Number:	AF/SOP/08	Page Number:	Page 1 of 3
	Version:	1.00	Date of Issue:	01-10-2018

## Emergency preparedness and response

### ❖ Purpose & Scope:


The Annamrita Foundation has documented the procedure to identify potential emergency situations and accidents that can impact food safety and the organization reviews and revises where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of an actual accident or emergency situation.

### ❖ Responsibility


- **Supervisor/Cooking team:** follow the procedure and instruct the team for proper implementation, inform BM/ABM for any variation..
- **BM/ABM:** To review records and practices and provide necessary resources for implement the procedure

### ❖ PROCEDURE

S No	Emergency Situation	Emergency Preparedness	Response to the emergency situation & accidents	Responsibility
1.	Fire	<ul style="list-style-type: none"> <li>• Keep fire extinguisher in identified places.</li> <li>• Announce evacuation procedure</li> <li>• Turn off gas valves/pumps with emergency shut off switch.</li> <li>• Emergency fire stations contact details will be collected</li> <li>• Make sure that finished goods stores including raw material stores are properly closed (seal should be air tight).</li> <li>• Left over products in the production area should be covered properly to protect against the fire</li> <li>• Check the expiry date of fire extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• Announce an evacuation of the building if there is a fire.</li> <li>• Inform all the staff members to meet at the predetermined assembly area.</li> <li>• Verifying according to the work schedule, that all employees are outside the building.</li> <li>• Discard products that have been near a fire. Products exposed to fire can be damaged by the heat of the fire, smoke fumes, and chemicals used to fight the fire.</li> <li>• Discard any raw material if it is exposed to fire or fumes of fire.</li> <li>• If the finished store is not airtight, then fumes can get inside, such food will be disposed.</li> <li>• Utensils / equipments exposed to fire fighting chemicals can be decontaminated by washing in hot soapy water and sanitizing using proper sanitizer.</li> </ul>	<b>Food Safety Team Leader</b>
2.	Power shutdown	<ul style="list-style-type: none"> <li>• Maintenance Supervisor/ABM is responsible to handle the generator within the Annamrita Foundation</li> <li>• For emergency (in case of failure of internal generator), external generator provider contacts will be obtained</li> </ul>	<ul style="list-style-type: none"> <li>• Inform the maintenance operators to switch on the generator immediately</li> <li>• Discard if the product remains for prolonged time in could room.</li> </ul>	<b>Food Safety Team Leader</b>

	<b>Annamrita-Food as pure as nectar</b>			
	Document Name:	Emergency preparedness and response		
	Document Number:	AF/SOP/08	Page Number:	Page 2 of 3
	Version:	1.00	Date of Issue:	01-10-2018

S No.	Emergency Situation	Emergency Preparedness	Response to the emergency situation & accidents	Responsibility
		<ul style="list-style-type: none"> <li>If the product remains in fryer</li> <li>Cover the all the left over foods in the utensils / equipments with SS cover</li> <li>Ask the MSEB to provide the power shut down schedule for area.</li> </ul>	<ul style="list-style-type: none"> <li>If internal generator is not working seek the help of external generator supplier</li> </ul>	
3.	Flood	<ul style="list-style-type: none"> <li>Monitor the weather radio or local news broadcast</li> <li>Informed to the Branch Manager regarding damage of food due to flood water</li> <li>Make proper drainage facilities for water</li> <li>Affected product will be discarded to avoid the contamination</li> <li>Inform all the operators to cover the left over product with SS lid</li> </ul>	<ul style="list-style-type: none"> <li>Turn off electric power at the main switchgear</li> <li>Secure utensils, equipments and packaging materials from contamination</li> <li>Wash all contaminated utensils / equipments with hot soapy water &amp; sanitize with proper sanitizer</li> <li>Carry out water analysis through external lab</li> <li>Discard all raw materials and all final products that have come in contact with the flood water</li> <li>Remove the final product for any leakage, if found an objectionable, discard the product</li> </ul>	<b>Food Safety Team Leader</b>
4.	Bioterrorism	<ul style="list-style-type: none"> <li>Revise HACCP plan on regular basis</li> <li>Check the recall procedure</li> <li>Food container is sealed under the observation of Dispatch personnel and accounts dept.</li> <li>Know who could provide quick access to analytical methods or microbiological or chemical analysis of your products on an emergency basis. Have those contact numbers readily available</li> </ul>	<ul style="list-style-type: none"> <li>Don't release the product unless get conformance from QS.</li> <li>Send the sample for external analysis</li> <li>If products found to be a nonconforming, then discard the whole lot.</li> </ul>	<b>Food Safety Team Leader</b>
5.	Water shortage	<ul style="list-style-type: none"> <li>tanker water from approved sources will be procured.</li> <li>Reasons and water shortage will be investigated and arrangement will be made for same.</li> </ul>	<ul style="list-style-type: none"> <li>Stop the production or postpone the production</li> <li>Check the tanker water for physical impurities</li> <li>Sent the sample for microbiological and chemical analysis</li> <li>Hold the product until the results</li> </ul>	<b>Food Safety Team Leader</b>
6.	Staff unavailability	<ul style="list-style-type: none"> <li>Immediate arrangement is made from the nearest place for the workers</li> <li>Training of the work to be carried out before starting work</li> <li>Alternative for the staff having defined responsibilities are transferred to appropriate person trained in similar job function</li> <li>Production can be stopped and postponed</li> </ul>	<ul style="list-style-type: none"> <li>Postpone the production schedule</li> <li>Make availability of the experienced workers</li> <li>Staff having defined responsibility can take additional responsibility.</li> <li>resolve the issue of staff unavailability</li> </ul>	<b>Food Safety Team Leader</b>
7.	Communication failure	<ul style="list-style-type: none"> <li>Chances Communication failure such as internet, fax, telephone, mobile is to be informed personally to team member in Annamrita Foundation</li> </ul>	<ul style="list-style-type: none"> <li>Inform all team members about the communication failure</li> <li>Inform the agency from where communication services are provided.</li> </ul>	<b>Food Safety Team Leader</b>

	<b>Annamrita-Food as pure as nectar</b>			
	Document Name:	Emergency preparedness and response		
	Document Number:	AF/SOP/08	Page Number:	Page 3 of 3
	Version:	1.00	Date of Issue:	01-10-2018

S No .	Emergency Situation	Emergency Preparedness	Response to the emergency situation & accidents	Responsibility
		<ul style="list-style-type: none"> <li>Alternative arrangement such as internet in case of telephone or fax failure is taken into consideration.</li> <li>Communication with customer is via cell phone, fax or internet is made accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>Take immediate action in case of fault in AF related to communication</li> </ul>	
8.	Product Recall	<ul style="list-style-type: none"> <li>the batch code of the product which was NC is taken for the recall procedure.</li> <li>The details of the product, date of manufacturing, are taken from school to initiate the recall as planned.</li> <li>Team doing recall notes down the time and date of recall started.</li> <li>Accordingly the same batch is matched with dispatch details, QS certificate of analysis, etc</li> <li>Control sample for the same batch is located first and if required as per complaint is sent for analysis.</li> <li>Records for processing are traced back.</li> <li>Records for raw material receiving test, storage are checked.</li> <li>All other corresponding records for that day and period are analyzed including: Maintenance records, Personal hygiene records, Training records etc</li> </ul>	<ul style="list-style-type: none"> <li>Hold the product until final analysis is done.</li> <li>Follow the recall procedure</li> </ul>	<b>Food Safety Team Leader</b>