

# Emergency Procedures:

# Food Establishments

## RESTAURANT INFORMATION

ADDRESS:

PHONE:

FAX:

OWNER:

OWNER CONTACT  
NUMBER:

LOCATION OF NEAREST  
PHONE:

## EMERGENCY CONTACTS:

EMERGENCY:	DIAL 911
FIRE DEPARTMENT:	
POLICE DEPARTMENT:	
AMBULANCE/RESCUE:	
HOSPITAL:	
POISON CONTROL	
ELECTRIC COMPANY:	
GAS COMPANY:	
LICENSED WELL DRILLER: (IF APPLICABLE)	
LICENSED SEPTIC CONTRACTOR: (IF APPLICABLE)	
24-HOUR PLUMBER:	
24-HOUR REFRIGERATION:	
PEST CONTROL:	
VILLAGE OFFICE:	



**DeWitt-Piatt**  
Bi-County Health Department

PREVENT • PROMOTE • PROTECT  
[www.dewittpiattthealth.com](http://www.dewittpiattthealth.com)

**In the event of an emergency, contact Mike Schroeder at (217) 412-8061**

<b>Piatt County Office</b> 1020 S. Market Street Monticello, IL 61856 Phone: (217) 762-7911	<b>Dewitt County Office</b> 5924 Revere Road Clinton, IL 61727 Phone: (217) 935-3427
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# WHEN TO CONTACT THE HEALTH DEPARTMENT:

- Prior to plan review that involves new construction or remodeling of an existing facility.
- Change of ownership
- Extensive equipment replacements
- Licensing/inspection inquiries
- Natural disasters that affect day-to-day operations and structural stability. Examples: Fire, flood, power outage, tornado, and sewage back-up
- Power outages lasting two (2) or more hours
- Suspected foodborne illness outbreaks
- Training and educational requests

## IMMINENT HEALTH HAZARDS AND SELF-CLOSURE

The facility shall cease operations or “SELF-CLOSE” when certain conditions pose a risk to food quality and the overall health of the general public. These conditions are known as *Imminent Health Hazards* and include the following scenarios:

- Power Outages
- Loss of refrigeration
- No water - lack of potable water supply. Water of unknown quality.
- No hot water
- Sewage back-up
- Fire
- Flooding
- Pest Infestation

Self-closed facilities must notify the Dewitt-Piatt Health Department to schedule a site visit by an Environmental Health Specialist. At the time of the visit, a representative will present information on how to proceed.

# WATER INTERRUPTION

Once notified of boil order, turn off water supply to dish machine, ice machine, coffee machines, soft drink machines and water dispensers.

Post a **“DO NOT USE”** sign on this equipment

Depending on the onset and duration of the boil order, ceasing operations may be necessary to assure food safety. If temporary loss of water occurs, cease operation immediately.

Contact the Health Department Emergency Line at (217) 412-8061 if temporary closure is imminent.

**Potable water must be received from an approved source (bottled water, IDPH approved water haulers) for the following uses:**

- 1) Coffee, tea, other beverages made in the food establishment
- 2) Direct-feed coffee urns plumbed directly into the water system
- 3) Post-mix soda or beverage machines
- 4) Ice machines that manufacture ice on site (commercially packaged ice may be used)
- 5) Washing produce or thawing frozen foods
- 6) Employees hand washing
- 7) Washing all dishes and cooking utensils
- 8) All water used in three-compartment sinks

If potable water cannot be obtained from an approved source, water from the tap must be boiled vigorously for **five (5) minutes** and cooled before use.

Note: Boiling waters can cause scalding of human hands. Water intended for hand washing and manual ware washing must not exceed 120 degrees Fahrenheit.

## CONSIDER THE FOLLOWING:

- Limit food service menu until boil order is lifted
- Use single service items to limit ware-washing until boil order is lifted.
- For schools, nursing homes, and other similar institutions, obtain food catered from an approved source.
- Cease operations

## ONCE THE BOIL ORDER HAS BEEN LIFTED:

- Run all water lines for one minute to flush contaminated water from system. This includes each fill point for post-mix soda and beverage machines.
- Clean and sanitize all fixtures, sinks and equipment connected to water lines.
- Run your dishwasher empty through three complete cycles to flush the water lines and assure that the dishwasher is cleaned internally before washing equipment and utensils in it.
- Discard all ice in ice machines; clean and sanitize (1 tablespoon of bleach per gallon of potable water) the interior surfaces; run ice through three cycles; and discard ice with each cycle.
- Replace all ice machine filters and beverage dispenser filters and flush all water lines for 10 to 15 minutes.

### Questions?

Contact the Dewitt-Piatt Health Department at (217) 762-7911 or (217) 935-3427

# FLOODING

**FACILITY MUST CLOSE** - If any storage, preparation, or service areas are at risk for contamination.

**NOTE:** Depending on the complexity of the flooding, it is recommended that the facility owner contact the city building inspector prior to re-entry. The building inspector will conduct an assessment to determine structural stability

**NOTIFY THE HEALTH DEPARTMENT EMERGENCY LINE @ (217) 412-8061**

**FACILITY MAY REMAIN OPEN** - If flooding is contained and the issue can be resolved immediately. No risk for contamination of food and food contact equipment or utensils.

Any reasonable doubt? Temporarily cease operations

## First Step: Food Safety

- 1) Inspect food items in affected area. Discard all foods that have come in contact with flood water especially those with cork lined caps, screw and pop tops.

**"When in doubt, throw it out"**

**NOTE:** Some food items may be salvaged and reused, see page 6

- 2) Discard all single service that may have come in contact with flood waters
- 3) If power was lost during flood, discard all refrigerated food items.

## Second Step: Clean-up

- 1) **Floors, Walls, Ceilings:** Remove all mud, silt, and excess water. Wash surfaces with stiff brush and detergent (soap). Sanitize using solution containing 1-2/3 cup bleach per gallon water.
- 2) **Ice Machine:** Purge remaining ice. Wash using a detergent (soap). Sanitize using 1/3 cup bleach per gallon of water. Run unit through cycle, discard batch. Run another cycle. If ice is clear it is ready for use. If cloudy, discard and restart process.
- 3) **Food equipment and utensils:** Disinfect using a solution containing 1/3 cup bleach per gallon of water. Rinse with warm water.  
Follow with wash, rinse, and sanitizing at three compartment sink:



**Dish Machine:** Make sure that the unit is reaching appropriate temperature on final rinse (180F). If it is a chemical unit be sure it reaches appropriate concentration (50-100ppm).

## Discard (Throw Away):

All porous, soft and absorbent materials that have made contact with flood waters. Examples include:

1. Drywall
2. Insulation
3. Paneling
4. Carpet
5. Furnishings
6. Wall Coverings
7. Paperwork
8. Menus

Discard any appliance that cannot be effectively disinfected.  
(Example: Toaster)

Discard all items (cloth towels, mop heads) that were used in the cleaning process

## Personal Protective Equipment (PPE)

If the employees and/or facility owner will be conducting the clean-up, personal protective equipment is highly recommended.

Personal Protective Equipment includes: Disposable gloves, rubber boots, eye protection, protective clothing (coveralls), and filtration masks.

Wash hands thoroughly after leaving the affected area.

# SEWAGE BACK-UP

## FACILITY MAY REMAIN IN OPERATION -

If sewage back-up is not in the immediate preparation area and can be quickly corrected.  
No immediate risk to food quality and safety. Example: Small drain clogs.

## FACILITY MUST CEASE OPERATIONS -

If sewage back-up occurs in an area where contamination of food is likely (main cook line or preparation area)

If continuous overflow of sewage is occurring and cannot be easily contained or controlled.

## DISCONTINUE FOOD PREPARATION IMMEDIATELY!

CONTACT LICENSED PLUMBER TO RESOLVE ISSUE

CONTACT THE HEALTH DEPARTMENT FOR FURTHER ASSISTANCE

DEWITT-PIATT HEALTH DEPARTMENT EMERGENCY LINE (217) 412-8061

### Personal Health and Safety Guidelines During Clean-up:

- Wear Eye Protection
- Wear rubber boots that can be washed and sanitized after the event
- Wear protective clothing that will not allow for skin to make contact with wastewater overflow. Example: Coveralls
- Do not allow employees access to affected area without proper personal protective equipment.
- Wear gloves to protect hands
- Although it is not required, it is highly recommended that masks be applied during clean-up.
- Remove gloves and wash hands frequently.
- Once the clean-up has been completed, remove gloves and wash hands vigorously for 20 seconds using soap and hot water.

### General Clean-up:

- Discard food items that may have come in contact with wastewater. If there is any question as to quality remember: **“When in doubt, throw it out!”** Some food items may be salvageable (see below).
- Single service items that may have come in contact with wastewater must be thrown away.
- Affected walls, floors and non-food equipment surfaces must be cleaned with soap and water. The equipment should then be sanitized with a chlorine bleach and water solution containing no more than one (1) **2/3 cup bleach**. Unscented bleach is preferred. Allow floors, walls, ceilings and equipment to air dry. Repeat steps if necessary.
- Utensils that may have come in contact with the wastewater overflow must be rinsed and disinfected using a solution containing **1/3 cup bleach per gallon of water** then washed, rinsed, and sanitized (**50-100ppm**) in three-compartment sink. Repeat the wash, rinse, and sanitize process more than once to remove any wastewater residual.
- Remove wet materials. Dispose of any materials that cannot be effectively cleaned and sanitized. Examples: drywall, carpet, paneling.
- Launder all affected linens and uniforms. Launder separately from other linens.
- Discard mop head and wiping cloths after cleaning is complete.

### FOOD ITEMS: **Keep (salvageable)** vs **Throw Away (non-salvageable)**

#### Salvageable Food Items:

- 1) Foods not exposed to sewage water
- 2) Undamaged canned goods (must be reconditioned. See next page)
- 3) Food in undamaged retort pouches (must be reconditioned)

#### Non-Salvageable Food Items:

- 1) Foods in porous paper, plastic or cellophane that became wet
- 2) Containers with screw tops, corks, crown caps or pull tabs.  
Ex: ketchup, dressings, milk, mayo, sauces, beverages (includes alcohol)
- 3) Rusted, pitted, dented, swollen or leaking canned goods
- 4) Exposed bulk food items, fresh produce, meat, poultry, seafood, & eggs

# FIRE

**For an uncontrolled fire: Evacuate all customers and employers from the facility and call 911 immediately!**

**For a controlled fire: Extinguish with on-site fire extinguisher, if fire becomes uncontrollable, evacuate immediately and dial 911. Once fire has been controlled/extinguished, call the health department at (217) 412-8061 for further instruction. A site visit will be conducted by a representative of the health department.**

**Cease operations, even if temporarily, until food safety can be assured.** A representative from the Health Department will conduct a site visit to discuss further options and instructions.

## **After the Fire:**

**DO NOT** attempt to reopen the facility until a site visit has been conducted by an Environmental Health Specialist. A representative of the health department will be notified by the fire district if a fire has occurred.

### **Procedures: Clean-up and Recovery**

- Assess the impacts on:
  1. Structure of the building
  2. Equipment - If not operating, remove. For refrigeration units, monitor 41F. Discard if necessary.
  3. Utilities - If loss of power or water result, cease operations.
- If fire extinguisher fluid, soot, or ANSUL liquid is present on the exterior of any food item container (opened/unopened), discard the product.
- Sort the salvageable items from the non-salvageable items.
- Properly dispose of non-salvageable: Remove all non-salvageable food and place in a closed lid refuse container.
- Discard any single service (paper cups, plastic silverware, etc.) in the affected area.
- Discard all food items that have exceeded 41F for more than 4 hours.

### **Procedures: Cleaning**

Clean all non-food contact surfaces with soap and water followed by a sanitizing solution containing 50-200 ppm bleach. Use test strips to determine concentration

**Food Contact Equipment:** Wash, rinse, and sanitize all food contact surfaces that may have come into contact with extinguisher expellant or soot from fire.

Acceptable means of sanitizing in the three-compartment sink:

**1st Compartment (Wash):** Fill the basin with soap/detergent and hot water (86-120F)

**2nd Compartment (Rinse):** Fill the basin with hot water (86-120F). Run equipment through the water to remove cleaners.

### **TO RE-OPEN FACILITY:**

Contact the Health Department once clean-up is complete. A site visit will be conducted to determine if all the necessary corrections have been made to the facility. **DO NOT** attempt to re-open food service until a final site visit has been

### **Questions?**

**Contact the Health Department at  
(217) 762-7911 or (217) 935-3427**

# FOOD SALVAGE: RECONDITIONING

## What is reconditioning?

According to the Food and Drug Administration (FDA), reconditioning is the re-working, re-labeling, segregation, or other manipulation which brings a product into compliance with the law, whether or not for its original intended use.

Although the Health Department strongly encourages all food items affected by wastewater be discarded, food cans that have no visible signs of damage can be sanitized in a bleach solution and reused.

## What can be salvaged?

Foods in undamaged metal cans or retort pouches

### STEPS FOR RECONDITIONING ARE AS FOLLOWS:

1. Inspect cans
2. Remove labels
3. Wash containers in soap or detergent solution. Brushing as necessary
4. Rinse in potable water
5. Buff to remove surface rust (heavily rusted cans must be discarded)
6. Disinfect by immersing the cans in a 100 parts per million (ppm) chlorine bleach solution
7. Dry thoroughly
8. Re-label expiration date and product name using permanent marker. If expiration date is unknown, the product must be discarded.

CONTACT THE HEALTH DEPARTMENT AT (217) 762-7911 or (217) 935-3427 IF YOU HAVE ANY QUESTIONS REGARDING RECONDITIONING INSTRUCTIONS AND WHAT FOODS CAN BE SALVAGED.

# Employee Illness

**EMPLOYEES MUST BE IMMEDIATELY REMOVED FROM THE FOOD SERVICE IF THEY HAVE BEEN DIAGNOSED WITH (OR LIVE WITH ANYONE DIAGNOSED WITH) ANY OF THE FOLLOWING:**

- E. coli O157:H7
- Salmonella typhi
- Shigella
- Hepatitis A
- Amebiasis
- Norovirus
- Cholera
- Campylobacter

**NOTE:** For these particular illnesses, medical clearance or negative stool sample result is required before returning to work



**CONTACT THE HEALTH DEPARTMENT IMMEDIATELY AFTER DIAGNOSIS AND EXCLUSION**

The Health Department can be reached at (217) 762-7911 or (217) 935-3427

**EMPLOYEES MUST NOT WORK IN FOOD HANDLING CAPACITIES IF THEY ARE EXPERIENCING THE FOLLOWING SYMPTOMS:**

- Diarrhea
- Vomiting
- Sore throat with fever
- Jaundice (yellowing of eyes and skin)
- Employee has pus filled lesions on exposed areas of the body (cannot be covered - see below)

**NOTE:** Employees may not return to work for at least 24 hours **AFTER** symptoms have subsided.

**PROCEDURES FOR EMPLOYEES WITH CUTS OR WOUNDS ON EXPOSED PORTIONS OF THE BODY:**

- Stop the bleeding
- Treat the wound
- Wash area with soap and water
- Cover wound with waterproof bandage
- Apply glove or finger cot over the bandage
- Excuse employee if cut or burn is severe