## Form 18: REOPENING AFTER A POWER CUT OR CIVIL EMERGENCY CHECKLIST

**Date:**

**Completed By:**

**CHECKLIST**

**1. Call your local authority**

□ Check with the local Council before we open up to find out about any post-emergency provisions it may have for food businesses (e.g. a “boil water” notice).

**2. Check the building condition**

□ Check we can officially use the building (e.g. has it been declared safe after an earthquake)?

□ If yes, is the condition of the building structure, surface finishes and fittings OK to allow us to hygienically prepare and handle food? (check whether debris can drop onto food, surfaces used for food can be kept clean etc).

**3. Check the condition of the services and equipment**

□ Are services, facilities and equipment fully functioning. Is sewage contained within the pipework and not flowing through the premises? Have power and water supplies to the building been damaged? If any services cannot be used, have we made adequate provision for:

□ electricity

□ gas

□ drinking water supply (see also 8 below):

□ boiling/cooling water

□ tankered-in water

□ bottled water

□ disposing of wastewater

□ toilets

□ hand washing with clean water, soap, towels, hand sanitiser

□ disposing of rubbish

□ refrigerating and freezing food.

Comments on services/actions to be taken:

**4. Is refrigerated food, okay? If in doubt, throw it out!**

□ Are chillers/fridges OK to use? (i.e. no damage, contents have not been contaminated by water/sewage/debris etc)

□ How long were Chillers/fridges without power? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If*** *power was off for less than 24 hours, and chillers were not opened during the power cut, contents must be checked but should be okay.* ***If*** *power was off for more than 24 hours, or chillers were opened during the power cut the products all need to be checked and a decision about the disposition of the product made by the Managing Director.*

Action Taken:

**5. Is frozen food, okay?**

□ How long were freezers without power? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If*** *there is no evidence of thawing, contents should be okay to use.* ***If*** *there is any evidence that contents have thawed, or thawed and refrozen, then* ***PLACE ON HOLD****. A decision about the disposition of the held product made by the Managing Director.*

Action Taken:

**6. Check all other food (like in the staff room)**

□ Throw out cans that leak and have badly dented seams or rims.

□ Throw out any items with damaged packaging that exposes the food.

**7. Cleaning and sanitising**

□ Clean food packaging, if required, before opening it.

□ Are all stocks of food packaging materials clean?

□ Clean all food areas and clean and sanitise food surfaces, utensils and equipment.

**8. Before reopening**

□ Do our staff know what to do and understand how our business will be

operating until normal service has been resumed?

**9. Boil the water?**

□ Is there a “boil water” notice in placefor drinking water. **YES / NO**

□ If yes, who will be responsible for maintaining a supply of boiled water (for drinking and cleaning food surfaces) or chlorinated water (for general cleaning) and also keep hand-washing facilities stocked with soap, clean towels and hand sanitiser.

**Other Comments**

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| --- |
|  |

**All actions completed and the business is ready to reopen.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:**

Additional information about food safety when reopening after an emergency is available from MPI at: [**www.foodsafety.govt.nz**](http://www.foodsafety.govt.nz) **.**

**If we have any specific food safety questions not covered by the available advice phone –**

 **0800 69 37 21 for further information.**