**OFFICIAL-SENSITIVE**

**Public Sector Food Incident Alert – PS Level 1**

This alert was issued by Food Standards Scotland (FSS) on «Date» under the Public Sector Incident Protocol.

***If you believe that this alert has been sent to you or your organisation in error, please advise FSS, as soon as possible, by emailing*** ***incidents@******fss.scot and await further instructions. Do not distribute this Incident Alert.***

|  |  |
| --- | --- |
| **Alert PS Level 1**  | **For Information** |
| **Title** | **«Insert Title»** |
| **Incident Ref.** | **2021/??**  |
| **Date** | **«Insert Date»** |

**Situation Description:**

«Insert information relating to incident»

**Risk Assessment:**

«Insert Risk Assessment information»

**Considerations for Public Sector Organisations (PSO):**

* An assessment of consumer group sensitivity in their areas (e.g. school children, patients, staff etc.)
* Compiling an inventory of potentially affected products
* Gathering information on distribution, identification of suppliers, affected volumes, inspection and sample results etc.

**Action Required:**

«Insert information»

**Incident Alert Status**

|  |  |  |
| --- | --- | --- |
| **PS Level** | **Status** | **Incident Related Action** |
| For information – PS LEVEL 1 | Developing situation - readiness signal.  | Likely to be for information only.However, all participating organisations should aim to establish whether they are affected by the alert, as quickly as possible. They will then be able to respond to alerts accordingly.PSOs are recommended to consider identifying areas of their business that may be affected and gathering relevant information, which depending on the nature of the incident, may include, for example, distribution of products, identification of suppliers, affected volumes, inspection and sample results etc. FSS may request information via a PS level 1 alert. |
| For action – PS LEVEL 2 | Issued for action to individual PSOs  | This incident is likely to be restricted to one or two PSOs or restricted geographically. FSS will ask the affected PSO(s) to take specific action and/or provide information, which must be reported back to FSS. All PSOs will receive a copy of the alert regardless of whether it applies.  |
| For action – PS LEVEL 3 | Issued for action to all PSOs | This incident is likely to be wide spread across the public sector and unlikely to be limited to the public sector. If the incident results in food-borne illness or death.FSS will ask the PSOs to take specific action and/or provide information, which must be reported back to FSS. The Public Sector Incidents Team (PSIT) will be convened to ensure that a coordinated approach is undertaken to information gathering, sampling and product withdrawal, for instance.A Situation Report (SITREP) will be issued regularly or as required.  |
| De-escalation – PS LEVEL 4 | Issued to all PSOs for information | The incident has been or is being investigated and action taken as necessary. The affected food is no longer available.Information may still be required to fully close the incident.Closure occurs when the affected food is not available and corrective action taken by the FBOs. A closure notice will then be issued. |