



Food Defense Plan

District Name:

Site/Campus Name:



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1.0 INTRODUCTION

1.1 Food Defense Plan

All food processing facilities need to address food defense. The first step is to develop a functional food defense plan that assesses the existing security measures and risk reduction programs already in place to reduce the likelihood that someone could adulterate or contaminate the finished product through contamination of raw materials, prepped, processed or finished products at the end of the production process.

Although it may not appear that a school district would be a target for such, all campuses need to go through the exercise of assessing where they may be vulnerable to such activity and how they might reduce any risk that may exist. In the development of the food defense plan, the establishment will look at where the vulnerabilities may arise. These may be from the outside through the incoming deliveries, through unauthorized entry or through the water supply, or they may be through internal means such as employees that have access to raw materials and ingredients, in-process formulations or even finished products.

Forming a food defense team is a good place to start. Depending on the size and structure of an establishment's organization, team members may come from areas such as management, security, quality assurance, human resources, maintenance, engineering and even the FSIS inspectors.

After we identify potential vulnerabilities, we will then examine possible risk-reduction methods such as the use of physical security or hardware (e.g., closed circuit TV, alarms, doors, locks), personnel security (e.g., training, awareness) or procedural security (e.g., key control, testing).

Once the key vulnerabilities are addressed with risk-reduction methods, the campus needs to ensure that the risk-reduction techniques are being used (e.g., doors are kept locked, visitors are not allowed in without an escort). This verification should be documented, as well as periodic challenges to the system, and reviews of the plan. Templates for these activities are included in the following plan.

2.0 Food Defense Team

2.1 Team & Responsibilities

Individual employee's food defense responsibilities should be defined and documented in your plan. All employees should be familiar with the food defense plan and measures. The team should include a member from each campus a member of the SFE and SLA management team. Assign overall responsibility for food defense to a single employee, if possible, who has an understanding of the security requirements. Ensure that a back-up is assigned for that employee. Responsibilities include:

- Ensuring that an effective food defense plan is developed and followed (Form 5)
- Determining a level of physical security based on the facility's threat level. (4.0 Training)
- Ensuring that SFE and SLA standards are followed (SFE and SLA management team)
- Ensuring that disciplines for the food defense program are carried out (SFE and SLA management team)

[illegible]

4.0 Training

4.1 GENERAL SECURITY TRAINING

1. Awareness training on security measures is provided to all employees, including new hires.
2. Refresher awareness training on security measures is offered to employees periodically.
3. Employees are trained to report suspicious activities or unusual observations.
4. Diagram or map of kitchen and storage areas will be maintained along with this plan and posted within kitchen.

4.2 SECURITY PLAN

5. Awareness training on security measures is provided to all employees, including new hires.
6. Refresher awareness training on security measures is offered to employees periodically.
7. Employees are trained to report suspicious activities or unusual observations.

4.3 CRISIS PLAN

8. Awareness training on the crisis plan is provided to all employees, including new hires.
9. Refresher awareness training on this plan is offered to employees periodically.
10. Employees are trained to report suspicious activities or unusual observations.

4.4 EVACUATION PLAN

11. Awareness training on an evacuation plan is provided to all employees, including new hires.
12. Refresher awareness training on this plan is offered to employees periodically.
13. Employees are trained to report suspicious activities or unusual observations.

4.5 GENERAL FOOD SAFETY TRAINING

14. Awareness training on food safety is provided to all employees, including new hires.
15. Refresher awareness training on food safety measures is offered to employees periodically.
16. Employees will adhere to standard operating procedures outlined by the food safety plan.

5.0 NOTIFICATION / COMMUNICATION

5.1 SCHOOL SITE EMERGENCY NUMBERS

The school's main office should be called to reach the Principal and start the emergency response process. The telephone numbers is:

XXX-XXX-XXXX

The Principal acting as the Incident Commander for the school will decide which Emergency Response Team members and other staff members will be activated to fill incident management functions under the Incident Command System.

5.2 LOCAL, STATE AND FEDERAL FIRST RESPONDER EMERGENCY NUMBERS

Local, State and Federal First Responder Emergency Numbers	
AGENCY	PHONE
All Threats or Emergencies	911
Police Department	XXX-XXX-XXXX
Fire Department	XXX-XXX-XXXX
Health Department	XXX-XXX-XXXX
HazMat Department	XXX-XXX-XXXX
Water Department	XXX-XXX-XXXX
(Name of Local Co.) Water Quality	XXX-XXX-XXXX Hotline – XXX-XXX-XXXX
(State) Dept. of Agriculture	XXX-XXX-XXXX
(State) Dept. of Public Health – Food Safety Program	XXX-XXX-XXXX
Homeland Security Office – (City, State)	XXX-XXX-XXXX
Federal Food Safety Regulatory Agency	800-457-3642
USDA Commodity / Food Distribution	XXX-XXX-XXXX
(State) Local Health Department Listing – (paste web link)	



5.3 UTILITY & COMMUNITY RELIEF EMERGENCY NUMBERS

Utility & Community Relief Emergency Numbers	
Company / Authority	PHONE
Water Company	XXX-XXX-XXXX
Sanitation & Sewage	XXX-XXX-XXXX
Electric Company	XXX-XXX-XXXX
Gas Company	XXX-XXX-XXXX

5.4 Suppliers' EMERGENCY NUMBERS

Suppliers Emergency Numbers		
Product	Vendor / Supplier	Phone
Food	Company Name, State	XXX-XXX-XXXX
Milk	Company Name, State	XXX-XXX-XXXX
Bread	Company Name, State	XXX-XXX-XXXX



5.5 THOSE HOLDING MASTER KEYS TO FOODSERVICE OPERATIONS

Those Holding Master Keys to Foodservice Operations			
Name	Work Phone	Cell Phone	Home Phone



5.6 Foodservice Management Company Support Staff

Southwest Foodservice Excellence District Support			
Name	Title	Cell Phone	Work Phone
	General Manager		
	Assistant General Manager		
	District Chef		
	Nutrition Coordinator		
	Area Director of Operations		
	Area Chef		
	Payroll & Benefits Coordinator		
	Director of Business Operations		



6.0 FOOD AND OTHER FOODSERVICE SUPPLIERS

1. Food and other foodservice supplies will be purchased from reputable dealers.
2. A contact list of all foodservice suppliers will be kept in Section 5.3 of this plan.
3. A copy of each supplier's Board of Health Certification or licensing will be kept on file by the Foodservice Manager or District Food Service Director.
4. All food suppliers will deliver food with a tamper proof seal.
5. Food items will be matched to an invoice by the receiving person.
6. If a product is received with a broken seal, it will be rejected and returned to the supplier.
7. Unscheduled deliveries will be rejected or returned unless advance notification is provided.
8. Suppliers will provide the school with any Food Defense/Biosecurity measures that they have in place.
9. All suppliers will sign an agreement that they will comply with our Foodservice Food Defense Plan. The **Food Defense/Biosecurity Agreement Form** (FDP Form 1) can be found in Section 19.0.
10. Tamper-evident packaging will be discussed with, and requested from our vendors that supply the school with fresh produce.



7.0 RECEIVING / INSPECTION

1. Doors at loading docks will be closed and locked when not in use.
2. A Foodservice employee will be assigned to verify and receive food shipments and supplies.
3. After business hours the head custodian on duty will be the person authorized to verify and receive deliveries.
4. Deliveries will be verified against an invoice and/or order sheet.
5. All delivery staff will be required to sign in on the **Foodservice Supplier Receiving / Delivery Sign-In Form (FDP Form 3)**. When an unknown driver makes a delivery, check their driver's license with the "Delivery Person's Name" written on the above-mentioned form.
6. Suppliers will be required to keep delivery trucks on the school premises locked when not being loaded or unloaded.
7. Deliveries from any unknown source will not be accepted.
8. Deliveries are not to be left at the loading dock. They should be secured behind locked doors in the Foodservice area.
9. Foodservice personnel will be trained to identify packaging that is unacceptable.
10. Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
11. Any food item delivered that is not part of the original order will be rejected.
12. The person inspecting and receiving products will sign his or her name to the invoice.
13. Suppliers will be notified of the school's policy for receiving.
14. The Foodservice Manager and Food Defense Team Leader will be notified immediately if product tampering is suspected in any delivery.
 - Outer seal or wrapper is missing
 - Rips, tears or holes
 - Don't use products that are discolored, moldy, have an off odor
 - spurt liquid or foam when the container is opened
 - Damaged or that look unusual



8.0 STORAGE AREAS

1. All food storage and supply areas will be locked when Foodservice personnel are not present.
2. A list of all personnel who have keys to open refrigerators, freezers, and food storage and supply areas will be kept on file by the Foodservice Manager.
3. Delivery personnel will be monitored by a Foodservice person during delivery.
4. Only Foodservice personnel will be allowed in food storage areas unsupervised.
5. All storage facility locks will be checked monthly by the Foodservice Manager to insure they are working properly. Results will be kept on the **Storage Lock Security Form (FDP Form 4)**. In the event a lock is not securing supplies, the Foodservice Manager will be notified. The lock will be replaced immediately.



9.0 STORING FOOD

1. Thermometers will be placed visibly in all refrigerators and freezers. Any thermometers that appear to be tampered with should be reported immediately to the Food Defense Team Leader or Foodservice Department Manager.
2. Alarms will be maintained in good working order on walk-in refrigerators and freezers.
3. All leftover foods will be labeled with the name of the product and date.
4. Any foods not labeled or dated will be discarded.
5. Any bulging or leaking containers will be discarded properly.
6. The FIFO (first "In" first "Out") method of inventory will be practiced.
7. All chemicals will be stored away from food, food related supplies, and food storage areas.
8. Food storage refrigerators and freezers should be locked when they are unsupervised.



10.0 HAZARDOUS CHEMICALS

1. Hazardous chemicals will be stored away from food supplies, food storage areas, food preparation areas, and food serving areas.
2. "Material Safety Data Sheets" will be readily available for Foodservice staff.
3. Employees will be trained to use chemicals properly to reduce the threat of food contamination.
4. Manufacturers' instructions for the use of hazardous chemicals will be followed.
5. Employees handling hazardous chemicals will be trained to monitor inventory of usage on a daily basis. An inventory of hazardous chemicals will be maintained by the Foodservice Department monthly. Unusual usage discrepancies will be investigated immediately by the Foodservice Manager.
6. Emergency contact and medical information regarding each Foodservice employee will be kept in the event of chemical exposure.

11.0 FOODSERVICE EQUIPMENT / TRANSPORTATION EQUIPMENT

Foodservice Area Equipment

1. Foodservice employees will be instructed to look for signs of tampering before operating equipment.
2. Any signs of tampering should be reported immediately to the Food Defense Team Leader or Foodservice Manager.
3. Any equipment found to be tampered with should be taken out of service and protected for a formal investigation. The equipment should be isolated from other equipment and Foodservice operations.
4. An emergency supply of disposable paper goods, sufficient to serve at least one day of school meals, will be in stock at all times. These will be used in emergency cases such as when trays or utensils are contaminated.

Foodservice Transportation Equipment

5. School vehicles used for transporting food and Foodservice supplies should be dedicated for that use (e.g., such vehicles should not be used to transport school lawn equipment and fuels/herbicides).
6. When not in use, the vehicle should be locked in a secured area at all times.
7. The driver will be trained to conduct a thorough inspection each day to ensure the vehicle has not been tampered with since the previous use.
8. Food items should be transported in sealed units.



12.0 FOODSERVICE / FOOD PREPARATION AREAS

1. Access to central controls for airflow, HVAC, water systems, electricity, and gas within the Foodservice area will be restricted to all people except the head of maintenance and head custodian in each building.
2. All emergency exits and self-locking doors that can only be opened from the inside will include alarms.
3. All doors, windows, roof openings, vent openings and outside refrigeration/storage units will be locked at all times.
4. One authorized Foodservice employee will be present in the Foodservice area during all operating times.
5. All ingredient packages will be inspected for possible tampering prior to use.
6. Foodservice will not permit any outside foods and/or medications from students, school staff or Foodservice employees to be stored in the Foodservice area.
7. The Foodservice Manager or Food Defense Team Leader will be notified of any foods expected to be tampered with or contaminated. Such foods will be isolated from other foods, food storage, food prep, and food serving areas.
8. The Foodservice area will not be used for "special events" unless a member of the Foodservice staff is on the Foodservice premises.
9. All Foodservice areas including salad bars, condiment stations, receiving docks, outside storage and solid waste disposal areas will be continuously monitored by all Foodservice staff and the Foodservice Food Defense Team for any signs of suspicious activity or unauthorized entry.

13.0 WATER & ICE SUPPLY

1. The ice-making equipment will be restricted from non-Foodservice personnel.
2. The drains and water lines in the food production areas will be periodically monitored for tampering.
3. Bottled water will be kept on the premises at all times as an alternate source of water for food preparation and emergency water consumption.
4. Procedures for notification of unsafe water have been established with our water supplier. They will contact the General Manager, Kitchen Manager, and/or Food Defense Team Leader immediately if our water supply is unsafe to drink or use.
5. Periodic communication will be maintained with our local water supplier to ensure that the correct phone numbers and contacts are maintained.
6. Back-flow water protection should be provided on all water sources to eliminate the potential exposure of used or waste waters being drawn back into potable water supplies.



14.0 OUTSIDE THE SCHOOL BUILDING

1. The outside area used for receiving will be well lit. Lights will be on at dusk and also, if necessary, when Foodservice employees arrive for work in the morning.
2. School security or school staff will monitor school grounds property daily, including the entry of all vehicles on school property.
3. Local Police should be asked to make routine rounds of the school property, especially the Foodservice dock area.
4. Any potential threats should be brought to the attention of the General Manager, and Kitchen Manager/lead or Food Defense Team Leader.

15.0 GENERAL SECURITY

1. All Foodservice job candidates (permanent and substitutes) must pass a background security check prior to hiring.
2. Random inspections of Foodservice employees' lockers will be conducted by the Kitchen Manager / Food Defense Team Leader.
3. All food borne illnesses should be reported to the General Manager and Kitchen Manager/Lead, or Food Defense Team Leader as these may be the initial sign of foodtampering.
4. All visitors and any unauthorized person must report to the main office before entering any Foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate Foodservice site.
5. Visitors should be accompanied at all times while in the Foodservice area.
6. A list of current employees who have keys or access to keys to Foodservice areas, including refrigerators and freezers will be maintained on file, along with a list of what the keys are used for.
7. Master keys should not be taken off of school premises.
8. Master keys should have no identification as to their use.
9. Upon the notification, dismissal or resignation of an employee they will be required to relinquish their Foodservice Department identification tag and any keys if applicable. They will be required to sign and date a form indicating the items returned to the school.
10. All truck drivers and delivery personnel will be required to show identification at the receiving area. All delivery staff will be required to sign in on the **Foodservice Supplier Receiving/Delivery Sign-In Form – FDP Form 3**.
11. All areas of Foodservice will be monitored for any signs of suspicious activity or unauthorized entry.



16.0 HANDLING MAIL & MONEY

1. All mail for the Foodservice department will be processed through the school's main office and placed in a mailbox marked "Foodservice" or the name of the General Manager/Foodservice Director.
2. All incoming mail from private mail services such as UPS, FedEx, etc. will be delivered to the school's main office.
3. Mail handlers will be trained to recognize and handle suspicious mail prior to delivery to the Foodservice department.
4. All mail will be opened within the confines of the General Manager's office. This procedure will eliminate the risk of contaminated mail being opened and contaminating the food, food prep or food serving areas.
5. All money transactions will be handled at the registers.
6. Cashiers will wash their hands after handling money and prior to preparing, serving or handling food or foodservice equipment.
7. Deposits of daily money will be counted in the office of the Kitchen Manager/Lead. Money will not be counted or handled on the surface of any food preparation area.



17.0 HANDLING AN EMERGENCY

1. Evacuation routes should not create security breaches in the Foodservice area. Evacuation through the Foodservice area should be permitted when no other safer exit routes are available.
2. Entry points should be clearly marked for first responders, including Foodservice area entry points.
3. Invoices for all food and supplies purchased will be kept at the General Manager's office in a fireproof filing cabinet.
4. Production records are maintained with HACCP, recipe and brand information. Inventory records are also maintained and updated monthly. Bids for foodservice will be kept at the General Manager's office. Originals will be filed at the Board of Education in the Business Administrator's office. This will help when tracking food ingredients and consumption.
5. Should food be found unfit for consumption or a recall occurs, the Kitchen Manager/Lead and Food Defense Team Leader will be contacted immediately by the General Manager. All products will be located and removed from service. The Food Defense Team will designate an area for storage. The Food Defense Team will make the necessary arrangements for the removal of contaminated or recalled food. The proper authorities will be called as necessary.
6. A contact list of all foodservice suppliers will be kept by the General Manager, Food Defense Team Leader, Alternate Food Defense Leader and a Foodservice Supervisor.
7. If the water source is suspected to be contaminated, the local health department and water department will be contacted immediately. Samples should be drawn immediately in case the water source clears of contamination.
8. One 12-ounce serving of water will be maintained at all times for each student and staff member at the school.
9. At least one meal per student and staff in the building will be maintained at all times, which does not require cooking or refrigeration.
 - Breakfast: Cereal, Canned Juice, Graham Crackers, Non-Fat Dry Milk
 - Lunch: Peanut Butter, Jelly, Crackers, Canned Fruit, Canned Juice and Fruit/Grain Bar
10. If there is an interruption of electrical power, use items in refrigerators and freezers that pose no food safety danger.
11. A Food Defense Report Form will be completed by the Foodservice Manager or Food Defense Team Leader whenever anyone in the school receives a threat or observes or



suspects product tampering. Refer to ***Food Defense Report Form*** (FDP – 2) in Section 19.0 Forms.

12. The local HAZMAT unit will be contacted by the Foodservice Manager or Food Defense Team Leader if there is any suspicion that the airflow is contaminated with biological or other contaminants or if a chemical spill is suspected of contaminating food product.

18.0 PLAN MAINTENANCE

1. A "Food Defense Self-Inspection Checklist" will be implemented. The Food Defense Team Leader and the Foodservice Manager will use this checklist to inspect outside and inside foodservice areas, food production areas, food storage areas, shipping and receiving areas, water and ice supply, mail handling, and personal/locker areas. They will *report their findings to the Food Defense Team. The **Food Defense Self-Inspection Checklist (FDP Form 5)*** will contain the date, time, name of inspectors and all corrective action recommendations. The inspection will remain on file with the master control copy of the Food Defense Plan. The "team inspectors" will be rotated.
2. The Food Defense Team will summarize items that require follow-up from the "Food Defense Self-Inspection Checklist" onto the **Monitoring Schedule (FDP Form 6)**. The Foodservice Director and the Food Defense Team Leader will be responsible for insuring that the "Monitoring Schedule" is completed by the dates specified. "Monitoring Schedule" form is attached.
3. The Food Defense Plan will be reviewed and updated annually prior to the start of the academic year. Refer to Section 1.5 - *Plan Review and Update*.

19.0 FORMS & SELF-INSPECTION CHECKLIST

FDP Forms

- 1 Food Defense/Biosecurity Agreement Form Foodservice Supplier
- 2 Food Defense Report Form
- 3 Foodservice Supplier Receiving / Delivery Sign-In Form
- 4 Storage Lock Security Form
- 5 Food Defense Self-Inspection Checklist
- 6 Monitoring Schedule



FOOD DEFENSE / BIOSECURITY AGREEMENT FORM FOODSERVICE SUPPLIER

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the _____ (District Name) School Nutrition _____ Foodservice Food Defense Plan.

I have read the plan and understand all the requirements stipulated for foodservice suppliers.

Foodservice Company Name: _____

Representative's Name (Print): _____

Representative's Title (Print): _____

Representative's Signature: _____

Date: _

FDP Form 1 – 06/01/2022



FOOD DEFENSE REPORT FORM

Date:	
School:	
Time Report Received:	
How Was Report Received: <i>(E.g.: phone, e-mail, fax)</i>	
Who Made the Report:	
Describe Incident /Threat:	
Actions Taken:	
Additional Comments:	

Signature: _____

Date: _____

FDP Form 2 – 06/01/2022



**FOODSERVICE SUPPLIER
RECEIVING/DELIVERY SIGN-IN FORM**

DATE	TIME	COMPANY	DELIVERY PERSON'S NAME <i>(Print)</i>	DELIVERY PERSON'S SIGNATURE

FDP Form 3 – 06/02/2022

DATE: _____ TIME: _____
 INSPECTORS: _____

Use this checklist to document compliance with this Food Defense Plan.

Food Defense Plan Item	IN	OUT	N/A	Recommendations
1.0 Introduction				
1.1 Introduction			X	
2.0 Food Defense Team				
2.1 Team & Responsibilities				
3.0 Foodservice Personnel				
3.1 Onsite Employee Emergency Numbers				
4.0 Training				
4.1 General Security Training			X	
1. Awareness Training on Security Measures				
2. Refresher Training on Security Measures				
3. Reporting on Security Measures				
4. Kitchen map with storage areas maintained				
4.2 Security Plan			X	
5. Awareness Training on Security Plan				
6. Refresher Training on Security Plan				
7. Reporting on Security Plan				
4.3 Crisis Plan			X	
8. Awareness Training on Crisis Plan				
9. Refresher Training on Crisis Plan				
10. Reporting on Crisis Plan				
4.4 Evacuation Plan			X	
11. Awareness Training on Evacuation Plan				
12. Refresher Training on Evacuation Plan				
13. Reporting on Evacuation Plan				
4.5 General Food Safety Training			X	
14. Awareness Training on Food Safety				
15. Refresher Training on Food Safety				
16. Adhering to SOPs from Food Safety Plan				
5.0 Notification / Communication				
5.1 School Site Emergency Numbers				
5.2 Local, State, Federal 1 st Responders				
5.3 Utility & Community Relief				
5.4 Suppliers Emergency Numbers				
5.5 Food Service Key Holders				
5.6 FSMC Support Staff Emergency Numbers				

Food Defense Plan Item	IN	OUT	N/A	Recommendations
6.0 Food and Other Foodservice Suppliers				
6.1 Purchase from Reputable Dealers				
6.2 Food Supplier Contact List Available				
6.3 FSMC Possess BOH Cert. of Supplier				
6.4 Tamper Proof Seal				
6.5 Food Items Match Invoice				
6.6 Rejection and Returns				
6.7 Rejection of Unscheduled Deliveries				
6.8 Suppliers will provide FSMC with their FDP				
6.9 Signed Agreement (FDP Form1)				
6.10 Tamper-Evident Packing Requested				
7.0 Receiving / Inspection				
7.1 Loading Dock Closed and Locked				
7.2 Employee Assigned to Receive Shipments				
7.3 Afterhours Assigned Employee				
7.4 Deliveries Verified Against Invoice				
7.5 Delivery Sign in Form Enforced				
7.6 Trucks Locked When Not Unloading				
7.7 Deliveries from Unknown Senders Rejected				
7.8 Deliveries Not to be Left Unsecure				
7.9 Personnel Trained to Identify Packaging				
7.10 Food Items Delivered in Sealed Container				
7.11 Only Items on Order Will be Accepted				
7.12 Receiver will Sign their name on Invoice				
7.13 Supplier will be Notified of FSMC Policy				
7.14 Reporting of Tampered Deliveries				
8.0 Storage Areas				
8.1 Food Storage and Supply Areas Locked				
8.2 Key Holders Names Will Be Kept on File				
8.3 Foodservice Employee will Monitor Delivery				
8.4 Non-Foodservice Personnel be Supervised				
8.5 Storage Lock Security Form (FDP Form 4)				
9.0 Storing Food				
9.1 Thermometers Placed Visibly				
9.2 Alarms will be Maintained				
9.3 Leftovers Labeled with Name & Date				
9.4 Foods not Labeled will be Discarded				
9.5 Bulging or Leaking Containers Discarded				
9.6 FIFO Method is Practiced				
9.7 Chemicals Stored Away from Foods				
9.8 Food Storage Lock When Unsupervised				

Food Defense Plan Item	IN	OUT	N/A	Recommendations
10.0 Hazardous Chemicals				
10.1 Chemicals Stored Away from Food				
10.2 Safety Data Sheets Readily Available				
10.3 Employee Chemical Training				
10.4 Manufacturer's Instructions Followed				
10.5 Chemical Inventory Maintained				
10.6 Employee Emergency Contact on File				
11.0 Foodservice Equipment				
11.1 Inspection of equipment prior to use				
11.2 Reporting any evidence of tampering				
11.3 Tampered equipment is removed				
11.4 Emergency one day par of paper goods				
11.5 School vehicles used for intended use				
11.6 School vehicle secured when not in use				
11.7 Driver trained to inspect vehicle				
11.8 Food transferred in sealed units				
12.0 Foodservice / Food Preparation Areas				
12.1 Utility room access is restricted				
12.2 Emergency exits armed with alarms				
12.3 All doors, windows and openings locked				
12.4 One FS Employee present at all times				
12.5 All packaging is inspected for tampering				
12.6 Medications not permitted in FS areas				
12.7 Reporting evidence of any tampering				
12.8 FS area not used for special events				
12.9 FS Areas other than kitchen monitored				
13.0 Water & Ice Supply				
13.1 Ice-making machine restricted				
13.2 Drains and lines routinely monitored				
13.3 Emergency bottled water kept on site				
13.4 Procedure to notify water supplier				
13.5 Periodic communication with supplier				
13.6 Back-flow protection				
14.0 Outside the School Building				
14.1 Outside area is well lit				
14.2 School security monitors grounds				
14.3 The local police make routine rounds				
14.4 Potential threats are relayed to FSMC				

Food Defense Plan Item	IN	OUT	N/A	Recommendations
15.0 General Security				
15.1 Employee background security checks				
15.2 Random inspection of employee lockers				
15.3 Foodborne illness reported to FSMC				
15.4 All visitors must report to the main office				
15.5 Visitors should be accompanied				
15.6 Key employee list is well maintained				
15.7 Master keys not be taken off property				
15.8 Master keys have no identification				
15.9 Key/badge from dismissed/resigned				
15.10 Delivery personnel sign in (Form 3)				
15.11 FS areas monitored for activity				
16.0 Handling Mail & Money				
16.1 Mail processed through main office				
16.2 Private mail services deliver to office				
16.3 Mail handlers will recognize tampering				
16.4 Mail will be opened in GM's office				
16.5 Money transactions handled at register				
16.6 Cashier observe handwashing practices				
16.7 Daily deposits will be counted in the office				
17.0 Handling an Emergency				
17.1 Evacuation route maintain safety				
17.2 Entry points clearly marked				
17.3 Invoices are kept in GM office				
17.4 Production records and logs maintained				
17.5 Recall SOP is followed				
17.6 Contact list of suppliers are maintained				
17.7 Water source contamination reporting				
17.8 Water for staff and students maintained				
17.9 One meal per staff and student on hand				
17.10 Serving during electrical interruption				
17.11 FDP form 2 completed following threat				
17.12 HAZMAT for air quality concerns				
18.0 Plan Maintenance				
18.1 Completed Form 5 will be maintained				
18.2 Defense Team follow up FDP form 6				
18.3 Plan is reviewed yearly (Sec. 1.5)				
19.0 Forms & Self Inspection Checklist				

19.1 Foodservice Supplier Form				
19.2 Food Defense Report Form				
19.3 Receiving/Delivery Sign-in Form				
19.4 Storage Lock Security Form				
19.5 Food Defense Self Inspection Checklist				
19.6 Monitoring Schedule				

FDP Form 5 – 06/01/2022



MONITORING SCHEDULE
Food Defense Self-Inspection Checklist Follow-Up Action

Food Defense Item# To Monitor or Follow-Up	Planned Date for Completion	Who is Responsible	Results of Follow-Up	Actual Date of Completion	Check (✓) When Completed