West Kentucky Educational Cooperative

GC School Nutrition

FOOD DEFENSE PLAN

2010 - 2011

Manual No.: ___1_____

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:

270-328-2656

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	270-247-4501
Fire Department	270-247-1981
Health Department	270-247-3553
HazMat Department	270-247-5599
Water Department	270-247-3547
KY Water Quality	502-564-3410 Hotline – 502-564-2380 Hotline –1-800-928-2380
KY Dept. of Agriculture	502-564-4696
KY Dept. of Public Health – Food Safety Program	502-564-7181
Homeland Security Office – Frankfort, KY	502- 564-2081
Federal Food Safety Regulatory Agency	800-457-3642
USDA Commodity / Food Distribution	502-573-0439
KY Local Health Department Listing - http://chfs.ky.gov/NR/rdonlyres/F37BDF08-7C60-4E61-	

Local, State and Federal First Responder Emergency Numbers	
AGENCY	**PHONE**
B001-29B8D2A68FE6/0/AlphaLHDListing71910.pdf	

5.3 UTILITY & COMMUNITY RELIEF EMERGENCY NUMBERS

Utility & Community Relief Emergency Numbers	
Company / Authority	**PHONE**
Water Company	
Sanitation & Sewage	
Electric Company	
Gas Company	

5.4 SUPPLIERS EMERGENCY NUMBERS

Suppliers Emergency Numbers		
Product	**Vendor / Supplier**	**Phone**
Food	CRS Owensboro, KY	800-264-0710
Milk	Turner Fulton, KY	800-280-1433
Bread	Sara Lee Owensboro, KY	877-778-9288

5.5 THOSE HOLDING MASTER KEYS TO FOODSERVICE OPERATIONS

Those Holding Master Keys to Foodservice Operations			
Name	**Work Phone**	**Cell Phone**	**Home Phone**
John Oldham	270-328-4805	270-705-5586	

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 3.3 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 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. During after business hours the head custodian on duty will be the authorized person 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.

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 name of 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 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 / TRANSPORATION EQIPMENT

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 assure 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 Food Defense Team Leader or Foodservice Manager immediately if our water supply is unsafe to drink or use.

5. Periodic communication will be maintained with our local water supplier to insure 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 Foodservice Manager 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 Foodservice Manager / Food Defense Team Leader.

3. All food borne illnesses should be reported to the Foodservice Manager or Food Defense Team Leader as these may be the initial sign of food tampering.

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 for "Foodservice".

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 Foodservice 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 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 Foodservice Manager. 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 Foodservice Manager's office in a fireproof file 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 Foodservice 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 Foodservice Manager and Food Defense Team Leader will be contacted immediately. 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 Foodservice 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. Refer to Section 1.5 - *Plan Review and Update.*

19.0 FORMS & SELF-INSPECTION CHECKLIST

FDP Form

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

_____Graves County 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 - 11/01/10

FOOD DEFENSE REPORT FORM

Date:	
School:	
Time Report Received:	
How Was Report Received: *(E.g.: phone, e-mail, fax)*	
Who Made Report:	
Reporter's Contact Info. **Address:** **Phone Number:** **E-Mail:**	
Describe Incident /Threat:	
Actions Taken:	
Additional Comments:	

Signature: _____

Date: _____

FOODSERVICE SUPPLIER
RECEIVING/DELIVERY SIGN-IN FORM

DATE	TIME	COMPANY	DELIVERY PERSON'S NAME *(Print)*	DELIVERY PERSON'S SIGNATURE

FDP Form 3 – 11/01/10

STORAGE LOCK SECURITY FORM

Date	Time	Unit (Lock) Checked	Inspected By: *(Print Name & Sign)*	Results of Inspection:	Action Taken if Unsatisfactory:

FDP Form 4 – 11/01/10

FOOD DEFENSE SELF-INSPECTION CHECKLIST

DATE: _____ TIME: _____
INSPECTORS: _____
_____

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

Food Defense Plan Item	Satisfactory	Un-Satisfactory	Not Applicable	Recommendations
1.0 Introduction				
N/A				
2.0 Food Defense Team				
2.1				
3.0 Foodservice Personnel				
3.1				
3.2				
3.3				
3.4				
3.5				
3.6				
3.7				
3.8				
3.9				
3.10				
3.11				
4.0 Training				
4.1				
4.2				
4.3				
4.4				
4.5				
4.6				
5.0 Notification / Communication				
5.2				
5.3				
5.4				
5.5				
6.0 Food and Other Foodservice Suppliers				
6.1				
6.2				
6.3				
6.4				
6.5				

Food Defense Plan Item	Satisfactory	Un-Satisfactory	Not Applicable	Recommendations
6.6				
6.7				
6.8				
6.9				
6.10				
7.0 Receiving / Inspection				
7.1				
7.2				
7.3				
7.4				
7.5				
7.6				
7.7				
7.8				
7.9				
7.10				
7.11				
7.12				
7.13				
7.14				
8.0 Storage Areas				
8.1				
8.2				
8.3				
8.4				
8.5				
9.0 Storing Food				
9.1				
9.2				
9.3				
9.4				
9.5				
9.6				
9.7				
9.8				
10.0 Hazardous Chemicals				
10.1				
10.2				
10.3				
10.4				
10.5				

Food Defense Plan Item	Satisfactory	Un-Satisfactory	Not Applicable	Recommendations
10.6				
11.0 Foodservice Equipment				
11.1				
11.2				
11.3				
11.4				
11.5				
11.6				
11.7				
11.8				
12.0 Foodservice / Food Preparation Areas				
12.1				
12.2				
12.3				
12.4				
12.5				
12.6				
12.7				
12.8				
12.9				
13.0 Water & Ice Supply				
13.1				
13.2				
13.3				
13.4				
13.5				
13.6				
14.0 Outside the School Building				
14.1				
14.2				
14.3				
14.4				
15.0 General Security				
15.1				
15.2				
15.3				
15.4				
15.5				
15.6				
15.7				
15.8				

Food Defense Plan Item	Satisfactory	Un-Satisfactory	Not Applicable	Recommendations
15.9				
15.10				
15.11				
16.0 Handling Mail & Money				
16.1				
16.2				
16.3				
16.4				
16.5				
16.6				
16.7				
17.0 Handling an Emergency				
17.1				
17.2				
17.3				
17.4				
17.5				
17.6				
17.7				
17.8				
17.9				
17.10				
17.11				
17.12				
18.0 Plan Maintenance				
18.1				
18.2				
18.3				

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