

Assigning Responsibilities

Individual employee’s food defense responsibilities should be defined and documented in your plan. Assign overall responsibility for food defense to a single employee, if possible, who has an understanding of the security requirements.

Staff Training

Train staff in all provisions of the plan. The purpose of food defense awareness training is to ensure your employees know their responsibilities. Training should address access control procedures, access to restricted areas, protecting critical components, and procedures for reporting suspicious activities. Understanding the threat of intentional adulteration and the potential consequences should help employees consistently execute preventive measures, increasing the overall effectiveness of the plan. Encourage the “neighborhood watch” concept - employees can be your “eyes and ears”.

Food Defense Plan Assessment and Revision

Review your plan and revise it, as needed, at least annually or when there is a change in your process. You may need to revise the plan to address changing conditions such as adding a new customer; adding a new technology; etc. Record the fact that you have done so in the space below.

Date	Reason for Assessment	Signature

Emergency Contact Numbers

In addition to plant employees, current local, state and federal government Homeland Security contacts and public health officials should be listed in the plan. Local law enforcement and FBI offices should also be included in the contact list. Update the list regularly. You may wish to keep this list near your phones for a ready reference.

Person, Agency or Organization	Phone Number
Plant Emergency Contact/Crisis Management Team	
Local Police Department	
Local FBI Office Weapons of Mass Destruction Coordinator http://www.fbi.gov/hq/nsb/wmd/wmd_home.htm	
City/County Department of Health	
State Department of Health	
State Department of Emergency Response or Homeland Security	
USDA FSIS OPEER	
USDA FSIS Office of Food Defense & Emergency Response	866-395-9701
FDA	
Customers	
Insurance Carrier	
Other	

Product Recall Procedures

You probably already have Product Recall Procedures developed and included in some other plan in your operation. Please review your recall procedures and determine if any updates need to be made to address food defense concerns. If you do not have established recall procedures in place, please contact an industry trade association for additional information.

List of Resources

Here is a list of sources of helpful information to consult when developing your facility's food defense plan.

FSIS “Safety & Security Guidelines for the Transportation & Distribution of Meat, Poultry & Egg Products”

http://www.fsis.usda.gov/PDF/Transportation_Security_Guidelines.pdf

FSIS “Guidelines for the Disposal of Intentionally Adulterated Food Products and the Decontamination of Food Processing Facilities”

http://www.fsis.usda.gov/PDF/Disposal_Decontamination_Guidelines.pdf

World Health Organization (WHO) – “Terrorist Threats to Food – Guidelines for Establishing and Strengthening Prevention and Response Systems”
(ISBN 92 4 154584 4)

<http://www.who.int/foodsafety/publications/general/terrorism/en/>

U.S. Food and Drug Administration (FDA) – Food Defense & Terrorism

<http://www.cfsan.fda.gov/~dms/defprog.html>

U.S. Food and Drug Administration (FDA) – “Retail Food Stores and Food Service Establishments; Food Security Preventive Measures Guidance”

<http://www.cfsan.fda.gov/~dms/secgui11.html>

U.S. Food and Drug Administration (FDA) – ALERT: The Basics

<http://www.cfsan.fda.gov/~dms/alert.html>

Center for Infectious Disease Research and Policy (CIDRAP), Academic Health Center, University of Minnesota

<http://www.cidrap.umn.edu/cidrap/content/biosecurity/food-biosec/guidelines>

County of San Diego, Department of Environmental Health, “Guidelines for Food Safety and Security”

http://www.sdcounty.ca.gov/deh/fhd/pdf/food_safety_security_217.pdf