

# OSDH FOOD DEFENSE VULNERABILITY ASSESSMENT WORKSHEET

---

Creation of a food defense plan begins with a vulnerability assessment of the facilities, the personnel and the processes. The results of the vulnerability assessment should be seen as gaps within food security of the company. Once identified, these gaps can be addressed through staff trainings, procedural changes, and the strengthening of physical security.

Guidelines/tools for the Public Health Specialist (PHS) in promoting vulnerability assessments:

- A facility map/flow diagram
  - Official or generated on the spot
  - Document critical processes
- First assessment can be done with PHS and manager/owner of establishment. Recommend an assessment team, depending on size of facility, for routine follow-up assessments. Possible members include:
  - Owner/manager
  - Law enforcement
  - Insurance representative
  - Community emergency manager
  - Public Health Specialist
- PHS role is to facilitate the assessment, NOT to regulate it. Make clear your role as being supportive and not regulatory. OSDH is partnering with the community to ensure food security for the public, their clients.
- Go over facility map and the assessment tool with team prior to doing actual assessment. Instruct them in what the goal of the tool is, the general categories it covers (personnel, physical, processes, mail, inventory, etc.).
- Use note pages to document recommended fixes to identified gaps.
- Use assessment results to generate or edit the establishment's food defense plan.

## OSDH FOOD DEFENSE VULNERABILITY ASSESSMENT WORKSHEET

<b>Instructions:</b> <i>Answer questions YES, if ALL elements are secure.            Answer question NO if ANY elements are not secure. Circle or list each non-secure element.            Answer question N/A if the question does NOT apply to your operation.            (Corresponding numbered note pages can be found in the back of this document.)</i>	YES	NO	N/A
<b>1. Entrances secured?</b> If not, circle or list areas needing attention: <i>exterior doors, windows, roof access, locks,</i> _____ _____			
<b>2. Property perimeter periodically monitored for activity?</b> If not, circle or list areas needing attention: <i>video surveillance, security drive-bys, staff monitoring,</i> _____ _____			
<b>3. Sufficient outside lighting to deter unauthorized activities?</b> If not, circle or list areas needing attention: <i>parking lot, loading dock, building,</i> _____ _____			
<b>4. Non-public access doors locked when not in use?</b> If not, circle or list areas needing attention: <i>loading dock, dry goods storage, employee entrance,</i> _____ _____			
<b>5. Is receiving secure?</b> If not, circle or list areas needing attention: <i>package integrity, receiving procedures, ID check,</i> _____ _____			
<b>6. Is mail handled away from sensitive areas?</b> If not, circle or list areas needing attention: <i>food prep areas, food storage areas, processing areas, customer service areas, suspicious packages reported,</i> _____ _____			
<b>7. Are high risk areas identified?</b> If not, circle or list areas needing attention: <i>food prep areas, food storage areas, customer self service areas,</i> _____ _____			
<b>8. Are high risk areas monitored?</b> If not, circle or list areas needing attention: <i>food prep areas, food storage areas, customer self service areas,</i> _____ _____			
<b>9. Do you have inventory procedures?</b> If not, circle or list areas needing attention: <i>raw ingredients, processed food, partially cooked food, unexpected changes, equipment, chemicals,</i> _____ _____			
<b>10. Does staff know emergency response procedures?</b> If not, circle or list areas needing attention: <i>alarm system, emergency contacts,</i> _____ _____			

<p><b>11. Are purchasing procedures followed?</b>          If not, circle or list areas needing attention: <i>purchase from reputable sources, records secured, product inspections, personnel trained,</i> _____</p>			
<p><b>12. Do you have product handling procedures?</b>          If not, circle or list areas needing attention: <i>stock rotation, labels and packaging material controlled,</i> _____</p>			
<p><b>13. Is water and ice secured?</b>          If not, circle or list areas needing attention: <i>inside water lines, outside water lines, ice system, self-serve ice, misters,</i> _____</p>			
<p><b>14. Vendor/Contractor access policies in place?</b>          If not, circle or list areas needing attention: <i>ID check, no unscheduled maintenance, no unscheduled deliveries,</i> _____</p>			
<p><b>15. Chemical/Hazardous Materials Secure?</b>          If not, circle or list areas needing attention: <i>restricted area secure, inventory records secure, investigate discrepancies,</i> _____</p>			
<p><b>16. Is sensitive information secure?</b>          If not, circle or list areas needing attention: <i>delivery schedules, processing details, inventory records, employee schedules, employee records, computer systems,</i> _____</p>			
<p><b>17. Do you have personnel screening procedures?</b>          If not, circle or list areas needing attention: <i>employment applications, background checks, previous employment checked, employees wear Ids, restrict personal items in facility, self-report illnesses,</i> _____</p>			
<p><b>18. Are there training procedures for your workforce?</b>          If not, circle or list areas needing attention: <i>food defense training, food safety training, emergency response,</i> _____</p>			
<p><b>19. Is company management involved in Food Defense?</b>          If not, circle or list areas needing attention: <i>handling disgruntled workers, food defense inspections, management receives food defense training, established food defense management team, or professional, food defense plan reviewed and revised annually,</i> _____</p>			
<p><b>20. Response and Recovery plans in place?</b>          If not, circle or list areas needing attention: <i>written Continuity of Operations Plan (CCOP), mitigation plan, recovery plan,</i> _____</p>			

Additional Note Pages

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.

---

---

---

---

7.

---

---

---

---

8.

---

---

---

---

9.

---

---

---

---

10.

---

---

---

---

11.

---

---

---

12. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facility Map and/or Flow Diagram