

Food Safety Management Plan (FSMP) for Event Organizers

Event Information

Event Name:

Event Date (*yyyy-mm-dd*):

Event Address/Location (*City Street, City Park, City Square or Indoor Location*):

Location Type (*Indoor, Outdoor or both*):

Contact Information

Primary Contact

First & Last name:

Email Address:

Telephone Number:

Secondary Contact

First & Last name:

Email Address:

Telephone Number:

Introduction to FSMP for Special Events

The development of a Food Safety Management Plan (FSMP) equips event organizers with essential food safety information and outlines food safety expectations for food vendors, event staff and volunteers.

Purpose

This FSMP is designed to ensure that food safety best practices are incorporated in the event planning to prevent, reduce, or eliminate food safety hazards.

FSMP Objectives

- Provide easy access to special event food safety information,
- Guides event organizers with planning and implementing food safety best practices at their events,
- Develop event monitoring tools to assist event organizers with monitoring and supporting food vendors at events,
- Enables event organizers to prepare and respond to food safety emergencies and challenges at event.

Supporting Agencies

Toronto Public Health (TPH) Food Safety Program

TPH plays an important support role to event organizers in ensuring safe special event for everyone. As part of this role, TPH's goal is to reduce or eliminate the incidence of foodborne illness by performing the following:

- Consult with event organizers on their FSMP,
- Educate food vendors on safe handling of foods,
- Provide food safety resources where required,
- May conduct inspections/investigations where required.

Event Location Planning

Food Vendor Booth

Location consideration of food vendor booths at an event is an important component of planning an event. For more information, please visit *Event Location Planning* in the <https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/food-safety/food-safety-at-special-events/>.

Describe in detail what criteria will you be using when selecting food vendor booth locations (e.g., protection against inclement weather, area is free from contaminants, proper drainage, etc.?)

Food Vendor Selection/Verification

For more information on *Food Vendor Selection & Verifying*, please visit the <https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/food-safety/food-safety-at-special-events/>.

Types of Foods

There are potentially hazardous foods and non-hazardous/ low-risk foods that can be sold or given at an event.

Describe the criteria used when selecting food vendors who are offering potentially hazardous foods (e.g., type of equipment they will need or have, food safety training requirements, etc.),

Approved Source

All food sold or given at a special event must be from an approved source. Approved source means that the facility at which food was prepared, processed, or produced is inspected by a responsible regulatory body (e.g., Toronto Public Health).

Describe the methods & tools you will utilize to ensure food brought into the event, by food vendors, was prepared/manufactured at an approved source (e.g., food safety inspection reports, records, etc.):

Food Handler Certification

Food handler certification is required under Ontario Food Premises Regulation 493/17. For more information, please visit *Food Safety Training* in the <https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/food-safety/food-safety-at-special-events/>.

As an event organizer, will you require or recommend food handler certification for your food vendors?

Planned Food Safety Activities During the Event

Monitoring special events enables event organizers to provide timely education, consultation, and resolution to food safety concerns. For more information, please visit *Planned Food Safety Activities During the Event* in the <https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/food-safety/food-safety-at-special-events/>.

Describe the frequency, personnel involved, and methods used when monitoring your event to ensure food safety (e.g., sanitation of food vendor booths, maintenance of common areas throughout the day, etc.)?

Food Safety Emergency Management Plan

The purpose of the Emergency Management Plan is to equip event organizers with important food safety information to respond to situations where there is risk to safe food handling. For more information, please visit *Food Safety Emergency Management Plan* in the <https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/food-safety/food-safety-at-special-events/>.

Foodborne Illness: Event organizers should have established procedures when responding to incidence of food borne illness at their event.

As an event organizer, what actions will you take following numerous reports of foodborne illness (e.g., reporting to TPH, closure of food booths, etc.)?

Extreme Weather: For outdoor events, event organizers should consider planning for extreme weather events and its impact on safe food handling. For more information, please visit *Weather Related Events* in the <https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/food-safety/food-safety-at-special-events/>.

As an event organizer, what actions will you take in preparation and during an extreme weather event (e.g., relocating food vendors indoors, suspension of food production, etc.)