UNIFIED SAN DIEGO COUNTY
EMERGENCY SERVICES ORGANIZATION
AND
COUNTY OF SAN DIEGO

SAN DIEGO COUNTY OPERATIONAL AREA MULTI-AGENCY FEEDING PLAN

_____
Month/Day/Year

Signature page for all participating agencies/organizations for the San Diego County Operational Area Feeding Task Force.

The following agencies/organizations within San Diego County are participants in this plan:

Name of Organization	Name Title	Date
Name of Organization	Name Title	Date
Name of Organization	Name Title	Date
Name of Organization	Name Title	Date
Name of Organization	Name Title	Date
Name of Organization	Name Title	Date
Name of Organization	Name Title	Date
Name of Organization	Name Title	Date

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I. INTRODUCTION

The San Diego County Operational Area Multi-Agency Feeding Plan provides a framework for the development of an all-hazards feeding plan, coordinated with the Care and Shelter Branch of the Operational Area Emergency Operations Center and implemented by a collaborating group Feeding Task Force (FTF). The FTF would be activated by the San Diego Operational Area Emergency Operations Center (OA EOC) in coordination with the American Red Cross liaison. The plan is inclusive of the primary disaster feeding agencies/organizations including governmental organizations, non-governmental organizations (NGOs), other voluntary organizations involved with feeding operations*, and the private sector.

In all instances, the County of San Diego's Health and Human Services Agency is primarily responsible for the coordination of mass care within the County. This includes ensuring that adequate resources (production, distribution and logistics) are available to meet the feeding requirements of the residents and visitors of San Diego County during and after a disaster. Coordination occurs through the Care and Shelter Branch Coordinator at the Operational Area Emergency Operations Center.

The American Red Cross, the Salvation Army and other NGOs that traditionally deliver mass care in a disaster, may respond with available resources in accordance with the requirements of their internal policies and in cooperation with emergency management officials. Operational decisions on the use of mass care infrastructure are the responsibility and concern of the agencies that own those assets. The Operational Area's EOC and Care and Shelter Branch will provide pertinent information that could impact the distribution of meals within the jurisdiction to the delivering agencies.

When a disaster occurs, the Feeding Task Force will seek to verify the resources available to support a mass care feeding operation and the expected feeding output from voluntary organizations, the private sector, the County of San Diego, and other Governmental resources. If the sum of voluntary organization and other stakeholder capacities exceed the estimated feeding need, there are no shortfalls and therefore no action steps regarding resource requests are needed.

If the feeding need is greater than the collective capacities, and it has been determined that there is the need to request assistance from the State of California, the request will be made through the OA EOC. The State may provide assistance. Once the State resources are exhausted, the State may seek assistance from the Federal Government. The Feeding Task Force is responsible for coordinating the procurement of the needed assets within the response area for each individual FTF participant's jurisdiction; all resources needed from State and Federal resources will be coordinated out of the OA EOC Care and Shelter branch.

The processes discussed in this feeding plan can be implemented in the Operational Area without a Local Proclamation.

*The primary regional disaster relief feeding organizations include: American Red Cross, Southern Baptist Disaster Relief, and The Salvation Army.

II. PURPOSE, SCOPE, PLANNING ASSUMPTIONS

A. Purpose

The purpose of this multi-agency feeding plan is to define the framework for which a coordinated, timely and efficient feeding response in San Diego County can be established. The coordination of a multi-agency feeding plan will limit the duplication of efforts and maximize use of available resources to respond to community needs. It defines the full spectrum of services required from initiation until community services are restored. This multi-agency feeding plan is not intended by the participants to establish a legal contract, create any new legal entity or create legal obligations among the participants. Similarly, it is not intended to abrogate any existing legal contracts, entities or obligations.

B. Scope

This plan describes the response capacity, coordination steps and implementation procedures among the various organizations/agencies involved with feeding operations that are necessary to respond to the mass feeding needs of the population affected by a disaster within San Diego County in conjunction with the OA EOC Care and Shelter Branch.

This plan also –

- Provides procedures for managing the resources available to the San Diego County Operational Area.
- Describes the FTF's role of collaboration and coordination among the various organizations/agencies involved with feeding operations and promotes a coordinated effort of cooperation and mutual support among the agencies and organizations providing and supporting the feeding response.
- Describes the scope and scale of the event and the activation of non-profit and private sector agencies/organizations and their response to the event.

C. Planning Assumptions

- California faces the risk of no-notice catastrophic events such as earthquakes and wildfires which limits the ability to pre-stage personnel and material resources needed for responding to disaster relief operations. Disaster relief agencies and organizations will seek to close these resource gaps through local sources.

- According to the 2010 census data, San Diego County is home to 3.1 million people.

- San Diego County's food resources are correlated to a range of geographic, social, environmental and economic factors. These factors will have a direct effect on the food resources and needs after a disaster and should be considered in both the planning and operations of the FTF.

- In large scale disasters, feeding needs will usually exceed the resources and capability of any one agency/organization, requiring a combination of resources provided by local, State, and Federal agencies and NGOs to support emergency mass feeding for affected populations. Feeding activities will be prioritized by the FTF in conjunction with the OA EOC Care and Shelter Branch.

- Community Based Organizations (CBOs), such as local churches and civic clubs, and local businesses, may respond spontaneously by opening up shelters. Spontaneous shelters might not have the feeding resources to sustain their operations and may require assistance. The OA EOC Care & Shelter Branch and NGOs responding to the disaster may identify these groups and refer them to the FTF, and if appropriate and able, will incorporate them into the feeding plan. Spontaneous shelters will be discussed on a case-by-case basis. Resources for these shelters will be prioritized based on need and spontaneous shelters will be encouraged to refer their residents to officially sponsored disaster relief shelters.

- CBOs such as local churches and civic clubs, and local businesses, such as restaurants, may respond spontaneously with food and meals. The OA EOC Care & Shelter Branch and NGOs responding to the disaster may identify these groups, determine if the food is a donation or if the organization is seeking payment and refer them to the FTF. If appropriate, the FTF will incorporate them into the feeding plan.

- Mass feeding and hydration services will be needed in some capacity on nearly every disaster incident. In small incidents, feeding and hydration needs may be easily met by the deployment of mobile feeding units from NGOs, such as the American Red Cross or The Salvation Army. However, larger or catastrophic incidents usually exceed single agency resources and capabilities and will require the mobilization and coordination of multiple government, NGO and private sector resources.

- Mass feeding and hydration services will be needed and delivered to both the general public and emergency responders.

- Participating agencies/organizations will develop internal procedures and train personnel to perform the duties and responsibilities to support this plan and as described in the Standard Operating Procedures (SOP). Agencies' internal procedures and trained personnel will be paramount to the success of the assistance process.

- Each participant respects the limitations and policy issues of the other FTF participants.

- NGO feeding organizations have established relationships with vendors and government agencies to supply food. However, in catastrophic incidents, the availability of product may quickly be strained, particularly in situations where demand is high and commercial resources, such as restaurants and grocery stores, are inoperable due to the disaster.

- Most people who will require sheltering will not arrive at the shelter with a 72-hour supply of food and water.

- Participating feeding organizations may have different resources that they bring to the operation as well as unique needs to support their operation. Variances on food supplies, infrastructure support, or other necessary items for production should be considered.

- Each organization is responsible for and in charge of their own resources.

- NGO feeding organizations may request the use of United States Department of Agriculture (USDA) foods for mass feeding. <u>The use of USDA foods will be discussed and determined by the American Red Cross and the OA EOC in coordination with each other prior to the request.</u>

- Shelf-stable meals may be used to supplement initial feeding requirements.

- Food vendor orders should be placed as far in advance as possible based on supply and demand.

- Delivery of supplies to individuals affected by the disaster may be hindered by debris blocking roads and access to sites, lack of signage and other external factors.

- Public utilities may be inoperable. Power outages will significantly impact how food is used, prepared and stored at food preparation and distribution sites. This may cause an increased demand for prepared meals. Emergency refrigeration and freezer capability will be needed at key feeding and staging sites.

- Augmentation of mass care capabilities within a jurisdiction may require additional resources that may take multiple days to arrive.

- A sequential series of disasters may severely deplete resources. Even a series of disasters out of the operational area may deplete available resources based on historical knowledge.

- Sustainability of missions is dependent on availability of resources and commodities such as fuel, transportation, food, etc.

- There is a correlation between quantity of resources needed and time to mobilize due to distance, availability, etc.

- There may be interruptions in feeding capability and capacity due to external factors, e.g., multiple disasters occurring, roads being impassable.

- Transportation and other infrastructure damage may impede delivery or require staging.

- Even under disaster conditions, safe and sanitary food practices, outlined in the section 3 of the California Disaster Field Manual for Environmental Health Specialists and the California Retail Food Code (CalCode) must be followed. The County's Department of Environmental Health Food and Housing Division may inspect and provide guidance for operating kitchens and food supplies for cleanliness, freshness and proper preparation.

- The amount of commodities purchased and meals produced will not equal the number of meals served due to loss of production, portion size, etc.

- Upon request from the OA EOC, the State, once there is a Presidential Declaration for Individual Assistance, may initiate procedures to request approval from USDA's FNS to operate Disaster Supplemental Nutrition Assistance Program (D-SNAP), formerly known as Disaster Food Stamp Program, when the infrastructure has been restored for counties that have received a Presidential disaster declaration. These will be provided by the County of San Diego Health and Human Services at an established Local Assistance Center.

- Staff and volunteers may be impacted by the disaster event directly or indirectly resulting in unavailability or delayed response to help in care and shelter activities. Depending on the duration of the feeding programs, this may also be true when staff need to be replaced, e.g., staff turnover.

III. BACKGROUND INFORMATION

A. Participating Organizations/Agencies

The FTF includes traditional participants in disaster relief feeding operations and organizations and companies that conduct mass care food production and distribution on a daily basis.

Representatives from companies/agencies/organizations will need to be able to make decisions for his/her respective organization and understand the necessary resources that pertain to mass feeding operations.

Participants from three sectors are listed here along with a brief description of their distinct but overlapping resources:

- **Government-** Situational assessment information, coordination of resources, financial assistance, communication systems, subject matter experts, logistics support.
- **Non-Government Organizations-** Mobile feeding vehicles, food preparation staff, food containers, means to purchase food, other consumables and non-expendable items, distribution systems, warehouse space, cold storage facilities, box and refrigeration trucks, connections with social service organizations.
- **Private Sector-** Food and other consumables, non-expendable items, distribution systems, trucks, fuel, logistics support, subject matter experts.

See Appendix A – FTF Participants for a current list of FTF participants.

B. Current Resource Capabilities

Each FTF participant completed a Personnel & Material Resource Capability Worksheet which identifies what personnel and material resources each organization has available and able to be utilized in a feeding operation.

Personnel & Material Resource Capability Worksheets were compiled into a comprehensive FTF Resource Capability Document. See Appendix B.

Personnel & Material Resource Capability Worksheets should be updated by FTF participants annually in May or as needed. The FTF Resource Capability Document will then be revised to reflect these updates.

When the FTF is activated, each organization will be asked to review their initial Personnel & Material Resource Capability Worksheet and make necessary modifications.

IV. FTF NON-OPERATIONAL TASKS

Certain positions are required to build and maintain the FTF outside of disasters. These positions are not operational and include the following:

A. FTF Meeting Planner(s)

- Coordinate quarterly FTF meetings
- Mentor FTF participants on the plan, corresponding Standard Operating Procedures (SOPs), and their respective roles during operations
- Coordinate and facilitate tabletop exercises to test FTF plan and corresponding Standard Operating Procedures (SOP)
- Update and distribute FTF plan and SOP to FTF participants

V. CONCEPT OF OPERATIONS

A. Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs. One of the main tenets of SEMS is that all disasters are local and lowest level of local government has full authority over each disaster in their jurisdiction.

SEMS has been established to provide effective management of multi-agency and multijurisdictional emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- facilitate the flow of information within and between levels of the system
- facilitate coordination among all responding agencies.

Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS will reduce the incidence of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multijurisdictional responses. SEMS is designed to

be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

The five SEMS organizational levels are described briefly below. The levels are activated as needed for an emergency.

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

There also exists state (e.g., Cal Fire, CHP, State Colleges and Universities) and federal jurisdictions at the Local Government organizational level of SEMS with responsibility to manage and coordinate the overall emergency response and recovery activities within their jurisdictions. State agencies are required to use SEMS at this level and should be incorporated (or at least coordinated), as appropriate, at the SEMS Local Government or Operational Area organizational level.

Under SEMS, the Operational Area means and intermediate level of the state's emergency management organization which encompasses the county and all political subdivisions located within the county including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and regional level.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region, and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region though the Regional Emergency Operations Center (REOC).

The state level of SEMS tasks and coordinates state resources in response to the requests from the REOCs and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

The SEMS regulations are described in the California Code of Regulations, Title 19, Division 2, Chapter 1.

The California Emergency Management Agency (Cal EMA) is responsible for coordinating and monitoring the overall statewide integration of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) to meet federal NIMS requirements and timeframes. NIMS was developed by the federal Department of Homeland Security (DHS) pursuant to Homeland Security Presidential Directive/HSPD-5 to ensure that all levels of government across the nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management.

B. Feeding Support Requests and Coordination

It is the goal that all feeding related needs be met at the lowest SEMS level possible. Only once all resources are exhausted, will the request be submitted to the next level. Under no circumstance should any level be skipped:

Operational Area (OA EOC)

Unmet feeding related from the local municipalities or through the American Red Cross and other local NGOs are sent to the Care and Shelter branch in the OA EOC. The OA Multi-Agency Feeding Task Force acts as a coordinating entity for feeding requests within the Operational Area.

This includes coordinating feeding supply needs (food and related needs such as kitchens, fuel, water, sanitation, etc.) and assisting in filling these needs with resources available from within the Operational Area, in close coordination with the American Red Cross and other non-governmental organizations as well as private companies. In San Diego County this role may be filled by an OA Multi-Agency Feeding Task Force under the OA EOC Care and Shelter Branch. If feeding related needs cannot be met within the OA, then unmet needs are requested through the OA EOC to the Regional Emergency Operations Center.

Regional - Region Emergency Operations Center (REOC)

Unmet feeding-related needs from affected OA's are sent to the Mass Care and Shelter branch in the REOC. The Mass Care and Shelter Branch acts as a coordinating entity for feeding requests within the region. This includes coordinating feeding supply needs and assisting in filling these needs with resources available from other OAs in the region. Feeding related needs that cannot be met through unaffected OAs in the region are forwarded to the State Operations Center. The San Diego County Operational Area is part of the Southern Region. The Southern REOC is located in Los Alamitos.

State of California – State Operations Center (SOC)

Unmet feeding-related needs from affected region(s) are sent to the Mass Care and Shelter Branch (Emergency Function 6) in the SOC. The Mass Care and Shelter Branch acts as a coordinating entity for feeding requests received by the State. This includes coordinating feeding supply needs and assisting in filling these needs with resources available from unaffected regions of the state, state resources, private

companies, NGOs, and if necessary, through requests for federal assistance. In order to coordinate feeding support at the state level, a State Multi-agency feeding taskforce will be established within the Mass Care and Shelter Branch in the SOC.

Federal

Federal resources will be requested by the SOC once all local resources have been exhausted. Federal feeding related-support will be coordinated through the Joint Field Office (JFO) Mass Care and Emergency Assistance (MC/EA) Group under the Operations Section. It is anticipated that during a non-catastrophic event, federal feeding-related support will be coordinated in part through the Multi-Agency Feeding Task Force within the SOC (which includes federal representatives). The FTF participants collect and analyze information on feeding-related efforts related to the disaster, and coordinate and link requests with the goal of minimizing duplication of requests to public/private/NGO feeding sources.

C. Phases of Feeding Operations

The evolution of disaster feeding and the methods of feeding operations in the affected area occur in distinct but overlapping phases. The start and duration of these phases can vary among or within jurisdictions.

- **Immediate.** This phase begins with the event or in anticipation of an event, with snacks, shelf stable meals and/or light meals being obtained from various sources and ends when a stable feeding infrastructure has been established. The approximate time frame for this phase is 72 hours.

  Meal Sources: Shelf stable meals, restaurants, caterers

- **Sustained.** This phase begins when an adequate disaster-feeding infrastructure and supporting supply logistics are in place and producing meals. The phase ends when sustained disaster feeding is no longer required, necessitating the demobilization of the disaster-feeding infrastructure.

  Meal Sources: NGOs, field kitchens, institutions, schools, hospitals, Department of Corrections.

- **Recovery.** This phase begins when the restoration of utilities allows the residents to cook meals in their homes and purchase food in stores. Sometimes food and/or financial assistance to purchase food are made available to those in need. The phase ends with the end of Response, the termination of disaster feeding and the beginning of long term Recovery.

  Meal Sources: Grocery stores, restaurants, Disaster Supplemental Nutrition Assistance Program

D. Elements of a Feeding Operation

Every feeding operation, regardless of size or phase, can be broken into distinct responsibilities:

- **Ordering**- Receiving and confirming requests for food / meals from OA Care & Shelter Branch, shelters, incident command posts and other fixed feeding and mobile feeding sites.

- **Coordination –** Identifying how to fulfill the requests, what resources are needed to fulfill them, ensuring no duplication of requests and then passing them to the appropriate group.

- **Procurement –** Identifying vendors and requesting food, other consumables and non-expendable resources needed to prepare and serve meals. This element becomes larger as resources are strained.

- **Preparation –** Identifying and verifying meal production organizations/companies, their locations, daily meal capacity and requesting meals for specific sites.

- **Distribution –** Identifying and coordinating method of delivery, and schedule.

E. Feeding Methods

Feeding Method	Description
Local Efforts	Community Based Organizations (CBOs), such as local churches and civic clubs, and local businesses may respond spontaneously. Refer to Planning Assumptions section.
USDA Foods	This includes USDA Foods for the school lunch program located within the schools as well as foods stored in State designated warehouses. The State Distributing Agency has the authority to release these foods to voluntary organizations for use in mass feeding. Under limited circumstances and with approval from the FNS, USDA Foods used in other nutrition assistance programs such as the Emergency Food Assistance Program can be used to provide a household disaster food distribution program. USDA also purchases infant formula and infant foods to provide appropriate foods for infants in disasters.
Food Banks	Food banks or pantries exist throughout jurisdictions to support every day, non-disaster feeding needs. Their products can be used to augment a feeding operation.
Catered Feeding	Performed through contracts or agreements with commercial facilities and usually do not depend on government commodities.
Mobile Delivery Vehicles	Vehicles capable of delivering hot or cold food, but with no or very limited independent food preparation capability. Examples include American Red Cross Emergency Response Vehicles (ERVs), and The Salvation Army Disaster Response Units (DRUs). Some catering companies, home-bound feeding programs such as Meals On Wheels and job-site feeding trucks also have mobile delivery vehicles, which should be explored as an option. *Other types of vehicles can be used to deliver food as necessary.
Mobile Kitchen	Vehicles with self-contained kitchen capabilities that have a cooking apparatus and can feed independent of other resources. An example is The Salvation Army canteen.
Fixed Feeding Sites	Food service delivered from a stationary location. A fixed feeding site may also be a permanent facility, such as a church or school that may be used as a shelter.
Field Kitchens	Tractor Trailer or Tent Kitchens capable of mass food production. Must be stationary to operate. An example is the Southern Baptist Disaster Relief Field Kitchen.

Feeding Method	Description
Disaster Supplemental Nutrition Assistance Program (D-SNAP)	This is a USDA program administered by the State agency that administers the Supplemental Nutrition Assistance Program (SNAP). D-SNAP requires USDA approval for operation in counties that have received a Presidential disaster declaration for individual assistance. States can request approval to operate D-SNAP once disaster survivors have returned to their homes, their utilities are restored and commercial food supply channels such as grocery stores have reopened.
Bulk Distribution /PODs	Bulk distribution through Points of Distribution (PODs) includes distribution of emergency relief items to meet urgent needs through sites established within the affected area(s). These sites are used to distribute food, water, and/or or other commodities in coordination with local, State, Federal, and tribal government entities, voluntary agencies and private-sector organizations.

F. *Dietary Considerations

Every feeding operation, regardless of size or phase, can be broken into distinct responsibilities:

The planning and execution of mass care operations must make an attempt, (although this may not always be possible), to provide the additional resources required to care for specific populations in a community. Individuals who may need additional dietary considerations may include the following:

- Persons with special dietary needs
- Persons with cultural dietary needs

Efforts will be made to respect and provide culturally appropriate food.

Local Emergency Management and agencies responsible for mass care must determine the locations and requirements for these constituencies. The additional resources required for these populations must be quantified and requested and communicated to the FTF. The FTF will then review external resources to determine if requests can be fulfilled, procured and delivered to meet the need. All potential avenues to meet the dietary needs of the whole community will be explored.

VI. PROCEDURES AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Agency/Organization	Action
Voluntary Organizations	Deliver services to impacted population. Coordinate with OA EOC Care and Shelter Branch any requests for government resource support. American Red Cross will assign a liaison to OA EOC to coordinate with the Care and Shelter Branch Coordinator. Report daily feeding numbers to OA EOC.
OA Care and Shelter Branch Coordinator and Feeding Task Force	Validate feeding requests and determine whether or not other local resources or donated goods can support the request. Ensure request is not a duplicate of one already submitted and/or ordered by an individual organization. As necessary, request resources according to the SEMS process. Prioritize needs and allocate appropriate resources. Network with feeding agencies/organizations regarding their shortfalls and follow up on their requests. Continue to monitor and assess any emerging needs. Prepare and submit daily statistical reports.

B. Situation Assessment Overview

- Defines the scale of the disaster. The outcome is the anticipated number of meals per day required in San Diego County to meet the needs of those affected.
- Determine resources required to meet the defined need. Estimate the production, distribution and logistical requirements to meet the defined need.
- Determine resources available from the FTF Resource Capability Report.
- Determine resources available from NGOs not listed in the Resource Capability Report. The NGOs must be prepared to say, approximately, but in sufficient detail, the level of production, distribution and logistical assets that they can commit to the disaster, at that time.
- Identify any shortfalls. The shortfalls must be specific and quantifiable so that actions can be taken to meet these gaps.

- Situation Assessments will be shared with the OA EOC Care and Shelter Branch.

VII. COMMUNICATIONS

In order to obtain and provide relevant and valuable information on a daily basis, disaster feeding operations will communicate a core set of information to their feeding support entity (NGO feeding lead), who will forward the information to the FTF.

There are two types of information disaster feeding sites may be asked to provide:

1) **Disaster feeding site information** including support requirements. This report is submitted when a disaster feeding site is first established; follow-up may be required. Detailed information about the location of the disaster feeding site, site and feeding requirements and confirmation that the support equipment/supply order has been placed are key elements of this report.

2) **Daily Disaster Feeding Report** including inventory summary and additional needs. This report is submitted on a daily basis and includes critical operational elements important for planning and decision making. The report will include number of meals prepared and meals served, estimated inventory, outstanding support needs and projected feeding demand.

Combining the Disaster feeding site information and the Daily Feeding Report into the format requested to meet the situation reporting requirements will produce a Multi-Agency Feeding Report. Agencies may use their internal documents to gather information but the above information must be included in the report to the FTF Coordinator. The consolidated report serves as the primary communication mechanism between the disaster feeding site and the FTF. This report will be forwarded to the OA EOC Care and Shelter Branch Coordinator to be included into the EOC Situation Report and to the Joint Information Center for dissemination to the media. FTF participants should also distribute the report to their own agencies. Proper completion of the forms will provide critical documentation, e.g. for auditing. The templates of these forms are located in the Multi-Agency Feeding Plan Standard Operating Procedures.

VIII. ADMINISTRATION AND FINANCE

When FTF participants are using their internal resources, they will follow their internal policies for procurement and contracting, for keeping financial records, reporting, tracking resource needs, tracking the source and use of resources, and acquiring ownership of resources. Policies should follow governmental protocols in the event a disaster escalates. All requests through the OA EOC Logistics Section will follow previously established protocols and procedures.

- Prior to the utilization of resources, the requesting organization will determine if the resources will be donated or financially compensated (through payment for goods received).

- If an organization/agency is requesting financial compensation, it will follow its established policies and procedures for payment.

IX. PLAN DEVELOPMENT AND MAINTENANCE

The San Diego Operational Area Multi-Agency Feeding Plan and supporting SOPs will be reviewed and revised on an annual basis or as needed by the FTF participants.

X. AUTHORITIES AND REFERENCES

A. Authorities

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) (42 U.S.C. 5121-5207; Public Law 100-707 amending PL 93-288)

B. References

- Feeding Task Force Guidance Document created by the Mass Care working group tasked by FEMA
- Multi-Agency Feeding Plan Template **created by the Mass Care working group tasked by FEMA**

APPENDIX A – FTF PARTICIPANTS

Collaborative efforts among many organizations contributed to the San Diego Operational Area Multi-Agency Feeding Task Force and Multi-Agency Feeding Task Force Plan. The list below includes agencies/organizations involved in the FTF planning process. This list is not intended to be all-inclusive, and will be updated as necessary and may expand during a disaster.

Government:

- City of El Cajon
- City of San Diego
- County of San Diego – Health and Human Services Agency
- County of San Diego – Office of Emergency Services

Non-Governmental Organizations:

- American Red Cross
- California Restaurant Association – San Diego Chapter
- Feeding American
- Inter Tribal Long Term Recovery Foundation
- Meals on Wheels
- North County Community Services
- San Diego Chefs De Cuisine
- San Diego Food Bank
- Southern Baptist Convention
- The Rock Church
- The Salvation Army

Private Sector:

- Festivities Catering
- Specialty Produce
- Sysco San Diego
- US Foodservice San Diego
- Whole Foods Market