

# **Feeding Task Force Guidance Document**

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## 1 INTRODUCTION

### 1.1 Purpose

This guidance document provides suggested procedures for a jurisdiction to consider in the development of a multi-agency feeding task force (FTF). The FTF supports the jurisdiction's mass care lead in preparedness; planning; and operational activities of a feeding mission, with or without a Declaration of major disaster or emergency. The FTF will support the mass care lead in the management of a feeding mission following a disaster that impacts the jurisdiction. It stresses coordination among the various organizations/agencies involved with feeding operations and determines the best strategies to meet the feeding requirements for the disaster. At the discretion of the mass care lead the FTF may be comprised of voluntary organizations, faith based groups, the private sector, and government entities.

### 1.2 Scope

This Guidance Document outlines how to establish an FTF, suggests roles and responsibilities, and identifies communication protocols and resource ordering processes that will support a feeding mission of any size. The focus stresses coordination and collaboration so that should there be a Declaration of major disaster or emergency for public assistance and/or direct federal assistance, the mechanisms would already be in place for Federal assistance, if requested by the State. The task force must include at least one person from the State or local jurisdiction. They will be the point of contact for their jurisdiction to establish the FTF, bring in other partner members, and lead the group during disaster operations. Additionally, while this document suggests certain roles and responsibilities for team members, this guidance document is only a sample for jurisdictions to consider as they establish their FTFs and may adjust language herein as required.

## 2 DEVELOPMENT

To respond to feeding needs during a disaster, in an efficient and timely manner, it is vital to form an FTF. Certain preparatory steps need to be taken to ensure that there is communication and coordination and awareness of each partner's organizational procedures and protocols as well as those of the FTF. Resources available to a jurisdiction which provide guidance for feeding mission planning are the Multi-Agency Feeding Plan Template (MAFPT); the Comprehensive Preparedness Guide (CPG); and Developing and Maintaining State, Territorial, Tribal, and Local Emergency Plans (CPG 101).

### 2.1 Establishment of a Task Force

In establishing an FTF, the first step is to identify the feeding and feeding support agencies/organizations. The FTF should be inclusive of governmental agencies at all applicable levels; voluntary organizations including non-traditional agencies/organizations; and the private sector, who wish to participate within the jurisdiction, as well as across jurisdictions. The FTF is the central point of coordination for feeding preparedness, planning, and operations. The specific individuals and organizations involved in response to a feeding operation may vary depending on the type and size of the disaster. In addition the FTF also allows for a tiered, or phased, involvement of participants.

The safety and well-being of the citizens of the affected jurisdiction is the responsibility of the highest elected official at the lowest level of government affected by the disaster. Feeding responsibilities are delegated to the respective emergency management agency and its designated Mass Care lead. The establishment and coordination of an FTF to help write, implement, and maintain a feeding plan should be a part of their responsibilities. Their responsibilities could include:

- **Local/County Mass Care Lead** – The local/county emergency manager is responsible for most disaster feeding operations within their jurisdiction and for establishing a local/county FTF. If disaster operations escalate to a State level, the local/county lead will coordinate with their State counterparts.
- **State Mass Care Lead** – The Governor and his/her emergency management staff are responsible for the coordination of mass care within the State. Coordination occurs through the appropriate Emergency Support Function (ESF) or designated Mass Care lead agency, along with the responding non-governmental organizations (NGOs). Responsibility includes, but is not limited to: a) if necessary, establish and convene the State FTF during State operations; b) coordinate and collaborate with the State approving official and FEMA on status of any request(s) for Federal support; c) prioritize and quantify the allocation of state and federal mass care resources to the respective jurisdiction(s); and d) ensure the establishment and maintenance of necessary mutual aid agreements.

## 2.2 FTF Participants

Jurisdictions will likely identify other agencies that play a role and contribute to disaster feeding strategies within their State. For example, local education agencies that administer the National School Lunch and Breakfast programs may be able release foods normally served in the school meals program for disaster feeding in their jurisdiction.

Below is a suggested list of FTF members and may be expanded or contracted to meet the needs of individual Jurisdictions.

- **Non-Governmental Organizations** – The NGO's play a vital role in feeding operations by providing meals and food to the affected population. The NGO's that traditionally provide mass care support respond in accordance with the requirements of their internal policies. Feeding providers include community-based, faith-based, or national organizations (e.g., the Salvation Army, Southern Baptist Disaster Relief, American Red Cross and other National VOAD member organizations). Participation by the NGOs in the FTF is critical to its success. The FTF can provide coordination and collaboration, maximize existing resources, and be the single point to collect daily feeding reports, resource requests, and resolve any concerns raised by the providers in the field.
- **Private Sector/Vendors** – Support mass care operations including feeding resource requests either directly from an NGO or through the affected Jurisdiction. As a member of the FTF, vendors should only act in a consultation role.
- **State/local ESF #11 or Equivalent** – Coordinates with the mass care agency (ESF#6) regarding support to the NGOs. If it is at the State level, it coordinates support from the applicable state administered USDA Food and Nutrition Service (FNS) programs and with NGOs supporting the feeding mission to supplement local food assistance needs to meet the feeding requirements of the impacted populations. It works with the State Distributing Agency to release USDA Foods from schools or warehouses for congregate feeding and, in limited circumstances, household distribution. If there is a Presidential Disaster Declaration that includes Individual Assistance, the State agency that administers the Supplemental Nutrition Assistance Program may request approval from USDA FNS to operate the Disaster Supplemental Nutrition Assistance Program (D-SNAP).
- **ESF #11 (Region)** – Coordinates with State ESF #11 (or equivalent), FEMA (Region) ESF #6 and FNS at the Regional Office. Following a Presidential Disaster Declaration with Individual Assistance, it coordinates with Regional USDA FNS regarding requests for supplemental nutrition assistance: e.g., USDA Foods for congregate feeding; household-size USDA Foods; baby formula and baby food; and the USDA FNS Disaster Supplemental Nutrition Assistance Program (D-SNAP).

- **FEMA (Region)** – Under a Presidential Declaration of major disaster or emergency or when conditions warrant, the State may request technical assistance and/or financial assistance for Federal support through their FEMA Region. Initially the FEMA Region, and then if there is a Declaration, the Joint Field Office (JFO), will coordinate the State's request for material and/or human resources. This includes funding requests through Direct Federal Assistance (DFA), and/or Public Assistance (PA). If Federal ESF #6 is activated, the Federal ESF #6 Mass Care Group Supervisor and the Federal ESF #11 lead would participate as a part of the State FTF.
- **Logistics (at all levels of government)** – Coordinates with the FTF at all levels of government, ensuring the coordination of resource support, transportation, and communication needs are met.

## 2.3 FTF Roles and Responsibilities

The jurisdictional mass care lead agency should designate the chair for the multi-agency FTF within its jurisdiction.

One of the primary responsibilities of the FTF is to support and maximize the field resources, assuring that limited resources are allocated across the jurisdiction, thus minimizing incident demands for critical or competing resources.

When a disaster occurs and there is a need for a feeding operation, the FTF should be activated and collect and share situational assessment information from the feeding providers to determine an initial estimate of feeding needs. Additionally, the FTF should validate the feeding capacities of the disaster feeding organizations. If the sum of voluntary organization and other stakeholder capacities exceeds the estimated feeding need and there are no shortfalls, then no action steps are needed. If the feeding need is greater than the collective capacities the jurisdictional level may request resources from the next higher level. If the State is activated, the FTF may begin as a joint effort among the Human Services and Infrastructure branches in the State Emergency Operations Center (EOC) and then evolve into the mass care FTF. The State may augment the feeding responders needed resources and/or ask for assistance from FEMA. The Feeding Task Force might then be asked to coordinate the procurement of the needed assets from in-State or if requested, from Federal resources.

Below are some primary considerations for a task force to consider during the preparedness and operational phases before and during a disaster. These roles may vary depending on the level of government and the disaster. The task force must remain flexible depending on the variables of the mission.

### 2.3.1 Preparedness

- Identify resources and other requirements and set priorities for their use
- Utilize existing or develop a multi-agency feeding plan, protocols, and procedures, including public communications and awareness
- Organize preparedness and planning meetings. Coordinate task force activities
- Establish FTF member responsibilities for certain activities, such as information gathering; contacting agencies to obtain feeding locations, and liaise with congregate shelters and mobile feeding routes for feeding needs; producing reports; addressing resource requests; addressing problems/complaints, etc.

- Establish the standards, guidelines, and protocols necessary to promote interoperability and consideration for responder safety
- Establish guidelines and procedures for requesting and providing feeding resources
- Procedures to determine if additional feeding assistance is needed (assessing when grocery stores and the commercial food supply chain are functioning in the jurisdiction, if D-SNAP or other nutrition assistance needed, if food distribution is needed, etc.)
- Encourage training, exercises, and evaluation amongst Task Force partners

### **2.3.2 Operations**

- Identify resources and other requirements and set priorities for their use
- Develop and maintain a clear picture of the voluntary agencies' resources on hand and en route
- Assess feeding agency's/organization's shortfalls and follow up on their requests
- Develop strategies based on incident objectives
- Ensure requests are not duplicative of those already submitted
- Validate resource requests, and determine whether or not other Jurisdictional resources or donated goods can support the request
- Monitor and assess any emerging needs
- Prepare and submit daily statistical reports to the FTF and corresponding EOC
- Coordinate delivery of services to impacted population through collaborative site and route planning to reduce duplication and maximize efficiency – County Specific
- Coordinate any requests for government resource support
- Assess and monitor future jurisdictional mass care resource requirements so that these resources can be identified, procured, and transported to the impact area in time to meet the need
- Develop a projection of the jurisdictional mass care resource requirements for the period greater than 48 hours but less than 96 hours, and an estimate of the jurisdictional feeding requirements for the next 14 days
- Coordinate feeding operation information about NGO consolidation and closing
- Conduct after-action reviews to strengthen future preparedness

## **2.4 Define Coordination Protocols**

In order for successful feeding operations to occur, feeding organizations should establish guidelines for collaborative actions. These guidelines should establish a formal process for preparedness and operations, where issues are addressed before an incident occurs to streamline coordination.

### **2.4.1 Planning Protocols**

Prior to a disaster, the FTF should develop the feeding plan in their jurisdiction. If the Jurisdiction does not have a feeding plan established, the Jurisdiction may use the MAFPT as a tool to develop their jurisdictional feeding plan. The Template provides suggested procedures for a jurisdiction to consider in the development of a multi-agency feeding plan that supports feeding assistance in advance of, during, and after a disaster.

Sample resources that can be found in the Template include:

- Situation Assessment
- FTF checklist
- Resource capability analysis
- Agency/organization listings
- Criteria for consolidating and closing feeding sites
- Sample report forms

As part of FTF coordination protocols, the jurisdiction's multi-agency feeding plan should be reviewed and updated on a regular basis in order to accurately reflect changes in the emergency management and incident response environment, as well as any institutional or organizational changes.

### **2.4.2 Meeting Protocols**

FTF members should meet regularly and coordinate with one another to ensure an appropriate focus on helping jurisdictions and groups of jurisdictions meet the feeding needs of their citizens.

The FTF should select a routine pattern for meetings (monthly, quarterly, etc.). Ideally, the representatives would also be the members of the FTF during feeding operations. The hazards and risks of the jurisdictions involved will dictate how frequently representatives of FTF organizations should convene, as well as how the FTF is structured so that each organization is aware of the capabilities, expectations, and roles of the others.

To enhance FTF coordination at meetings, each organization should make a detailed presentation on their feeding plans, service delivery methodologies, feeding assessment strategy, and organization structure. This procedure has a twofold advantage. It increases the general knowledge of how the feeding organizations manage and support their feeding operations, which may be very educational to the other FTF members, and FTF members get to know each other and can discuss common problems and situations they face. A focus of the meetings might be to develop Standard Operating Procedures that support the jurisdiction's Feeding Plan and help meet the preparedness expectations. Meeting minutes should be captured and disseminated to FTF members.

The FTF should assign two members, a primary and a back-up, to be responsible for maintaining the FTF contact list. These individuals could also serve as the FTFs points of contact for the feeding agencies/organizations: FTF activation and operations, questions and requests that arise during either preparedness or operational periods.

### **2.4.3 Operational Protocols**

A process or procedure should be developed by the FTF on how and by whom the FTF members get notified; how to coordinate and prioritize the incident demands for critical feeding resources; and how the FTF is incorporated into the EOC/ESF structure.

The FTF coordination protocols should also include procedures for gathering and sharing operations data as well as coordinating with the jurisdictional entity responsible for resource management.

Within 24 hours of a disaster's occurrence, the FTF should convene to assess the situation and if indicated, support response efforts.

The FTF should address the following:

- Identify affected communities
- Impact on the community
- Determine the organizations and agencies involved in the response
- Status of the response
- Share any historical response knowledge and intellectual resources
- Viability of community organizations to address needs
- Identify feeding resource gaps
- Detail most pressing needs and prioritize
- Immediately aid those in the field to improve their response
- Request assistance to support the initial feeding operations
- Project feeding needs for the next 72 hours, 7 days, etc.

## **2.5 Define FTF Reporting Template**

The FTF reporting protocols should be created prior to disaster and updated as necessary. The FTF Lead is responsible for maintaining and updating the FTF reporting requirements, as well as communicating the reporting timeline expectations to other participants in the response process. Sample reporting templates can be found in the MAFPT, Appendix F. All of this information should become a matter of record in the jurisdiction's EOC, as it will be vital to assigning, defining, and enforcing roles and responsibilities.

## **2.6 Maintain communication and Coordination Documents**

Suggested content that needs to be developed and continually updated:

- FTF participant list
- Communication protocols (e.g. notification and activation procedures)
- Roles and responsibilities
- Coordination protocols
- Operational guidance
- Daily feeding reports
- Multi-agency feeding plan

### 3 FEEDING MISSION OPERATIONAL GUIDANCE

#### 3.1 Request and Order Process

The following guidance is provided to assist the FTF, and to understand the operational process.

##### 3.1.1 *Establish Ordering Protocols*

At the beginning of a disaster with a potential for mass feeding, if not completed during the preparedness phase, it is important to identify all feeding partner and vendor capabilities understanding, at this point, that each provider will be using its individual organizational ordering protocols. Should the State request Federal assistance after a Declaration, it is important to establish ordering communication links between FTF points of contacts for vendors, and ensure efficient and precise ordering processes.

##### 3.1.2 *Review Response Requirements*

It is important to proactively communicate the situational awareness, as well as any updates, to all feeding mission partners, including vendors, following timelines as set forth by the operation.

Defining the response requirements assures that partners, vendors, and contractors will be able to meet and fulfill requests in an efficient manner, limiting time consuming calls and emails to clarify requests.

##### 3.1.3 *Situation Assessment*

An affected jurisdiction, working with NGOs including local community and faith based organizations, will assess the scope of the disaster and the potential feeding needs of the communities.

Once a need for emergency feeding assistance to the affected population is identified, NGOs are usually the first to respond. If feeding shortfalls are identified by the NGOs and/or the FTF is activated, the local jurisdiction will seek assistance within its jurisdiction. If the feeding shortfalls can't be filled or there is a need for technical assistance, then assistance from the next higher jurisdiction will be requested, in accordance with established Emergency Operations Plans. Most often, the request will be to the Mass Care Lead which then follows fulfillment procedures as codified in the jurisdiction's EOP. [For detailed flow chart, see Section 4, Step 1]

##### 3.1.4 *Resource Fulfillment Process*

Local Jurisdictions are first on the scene and will usually try to fulfill requests and work out logistical issues utilizing their own resource capabilities. If the need is greater than what it can source locally, then the jurisdiction may apply to the next higher jurisdiction for support. If a State receives a request for support, it looks first to fill the request from within, utilizing government owned/leased, or other NGO resources, State Logistics, and/or new or existing contracts. If the State cannot satisfy the request, the State will request Federal support through its FEMA Region.

Once there is a Declaration of major disaster or emergency, an Action Request Form (ARF) for Federal assistance is prepared and approved by the State, and forwarded to the FEMA Region or

JFO. States requesting Direct Federal Assistance may be subject to a 25% cost share depending on the nature of the Declaration.

FEMA will review and approve the ARF prior to procurement and sourcing procedures to meet the needs of the State. This review and approval process should be completed within 48 hours. Once the request is approved and validated, FEMA will then source the request through their own inventory, Logistics, Acquisitions/Contracting Office, IA-TAC, or by reaching out to other Federal partners to meet the State's need. See Appendix A for details on the ARF form process. [For detailed flow chart, see Section 4, Steps 1 and 2]

NGOs do not have direct access to Federal support, but those that are providing service in support of a State must make a request through the affected State(s). The State will then elevate the request for Federal support through its respective FEMA Region. Federal resources are delivered to the State which then distributes the resources accordingly.

When requested by a State, baby food/formula may be sourced on a Federal level by USDA; however if time is an issue, FEMA may assist in the procurement.

### **3.2 Resources Management – Tracking and Controls**

To be fiscally responsible and to obtain potential reimbursement, a jurisdiction's FTF needs some type of material resource management which includes both commodities/consumables (e.g., food/paper plates) and non-expendable (e.g., forklifts) support requirements. Presently, the FEMA National Incident Management System (NIMS) Workgroup for Mass Care is developing the resource typing requirements for feeding operations; however, until that is finalized and approved, items must be requested and tracked on an individual basis.

When the emergency feeding organizations are not able to fill their own resource needs, they will submit requests to the FTF. The FTF should track and monitor these requests and shipments, utilizing the material resource management systems and forms that the FTF has developed.

NGOs should submit their organization's feeding order and tracking forms to the FTF, or if they do not have these, a Feeding Mission Order form has been developed that can be used for ordering, tracking of deliveries and to conduct an inventory of resources. This form should be signed by all responsible parties and copies distributed to the signatories as well as the FTF or the jurisdiction's central accounting point. The FTF should track these requests and deliveries. [For detailed flow chart, see Section 4, Step 3]

#### **3.2.1 Maintain Resource Tracking Documents**

Suggested resource tracking documents to maintain:

- Commodity specification and conversion factor list
- Baseline sourcing inventory database
- Resource request forms
- Receipt of goods forms
- Actual inventory of food, consumables, and non-expendable equipment

### 3.3 Closing and Consolidation

When decisions about consolidations and closings take place, it is critical for the feeding providers to coordinate with the FTF, which will collaborate with the appropriate entities including the JFO, State, local emergency management, and other stakeholders. These organizations will verify that the feeding needs of the community have been met; make public notifications through media and other resources, at least 72 hours, when possible, in advance of site consolidation and/or closing; and notify the food suppliers, support vendors, and contracting officers of pending closures to prepare for pick-up of equipment and termination of services (e.g. trash, sanitation services).

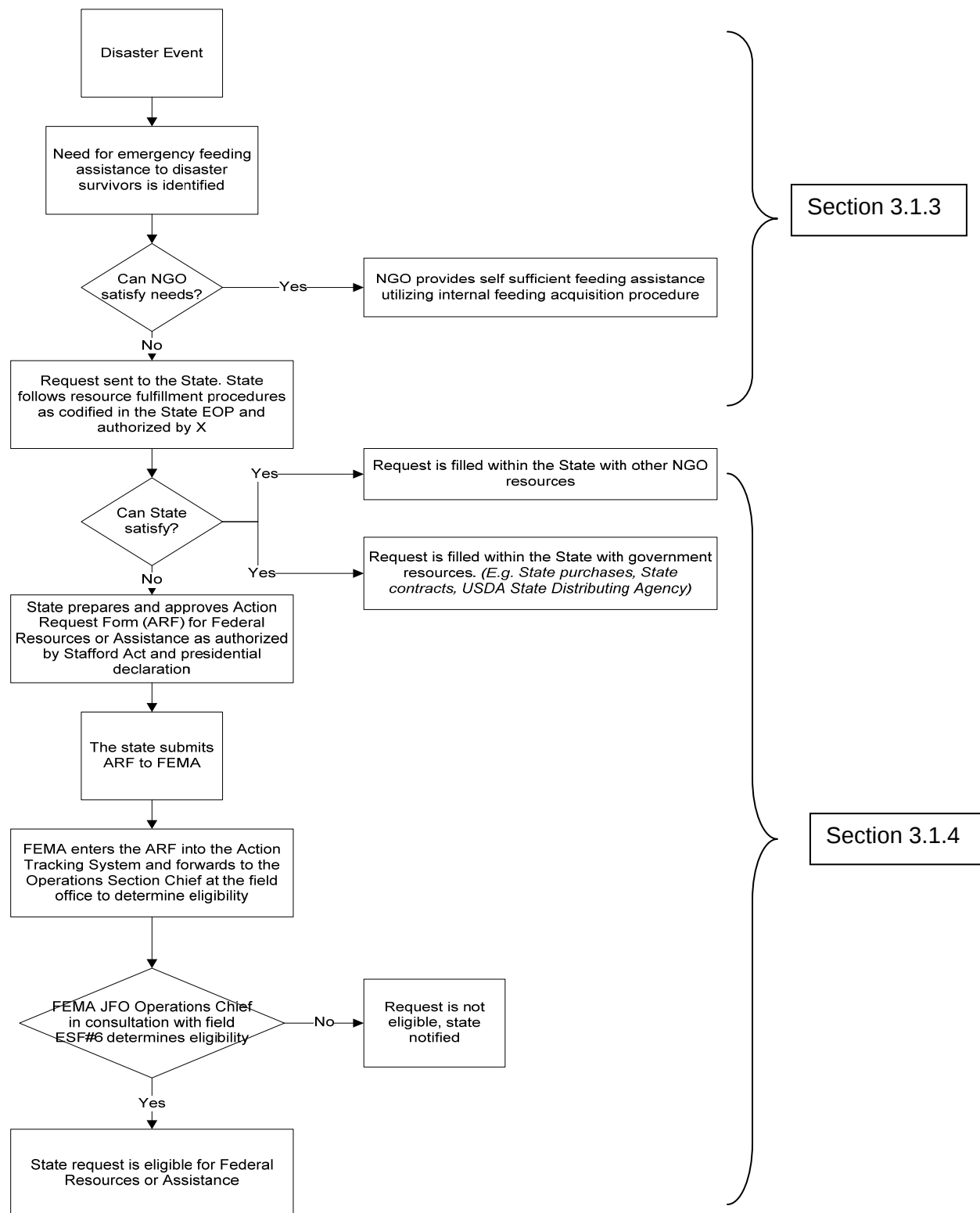
An important role that the FTF might play is to assist the feeding providers in ensuring that all equipment, materials, and supplies are accounted for and returned, and that the site and equipment are returned to a ready-state for future deployment or use. This also includes ensuring that arrangements have been made for a pick-up and return of trailers and leased equipment (forklifts, pallet trucks, dumpsters, etc.).

Equally important during the consolidation and closing process is gathering and compiling all service delivery documents, data, and records; collecting and compiling all daily feeding reports and any impact information, maps or other data that were used to design the service delivery plan; and collecting and forwarding any invoices, bills of lading, or other account information for payment to the proper offices.

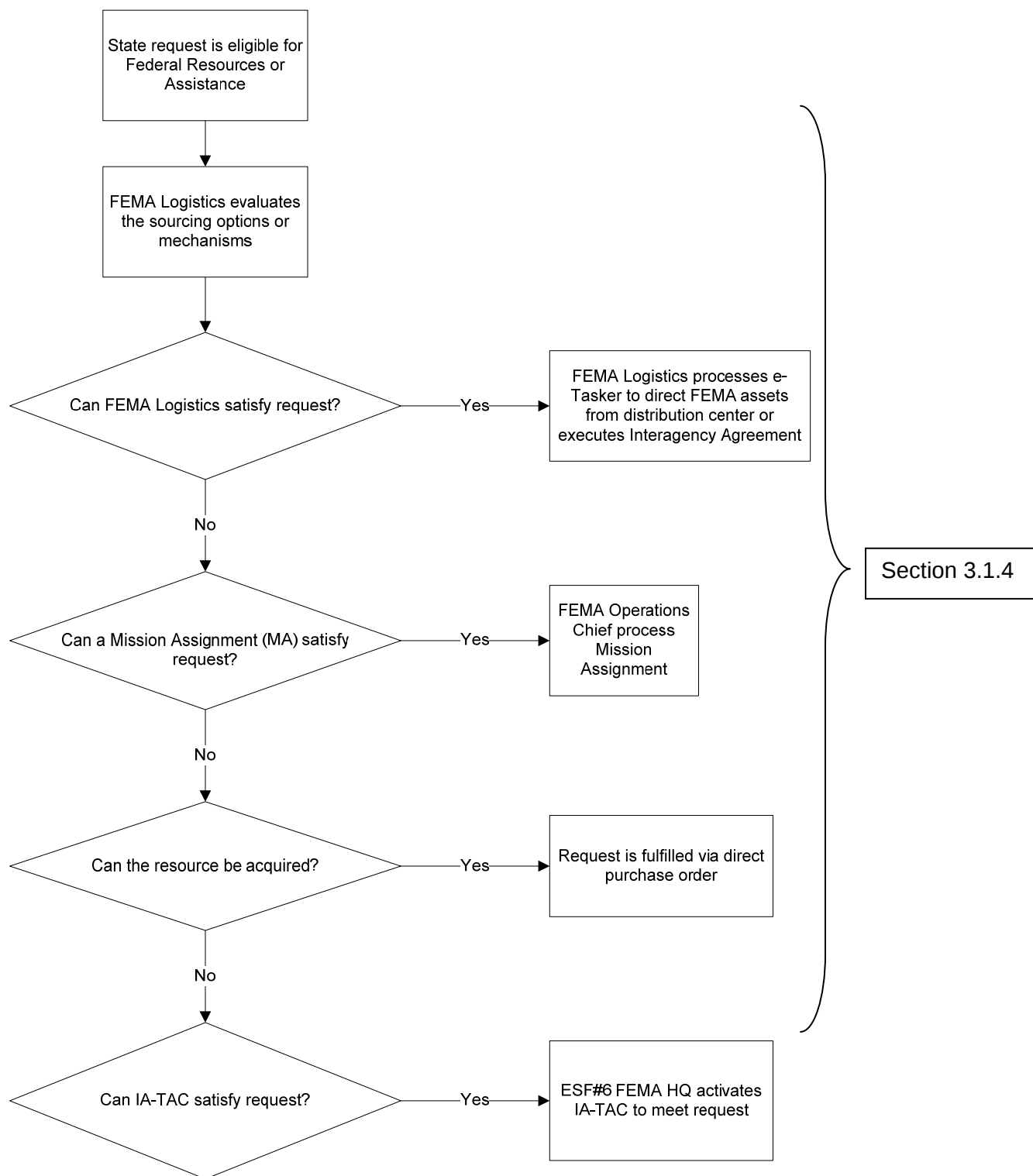
Finally, the FTF should conduct an after action meeting, including: high-level details of actions (e.g., total meals and snacks served, number of kitchens, etc.), address any challenges or concerns for future improvements, and share this information with all partners for debrief and modification of feeding plans for future disaster responses. [For detailed flow chart, see Section 4, Step 4]

## **4 SAMPLE FEEDING MISSION PROCESS**

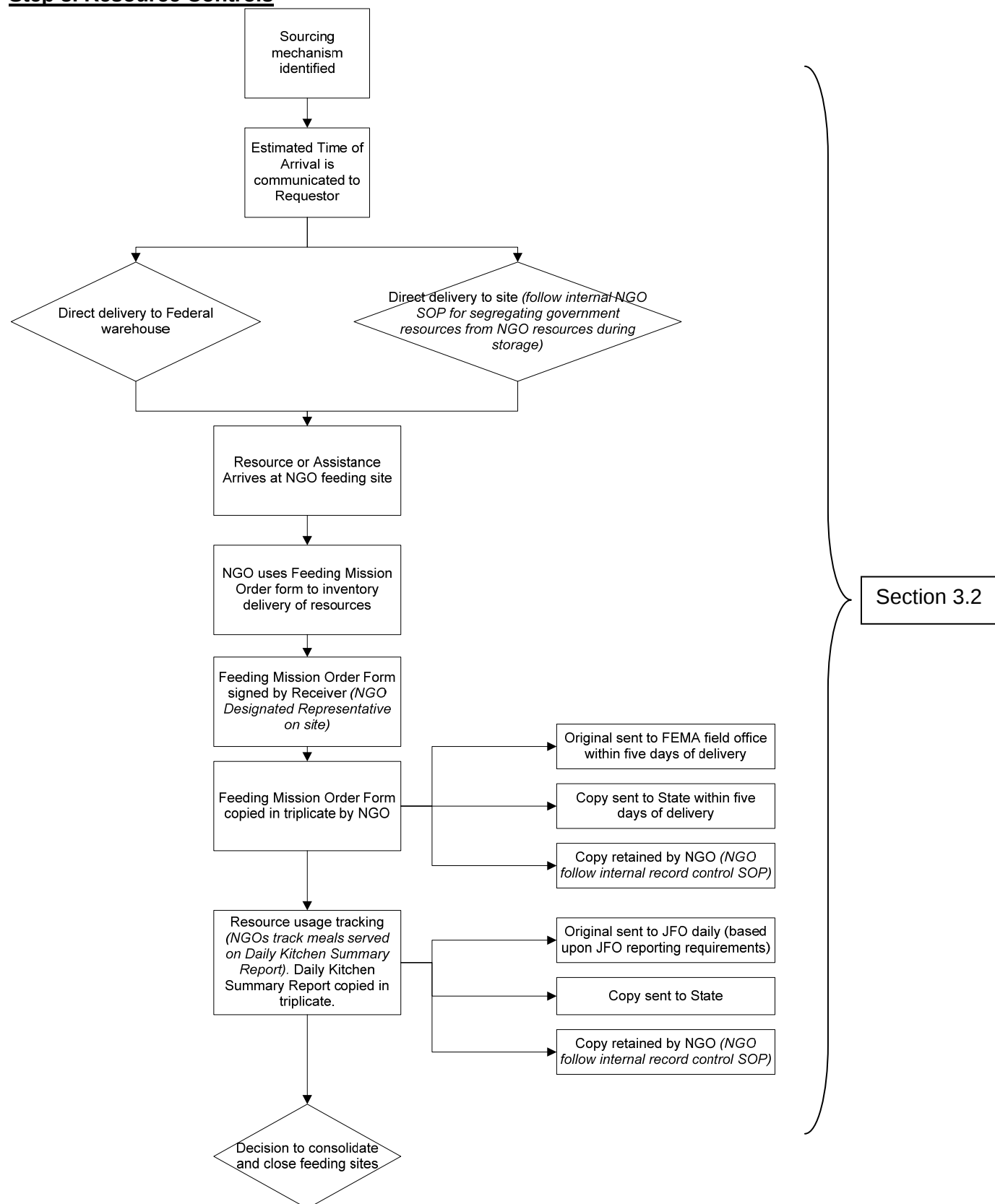
### **Step 1. Initial Resource Request Process**



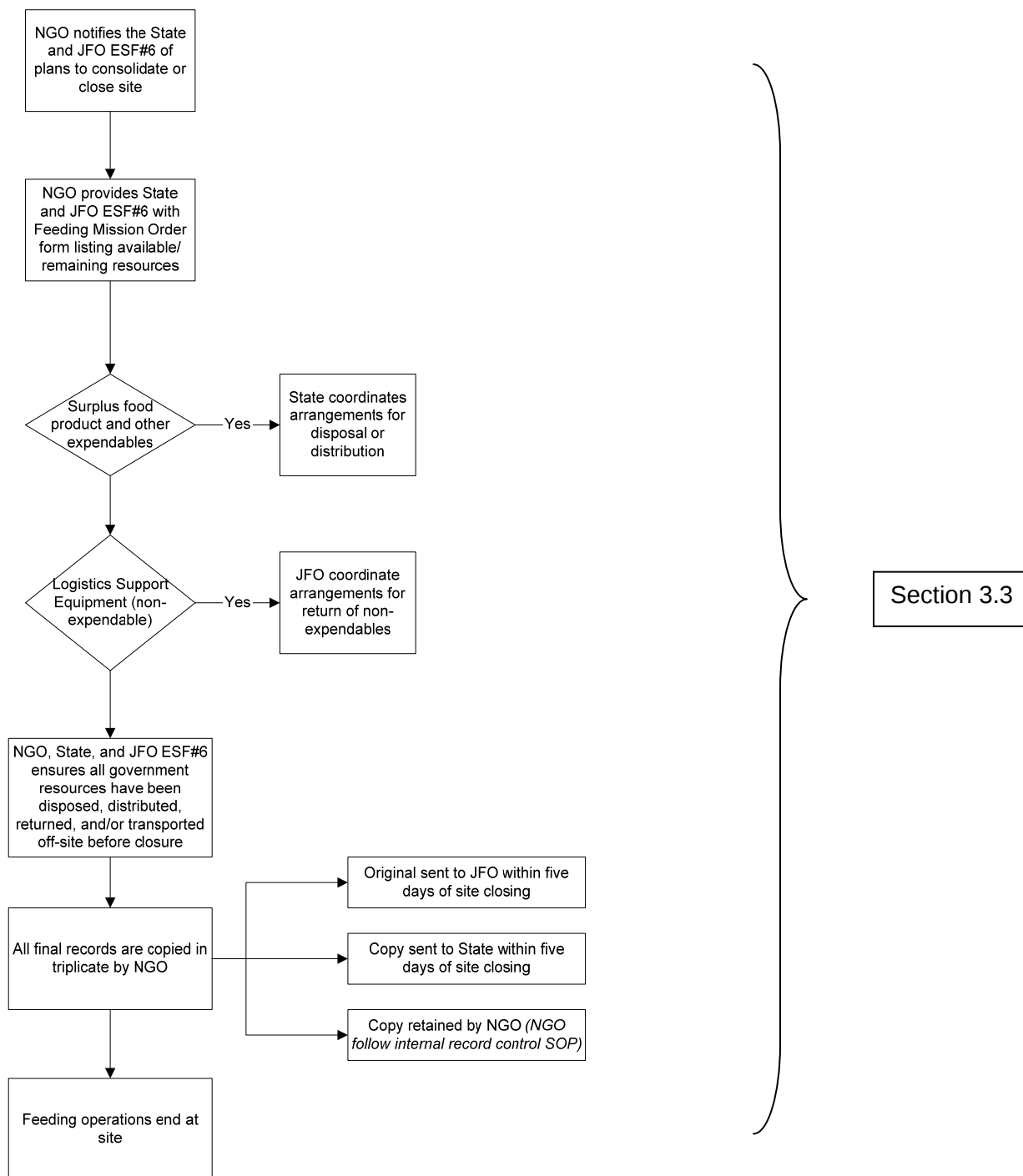
## Step 2. Joint Field Office Sourcing Process



### Step 3. Resource Controls



## Step 4. Consolidation and Closing of Feeding Sites



## APPENDIX A: FEMA ACTION REQUEST FORM PROCESS

The FEMA ARF form can be found at <http://www.fema.gov/library/viewRecord.do?id=2750>.

### ARF Process

The ARF process may differ somewhat, depending on the jurisdiction in which it is used, but generally should follow these basic steps with regards to MC/EA requests:

1. Declared state completes ARF in coordination with FEMA Regional partners
2. State approving official signs ARF, thereby providing official approval of the request
3. State forwards ARF to FEMA Operations
4. FEMA Operations verifies request is valid, signs ARF, and forwards to FEMA Logistics
5. FEMA Logistics signs off on ARF, indicating whether or not they can support the request
6. FEMA Operations then submits ARF to the FEMA ESF #6 Mass Care Group at the field office for action
7. Copy of signed ARF is delivered back to the State

### Types of ARFs

There are five possible considerations of ARFs to cover potential feeding mission resource requests. These ARF types are listed below. The last paragraph is repeated on every ARF. The phrase “See attached for detail of request” refers to any additional documentation provided that may list feeding delivery sites, mobile kitchen information, details of requested items, quantities, etc. The FTF should develop pre-scripted mission assignments (PSMA) for the most-requested items, indicating the entities for the potential tasking.

#### *Sample verbiage*

- Fuel - Requirement for fuel to support NGOs at the request of the State. See attached for detail of request.
- Food Delivery Systems (Cambro) - Requirement for food delivery systems to support NGOs at the request of the State. See attached for detail of request.
- Kitchen Logistical Support Items - Requirement for kitchen support items to support NGOs at the request of the State. See attached for detail of request.
- Shelf Stable Meals - Requirement for Shelf Stable Meals to support NGOs at the request of the State. See attached for detail of request.
- Food and Beverage Commodities - Requirement for food and beverage commodities to support NGOs at the request of the State. See attached for detail of request.

***A paragraph similar to this should be included with each of the bulleted items above. This may vary depending on Jurisdiction, disaster, and operational procedures.***

*Food assets within the affected area are expected to decrease as evacuees begin to return to their homes. A feeding mission has been established to support [State] with coordination between the American Red Cross, FEMA, National VOAD member organizations and the State. This mission is to begin on [Date] and currently extend for [Mission Duration]. This feeding plan is aimed at supporting [Quantity] evacuees during the immediate response and then decreasing to [Quantity] survivors as feeding transitions to the sustained and long term missions as power, water, and other infrastructure are re-established.*

## APPENDIX B: POSSIBLE FEEDING MISSION RESOURCES RISK ASSESSMENT

This tool allows a jurisdiction to assess all types of commodities needed and determine the most cost-effective and time-efficient means of procurement and support.

|                                       |                                                                                                                                                                                                                                                                 |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type of Supplies</b>               | <ul style="list-style-type: none"> <li>• Define meal type</li> <li>• Include agency who owns supplies</li> </ul>                                                                                                                                                |
| <b>Advantage</b>                      | <ul style="list-style-type: none"> <li>• Overall advantages of using type of feeding resource. Information should draw upon operational information, as well as standard issues involving the feeding resource</li> </ul>                                       |
| <b>Limitations</b>                    | <ul style="list-style-type: none"> <li>• Information should draw upon operational information, as well as standard issues involving the feeding resource listed within the document</li> </ul>                                                                  |
| <b>Staffing Support</b>               | <ul style="list-style-type: none"> <li>• Quantity of staff necessary to execute operations. Description may include information on specific skill sets required by staff members. Define the roles of staff and when exactly they would be required.</li> </ul> |
| <b>Current Supplies Location</b>      | <ul style="list-style-type: none"> <li>• Location of supplies can determine value of transporting supplies</li> </ul>                                                                                                                                           |
| <b>Additional Resource Required</b>   | <ul style="list-style-type: none"> <li>• Support items required for preparation or delivery of supplies</li> </ul>                                                                                                                                              |
| <b>Transportation</b>                 | <ul style="list-style-type: none"> <li>• Means of transferring supplies. Include Agency if required.</li> </ul>                                                                                                                                                 |
| <b>Local Distribution of Supplies</b> | <ul style="list-style-type: none"> <li>• System for providing supplies to disaster victims</li> </ul>                                                                                                                                                           |
| <b>Status/Pending Action</b>          | <ul style="list-style-type: none"> <li>• Current distribution of supplies</li> <li>• Required assigned actions</li> </ul>                                                                                                                                       |
| <b>Cost</b>                           | <ul style="list-style-type: none"> <li>• Detail cost estimate</li> <li>• Should include all aspects of distribution: purchase, transportation, warehousing, distribution</li> </ul>                                                                             |
| <b>Point of Contact</b>               | <ul style="list-style-type: none"> <li>• Name, Agency, Contact number for those involved in supplies. A multi-agency approach for food distribution may require multiple POCs</li> </ul>                                                                        |

## APPENDIX C: SAMPLE FOOD ORDER FORM

### FEEDING MISSION FOOD ORDER TEMPLATE

Requesting Kitchen  
Number: \_\_\_\_\_

Date  
Ordered: \_\_\_\_\_

Date Received: \_\_\_\_\_

24/7 POC Name:  
\_\_\_\_\_

24/7 POC Phone #: \_\_\_\_\_

Ordering  
Authorization: \_\_\_\_\_

Receiving Authorization: \_\_\_\_\_

Ordering  
Signature: \_\_\_\_\_

Receiving Signature: \_\_\_\_\_

Task Force Designee: \_\_\_\_\_

Task Force Designee  
Signature: \_\_\_\_\_

| Item                                         | Packaging          | Servings per/pk | Quantity<br>Ordered | Quantity<br>Received | Quantity<br>Remaining |
|----------------------------------------------|--------------------|-----------------|---------------------|----------------------|-----------------------|
| <b>One Pot Meal - Beef Stew</b>              | Meals Required     |                 |                     |                      |                       |
| Stew, Beef Heat & Serve                      | 6/108 Oz           | 81              | 0                   |                      |                       |
| Parboiled Rice                               | 336 CS             | 448             | 0                   |                      |                       |
| Fruit Cocktail                               | 6/#10<br>Cn(160oz) | 100.8           | 0                   |                      |                       |
| Sweet Snacks                                 | Asst               | 285             | 0                   |                      |                       |
| <b>One Pot Meal - Sloppy Joe</b>             | Meals Required     |                 |                     |                      |                       |
| Sloppy Joe, Beef Mix (6 oz serving 2 oz bun) | 6/52 Oz            | 52              | 0                   |                      |                       |

|                                                          |                       |       |   |  |  |
|----------------------------------------------------------|-----------------------|-------|---|--|--|
| Buns, Hamburger 4"                                       | 96 ct                 | 96    | 0 |  |  |
| Fruit Cocktail                                           | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Sweet Snacks                                             | Asst                  | 285   | 0 |  |  |
| <b><u>One Pot Meal - Chili</u></b>                       | <b>Meals Required</b> |       |   |  |  |
| Chili, Con Carne W/ Bean Shelf Stable                    | 6/108 Oz              | 81    | 0 |  |  |
| Parboiled Rice                                           | 336 CS                | 448   | 0 |  |  |
| Fruit Cocktail                                           | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Sweet Snacks                                             | Asst                  | 285   | 0 |  |  |
| <b><u>One Pot Meal - Chicken and Dumplings</u></b>       | <b>Meals Required</b> |       |   |  |  |
| Chicken, & Dumpling Can Shelf Stable                     | 12/48 Oz              | 72    | 0 |  |  |
| Parboiled Rice                                           | 336 CS                | 448   | 0 |  |  |
| Fruit Cocktail                                           | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Sweet Snacks                                             | Asst                  | 285   | 0 |  |  |
| <b><u>One Pot Meal - Ravioli</u></b>                     | <b>Meals Required</b> |       |   |  |  |
| Ravioli, Beef In Meat Sauce                              | 6/#10<br>Cn(648oz)    | 81    | 0 |  |  |
| Parboiled Rice                                           | 336 CS                | 448   | 0 |  |  |
| Fruit Cocktail                                           | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Sweet Snacks                                             | Asst                  | 285   | 0 |  |  |
| <b><u>One Pot Meal - Boneless Pulled Chicken BBQ</u></b> | <b>Meals Required</b> |       |   |  |  |
| Parboiled Rice                                           | 336 CS                | 448   | 0 |  |  |
| Fruit Cocktail                                           | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Sweet Snacks                                             | Asst                  | 285   | 0 |  |  |

| <b>Menu One -- Beef Tips / Gravy</b>                    |                    | <b>Meals Required</b> |   |  |  |
|---------------------------------------------------------|--------------------|-----------------------|---|--|--|
| Beef tips/Gravy                                         | 26/Case            | 19.5                  | 0 |  |  |
| Fettuccine noodle                                       | 128/Case           | 980                   | 0 |  |  |
| Green Beans                                             | 6/#10<br>Cn(160oz) | 100.8                 | 0 |  |  |
| Fruit Cocktail                                          | 6/#10<br>Cn(160oz) | 100.8                 | 0 |  |  |
| Rolls                                                   | 144/Case           | 144                   | 0 |  |  |
| Chocolate Muffin                                        | 96/Case            | 96                    | 0 |  |  |
| <b>Menu Two – Chicken Pattie</b>                        |                    | <b>Meals Required</b> |   |  |  |
| Chicken Pattie                                          | 27/Case            | 27                    | 0 |  |  |
| Spaghetti Sauce                                         | 318/Case           | 318                   | 0 |  |  |
| Green Peas                                              | 6/#10<br>Cn(160oz) | 60.5                  | 0 |  |  |
| Applesauce                                              | 6/#10<br>Cn(160oz) | 108                   | 0 |  |  |
| Wheat Bread                                             | 10/Loaf            | 130                   | 0 |  |  |
| Blueberry Muffin                                        | 96/Case            | 96                    | 0 |  |  |
| <b>Menu Three – Hamburger Steak</b>                     |                    | <b>Meals Required</b> |   |  |  |
| Hamburger steak                                         |                    |                       |   |  |  |
| Gravy                                                   |                    |                       |   |  |  |
| Green Beans                                             | 6/#10<br>Cn(160oz) | 100.8                 | 0 |  |  |
| Peach, Yellow Cling Sliced Irregular Light-syrup Canned | 6/#10<br>Cn(160oz) | 100.8                 | 0 |  |  |
| Rolls                                                   | 144/Case           | 144                   | 0 |  |  |
| Cookie, Oreo Chocolate Sandwich Ss                      | 120/2Ea            | 240                   | 0 |  |  |
| <b>Menu Four – Macaroni with Beef</b>                   |                    | <b>Meals Required</b> |   |  |  |

|                                                         |                       |       |   |  |  |
|---------------------------------------------------------|-----------------------|-------|---|--|--|
| Macaroni & Beef w/ Tomato                               | 30 CS                 | 30    | 0 |  |  |
| Green Beans                                             | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Peach, Yellow Cling Sliced Irregular Light-syrup Canned | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Bread, Pullman Wheat 24 Oz 26 Sliced                    | 10/24 Oz              | 130   | 0 |  |  |
| Cookie, Fig Newton, Ss                                  | 120/1 Ea              | 120   | 0 |  |  |
| <b>Menu Five – Bar-B-Que</b>                            | <b>Meals Required</b> |       |   |  |  |
| Bar-B-Que                                               | 53 CS                 | 39.8  | 0 |  |  |
| Cole Slaw                                               | 240 CS                | 80    | 0 |  |  |
| 4” Bun                                                  | 96 ct                 | 96    | 0 |  |  |
| Bag of Chips, Mix                                       | 104/1 oz              | 104   | 0 |  |  |
| Fresh Apple                                             | 125 CS                | 125   | 0 |  |  |
| <b>Menu Six – Pot Roast</b>                             | <b>Meals Required</b> |       |   |  |  |
| Pot Roast                                               | 20 CS                 | 20    | 0 |  |  |
| Mashed Potatoes                                         | 5 lb bag              | 110   | 0 |  |  |
| Peach, Yellow Cling Sliced Irregular Light-syrup Canned | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Rolls                                                   | 144/Case              | 144   | 0 |  |  |
| Choc cookie                                             | 320 CS                | 160   | 0 |  |  |
| <b>Menu Seven – Meatloaf</b>                            | <b>Meals Required</b> |       |   |  |  |
| Meatloaf                                                | 20 CS                 | 20    | 0 |  |  |
| Mashed Potatoes                                         | 5 lb bag              | 110   | 0 |  |  |
| Green Peas                                              | 6/#10<br>Cn(160oz)    | 60.5  | 0 |  |  |
| Rolls                                                   | 144/Case              | 144   | 0 |  |  |
| Fresh Apple                                             | 125 CS                | 125   | 0 |  |  |
| <b>Menu Eight – Pork Chops</b>                          | <b>Meals Required</b> |       |   |  |  |

|                                                    |                       |       |   |  |  |
|----------------------------------------------------|-----------------------|-------|---|--|--|
| Pork Chop                                          | 20 CS                 | 10    | 0 |  |  |
| Mashed Potatoes                                    | 5 lb bag              | 110   | 0 |  |  |
| Tropical Fruit                                     | 6/#10 Cn              | 100.8 | 0 |  |  |
| Bread, Pullman Wheat 24 Oz 26 Sliced               | 10/24 Oz              | 130   | 0 |  |  |
| Cherry Pie                                         | 48 CS                 | 48    | 0 |  |  |
| <b>Menu Nine – Chicken &amp; Dumplings</b>         | <b>Meals Required</b> |       |   |  |  |
| Chicken & Dumplings                                | 12/48 Oz              | 72    | 0 |  |  |
| Green Beans                                        | 6/#10 Cn(160oz)       | 100.8 | 0 |  |  |
| Fruit Cocktail                                     | 6/#10 Cn(160oz)       | 100.8 | 0 |  |  |
| Rolls                                              | 144/Case              | 144   | 0 |  |  |
| Cookie, Oatmeal Raisin Ss                          | 100/2 Ea              | 200   | 0 |  |  |
| <b>Menu Ten – Lasagna</b>                          | <b>Meals Required</b> |       |   |  |  |
| Meat Lasagna                                       | 210 CS                | 210   | 0 |  |  |
| Green Peas                                         | 6/#10 Cn(160oz)       | 100.8 | 0 |  |  |
| Applesauce                                         | 6/#10 Cn(160oz)       | 108   | 0 |  |  |
| Dinner Roll                                        | 144/Case              | 144   | 0 |  |  |
| Cookie, Oatmeal Raisin Ss                          | 100/2 Ea              | 200   | 0 |  |  |
| <b>Menu Eleven – Salisbury Steak</b>               | <b>Meals Required</b> |       |   |  |  |
| Salisbury Steak w/ Gravy                           | 48 CS                 | 36    | 0 |  |  |
| Parboiled Rice                                     | 336 CS                | 448   | 0 |  |  |
| Green Beans                                        | 6/#10 Cn(160oz)       | 100.8 | 0 |  |  |
| Pear, Diced In Juice Canned (2 pieces per serving) | 90 CS                 | 90    | 0 |  |  |
| Dinner Rolls                                       | 144/Case              | 144   | 0 |  |  |

|                                                                       |                       |       |   |  |  |
|-----------------------------------------------------------------------|-----------------------|-------|---|--|--|
| Cookie, Oatmeal Raisin Ss                                             | 100/2 Ea              | 200   | 0 |  |  |
| <b>Menu Twelve – Beef Stew</b>                                        | <b>Meals Required</b> |       |   |  |  |
| Beef Stew                                                             | 6/108 Oz              | 81    | 0 |  |  |
| Applesauce                                                            | 6/#10<br>Cn(160oz)    | 108   | 0 |  |  |
| Cornbread                                                             | 120 CS                | 120   | 0 |  |  |
| Brownies                                                              | 24 CS                 | 24    | 0 |  |  |
| <b>Menu Thirteen – Jambalaya</b>                                      | <b>Meals Required</b> |       |   |  |  |
| Jambalaya w/ Rice and Sausage                                         | 52 CS                 | 78    | 0 |  |  |
| Green Beans                                                           | 6/#10<br>Cn(160oz)    | 100.8 | 0 |  |  |
| Cornbread                                                             | 120 CS                | 120   | 0 |  |  |
| Fresh Apple                                                           | 125 CS                | 125   | 0 |  |  |
| <b>Breakfast Items</b>                                                | <b>Meals Required</b> |       |   |  |  |
| Scrambled Eggs                                                        |                       |       |   |  |  |
| Biscuits                                                              |                       |       |   |  |  |
| Sausage                                                               |                       |       |   |  |  |
| Bacon                                                                 |                       |       |   |  |  |
| Grits                                                                 |                       |       |   |  |  |
| Assorted Cereal Boxes                                                 |                       |       |   |  |  |
| Assorted Jelly                                                        |                       |       |   |  |  |
| Margarine Cups                                                        |                       |       |   |  |  |
| <b>Groceries: Projected for 3 day kitchen supply</b>                  | <b>Meals Required</b> |       |   |  |  |
| Creamer, Non-dairy Powder 2.8 Gr Ss                                   | 1000/2.5 Gr           | 2500  | 0 |  |  |
| Sugar, Granulated 1/10 Oz Ss                                          | 2000 Ea               | 2000  | 0 |  |  |
| Sugar Sub, Pink Sweet & Low<br>1 Gr Ss Packet Special Print Saccharin | 2000/1 Gr             | 2000  | 0 |  |  |

|                                                                    |                                         |      |   |  |  |
|--------------------------------------------------------------------|-----------------------------------------|------|---|--|--|
| Syrup, Pancake Maple Flavored Cup Ss Shelf Stable                  | 100/1.5 Oz                              | 100  | 0 |  |  |
| Mix, Pancake Buttermilk Southern Style Trans-fat-free Complete     | 6/5 Lb                                  | 75   | 0 |  |  |
| Biscuit, Buttermilk Golden Easy Pull Apart Frozen                  | 120/2.25 Oz                             | 120  | 0 |  |  |
| Gravy, Sausage Country Shelf Stable (4 oz serving)                 | 6/106 Oz                                | 159  | 0 |  |  |
| Oil, Vegetable Soybean Blend Salad Winterized                      | 6/1 Ga                                  | 384  | 0 |  |  |
| Oil, Pan Coating Aerosol Spray Wescoat                             | 6/17 Oz                                 | 2857 | 0 |  |  |
| Spice, Pepper Black Ground Plastic Shaker                          | 18 Oz                                   | 1500 | 0 |  |  |
| Spice, Garlic Powder Plastic Shaker                                | 21 Oz                                   | 1500 | 0 |  |  |
| Salt, Iodized Canister                                             | 24/26 Oz                                | 2000 | 0 |  |  |
| Onion, Dehydrated Chopped                                          | 3 Lb                                    | 500  | 0 |  |  |
| <b>Paper Goods:</b>                                                | <b>Grand Total Meals For This Order</b> |      |   |  |  |
| Kit, Cutlery Salt-&-pepper K-f-s Nap                               |                                         |      |   |  |  |
| Medium weight 13x13 1 Ply Clear Plastic                            | 500 Ea                                  | 500  | 0 |  |  |
| Container, Foam 9x9 3 Cmpt White 3.2"h Hinged                      | 2/100 Ea                                | 200  | 0 |  |  |
| Cup, Foam 10 Oz White                                              | 40/25 Ea                                | 1000 | 0 |  |  |
| Glove, Vinyl XL Powder Free Ambidextrous                           | 10/100 Ea                               | 2000 | 0 |  |  |
| Glove, Vinyl, Medium Powder Free Ambidextrous                      | 10/100 Ea                               | 2000 | 0 |  |  |
| Glove, Poly Large Ambidextrous                                     | 10/100 Ea                               | 2000 | 0 |  |  |
| Liner, Pan Food 16.37x24.37 Quilon Treated Grease Resistant        | 1000 Ea                                 | 5000 | 0 |  |  |
| Tissue, Toilet Std Roll 4.75x4.75 550 Sheet 2 Ply White Preference | 80 Rl                                   | 5000 | 0 |  |  |
| Towel, Paper 11x9 Roll White Perforated 2 Ply Kitchen              | 30/75 Rl                                | 1000 | 0 |  |  |
| Liner, 60 Gal 38x58 Black 2 Mil Flat Pack Low Density Repro Can    | 100 Ea                                  | 2000 | 0 |  |  |
| Aluminum Pans Full                                                 | 50 ct                                   | 5000 | 0 |  |  |
| lids, Aluminum Pans Full                                           | 50 ct                                   | 5000 | 0 |  |  |
| <b>Beverages:</b>                                                  | <b>Meals Required</b>                   |      |   |  |  |

|                                                                                      |                             |      |   |  |  |
|--------------------------------------------------------------------------------------|-----------------------------|------|---|--|--|
| Tea Base, Iced Unsweetened 11:1<br>Bag-in-box Caffeinated/Decaffeinated Shelf Stable | 4/1 Ga                      | 1000 | 0 |  |  |
| Tea Base, Iced Sweetened 11:1 Plastic Caffeinated/Decaffeinated<br>Shelf Stable      | 4/1 Ga                      | 1000 | 0 |  |  |
| Coffee, House Blend Dark Bag Caffeinated                                             | 150/2 oz                    | 1500 | 0 |  |  |
| Coffee, Decaffeinated Select Bag                                                     | 150/2 oz                    | 1500 | 0 |  |  |
| Juice, Orange 100% Unsweetened Can Shelf Stable                                      | 48/5.5 Oz                   | 48   | 0 |  |  |
| Milk, Low Fat 2% Ref                                                                 | 12/1 qt.                    | 64   | 0 |  |  |
| Drink, Soda Assorted                                                                 | 24/12 Oz                    | 24   | 0 |  |  |
| Lemonade Mix                                                                         | CS                          | 330  | 0 |  |  |
| <b>Cleaning Chemicals: Projected kitchen 3 day supply</b>                            | <b>Total Days Supported</b> |      |   |  |  |
| Bleach, Cleaner K22 Oxygen Liquid                                                    | 6/1 Gal                     | 3    | 0 |  |  |
| Detergent, Dishwasher Super Trump Liquid Conditioner Water                           | 4/1 Ga                      | 3    | 0 |  |  |
| Sanitizer, Hand H6 Liquid Clear                                                      | 6/800 Ml                    | 3    | 0 |  |  |
| Sanitizer, Spray RTU                                                                 | 12/32 oz                    | 2    | 0 |  |  |
| Dispenser, Soap Lotion Hand Plastic Black                                            | 1 Ea                        | 1    | 0 |  |  |
| Vinegar                                                                              | 4/1 Gal                     | 3    | 0 |  |  |
| Alcohol Swabs                                                                        | 6 Boxes<br>(100ea)          | 1    | 0 |  |  |
| Bug Spray, Aerosol                                                                   | 3 Cases                     | 1    | 0 |  |  |
| Sani Tabs with test strips.                                                          | 6/150 ct                    | 1    | 0 |  |  |