

10. ESF 6 – APPENDIX 2 - FOOD SERVICE OPERATIONS

10.1 INTRODUCTION

10.1.1 Purpose

To describe the City's process for the management and distribution of food stocks in an emergency or disaster and to provide for the dissemination of emergency information relating to the protection and control of food resources affected by disaster.

10.2 SITUATION

10.2.1 Emergency Conditions and Hazards

The ability to provide for emergency food needs can be affected by disasters of all sizes. In smaller incidents, such as single-family or multi-unit disasters (home or apartment fires, for example) the American Red Cross, The Salvation Army, and other social service and church organizations may provide vouchers for restaurant meals, mass care meals at fixed sites, or use mobile feeding vehicles supplied with food available from existing warehouse stocks or grocery stores.

Following a citywide emergency, demands for resources—both material and human—can grow beyond the capabilities of the existing system. When this occurs in the City of Seattle, the ESF 6 will implement the Food Appendix to mobilize food resources to support mass care for the population.

10.2.2 Assumptions

- The City of Seattle has primary responsibility for procurement and distribution of emergency food supplies to meet immediate and urgent needs of population groups within its jurisdiction.
- The City of Seattle does not maintain food stocks or provide meals on an everyday basis. ESF 6 has pre-identified both public and private sources of food stuffs and other supplies that may be converted from normal use to support an ongoing mass care operation during times of emergency.
- The ESF 6 food procurement and distribution network will be coordinated by the Emergency Food Coordinator or designee, as appointed by the ESF 6 Coordinator, or the Feeding Task Force.
- ESF 6 will utilize available resources to distribute mass care meals using mobile feeding at mass care sites such as shelters, Community Points of Distribution (CPODs) and other identified sites as determined.
- The selection of which facilities to use in an emergency or disaster will be determined at the time of the incident, based upon identified needs, and in cooperation and coordination with the provisions of the Shelter Appendix.
- Shelters will attempt to provide two to three meals per day to displaced persons.
- Since a majority of the population will prefer to remain at or near their homes, their ability to meet their own needs will vary greatly. Minimal needs will be access to one meal (preferably hot) per day and access to fresh drinking water within walking distance. In the event grocery

stores are unable to return to operating conditions within 72 hours, affected communities may need access to water, food and commodities.

10.3 CONCEPT OF OPERATIONS

ESF 6 will provide the organization necessary to support the City’s mass care operation, and will maintain coordination with other City departments, other government agencies, the American Red Cross, The Salvation Army, other non-governmental organizations, government agencies and private businesses that support food and feeding operations.

- General
 - In the event of a disaster, the ESF 6 Coordinator, or their designee, will appoint an Emergency Food Coordinator to manage the allocation and distribution of city, state and community food stocks in support of all mass care feeding operations.
 - The Emergency Food Coordinator will be a part of the Health and Human Services Branch at the Emergency Operations Center (EOC) and provide the organization necessary to support both fixed and mobile feeding operations; and will maintain coordination with other City departments, government agencies, and voluntary or private organizations that may have responsibility to support ongoing operations.
 - In the event of a larger scale disaster or emergency, the ESF 6 Coordinator or Emergency Food Coordinator may convene a Feeding Task Force of key supporting partners.
 - The American Red Cross, The Salvation Army, other non-profit and private organizations may be called upon by ESF 6 to provide food services to the affected population and emergency workers. At the onset of the disaster, activation of emergency feeding operations may be initiated at the request of the ESF 6 Coordinator, or by an individual voluntary organization in keeping with their agency’s charters. Upon activation of the EOC, all coordination of ongoing feeding operations shall be done through ESF 6.
 - In a large event, multiple strategies, food resources and agencies will be coordinated to provide food and meals until normal food supply chains are restored. Resources include agencies with disaster feeding capabilities (The American Red Cross, The Salvation Army, Southern Baptists), donated food handling capabilities (Food Lifeline and Northwest Harvest), as well as congregate meal providers. State and Federal government may also provide significant disaster food response. In addition, resources may be donated or procured from private sources such as, commercial kitchens, restaurants, food trucks, and food retailers and wholesalers.
 - Procurement and distribution of food supplies will be coordinated with the Logistics Section at the EOC.
 - The EOC, in coordination with ESF 6 will coordinate State and Federal food assistance on a long-term, as-needed basis.
 - Information on donated food code and monitoring for food safety will be provided through ESF #8 Public Health and Medical Services.
 - Public information regarding the distribution of food and water will be coordinated through the Public Information Office (PIO) at the EOC. As needed, ESF 8 Public Health and Medical Services will provide information regarding the safe storage and consumption of food and water after a disaster.
 - For disasters impacting the region, The Puget Sound Region Feeding Plan outlines the coordination process, regional feeding task force, resources, and feeding strategies. The

Feeding Plan is located in the EOC and on the Washington State Emergency Management Division website.

- Direction and Control
 - Direction and control of ESF 6 is provided by the ESF 6 Coordinator or their designee at the City EOC. Allocation and distribution of food assistance shall be managed by the designated Emergency Food Coordinator.
- Continuity of Government
 - When the EOC is activated, the Emergency Food Coordinator, under ESF 6 will be responsible for providing food service coordination, which may also include the coordination of a Feeding Task Force.
 - Staff relieving the Emergency Food Coordinator at the EOC will have the authority to act in the Coordinator's behalf in coordinating mass feeding needs.

10.4 RESPONSIBILITIES

10.4.1 *Assignment of Responsibility During the Preparedness Phase*

- Emergency Operations Center (EOC)
 - Provide administrative direction and support for ESF 6.
- ESF 6
 - Identify City, governmental and privately-owned facilities within its jurisdiction that could serve as central kitchens for mass meal preparation.
 - In cooperation with FAS, identify sources of bulk food supplies that would be available to support a mass feeding operations.
 - Work in cooperation with the American Red Cross, The Salvation Army, and other voluntary organizations to identify feeding resources and capabilities within these agencies.
 - Coordinate with FAS on updates and exercises for the Community Points of Distribution (CPOD) Plan.
 - Meet regularly to review continued viability of the feeding response plan.
- Human Services Department
 - Designated representatives from the Department shall participate as active members of ESF 6 in the development of feeding resources and capabilities.
 - Ascertain and document available private food sources throughout the city including warehouses, distribution centers, and major commercial suppliers.
- Seattle Parks and Recreation (SPR)
 - Designated representatives shall participate as active members of ESF 6 by assisting in the development of the group's mass feeding capabilities.
 - Identify and develop mass care facilities; clearly identifying those facilities with food storage and/or preparation capabilities. Identify food resources facilities within SPR.

- Purchase and store limited supply of emergency food and other essentials for the Priority One community centers to support the initial hours of opening a shelter.
- Department of Finance and Administrative Services
 - In conjunction with the ESF 6 Coordinator will identify resources and formalize procurement procedures for food supplies identified by ESF 6.
 - Support ESF 6 by establishing contracts with vendors, facilities, and transportation services.
 - Coordinate with ESF 6 on updates and exercises for the Community Points of Distribution (CPOD) Plan.
 - Identify accounting resources that may be used during the recovery phase of a disaster for meeting the emergency expenditures of the City.
- Seattle Center
 - Designated representatives will participate as active members of ESF 6 by assisting in the development of the group's mass feeding capabilities.
 - Identify food resources, storage, and preparation facilities within the Seattle Center.
 - Identify and train Seattle Center personnel or volunteers who may be made available to assist with food preparation and/or distribution during an emergency.
- Department of Construction and Inspections
 - Identify and train those individuals to coordinate with Engineering and the Logistics Functional Team to assess damage and determine safety of facilities designated as mass care kitchens.
- Other City Departments
 - Identify vehicles and personnel that could be made available during an emergency feeding operation to support meal provision directed by ESF 6.
 - Identify resources for funding the City's emergency response.
- Seattle Public Schools
 - Participate as an active member of ESF 6 by assisting in the development of the group's feeding capabilities.
 - Identify food resources, storage, and preparation facilities within the School District that may be utilized during an emergency.
 - Identify School District personnel who may be made available to assist with food preparation and/or distribution during mass care feeding operation.
- American Red Cross
 - Participate as active members of ESF 6 in the development plans for food and water requirements, procurement, preparation, and distribution.
 - Provide support to Fixed and Mobile feeding operations when available.
- The Salvation Army

- Participate as active members of ESF 6 in the development of food procurement and transportation resources.
- Provide support to Fixed and Mobile feeding operations when available.

10.4.2 Assignment of Responsibilities During the Response Phase

- Emergency Operations Center
 - Provide situational awareness of need and available resources, to include information on the nature of the hazard, extent of the damage, location of hazardous materials, numbers of people requiring mass care sheltering and feeding, road closures, available resources, and transportation of supplies.
- Emergency Support Function (ESF 6)
 - The ESF 6 Coordinator will manage and coordinate all mass care efforts in cooperation with other representatives of the ESF 6.
 - The ESF 6 Coordinator or his/her designee will coordinate with the Logistics Branch for the procurement and distribution of bulk food supplies.
 - Coordinate with ESF #8 Public Health and Medical Services on food safety.
 - Ensure that accurate records are kept on food and meal procurement and distribution.
- ESF 6 Coordinator
 - The ESF 6 Coordinator or his/her designee will mobilize and coordinate needed ESF 6 representation to the EOC. The Emergency Food Coordinator function will be activated, as indicated by emergency need.
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 - The Emergency Food Coordinator will take the lead role in coordinating all aspects of the mass feeding operation, including: Coordinating resources with other functional groups, departments and agencies; Arranging for the procurement of food supplies through the Logistics Functional Group; Identifying needs and prioritized requests for fixed and mobile feeding, including supporting all SPR and the Red Cross shelter sites.
 - In the event of a larger scale disaster or emergency, convene a Feeding Task Force of key supporting partners if needed.
- SPR
 - As needed, SPR facilities will be made available for meal preparation and feeding locations.
 - Provide personnel with Food Worker’s Cards to assist in preparation and/or distribution of meals, as part of SPR mass care sheltering responsibilities.
 - Work in cooperation with the ESF 6 Coordinator and/or the Emergency Food Coordinator, the American Red Cross, The Salvation Army, and other mass care feeding organizations to ensure distribution of mass care meals in SPR shelter facilities and designated SPR facilities and sites.

- Department of Neighborhoods
 - The Coordinators of Neighborhood Services Centers will help coordinate, in cooperation with the ESF 6 Coordinator and/or the Emergency Food Coordinator, the distribution of food and/or information on food resources in an emergency or disaster.
- Department of Finance and Administrative Services
 - Coordinate the Logistics Branch in the EOC and support ESF 6 by:
 - Arranging transportation services to support a mass feeding operation and food distribution, if needed
 - Obtaining food resources contracted vendors, arranging facilities, and activating contracts relevant contracts
 - Prepare for and track federal food resources and push packets
 - Coordinate with ESF 6 on implementation of any Community Points of Distribution (CPODs)
 - Assist in the collection of mass care costs.
- Seattle Center
 - Provide feeding areas and kitchen facilities, as requested by the ESF 6.
- Department of Construction and Inspections
 - Assess damage and determine safety of facilities designated as mass care kitchens and congregate feeding sites.
- Seattle Public Utilities (SPU)
 - Implement the emergency water plan and lead in the provision of emergency water supplies to designated areas.
- Seattle Police Department
 - Provide security escorts for food and water supply distribution, if needed.
- Other City Departments
 - Provide vehicles and personnel as requested by ESF 6 or the Logistics Branch to assist in the distribution of material during the emergency feeding operation to support the ESF 6.
- Seattle Public Schools
 - Provide personnel as appropriate to assist in preparation and/or distribution of meals, as part of SPR's mass care sheltering responsibilities and in coordination with other members of the ESF 6.
 - Request assistance from the Logistics Functional Team for the transporting and distribution of foodstuff or prepared meals.
- American Red Cross
 - Work in cooperation with local government and the ESF 6 to provide mass care meals at fixed and mobile sites.

- Provide operational training in Shelter Operations and Mass Care for City personnel and volunteers, as resources allow.
- Salvation Army
 - Respond as requested with volunteers to assist in the preparation and distribution of mass care meals at fixed and mobile sites.
- Public Health Seattle-King County
 - Provide personnel to ensure that food and meals storage, handling, transportation and distribution are safe.

10.4.3 *Assignment of Responsibility During Recovery Phase*

- Emergency Operations Center (EOC)
 - The EOC will notify the ESF 6 Coordinator as to the date and time when the EOC is closing.
 - If applicable, the EOC will work with the Health and Human Services Branch to transition operations into the Recovery Framework.
 - Coordinate an After Action Review.
- Health and Human Services Branch
 - In coordination with the EOC Logistics Section, identify the resources that should be returned to original sources.
 - Provide input and recommendations to the After Action Review.
- ESF 6 Coordinator or Food Coordinator
 - Direct the phasing out and closing of the emergency feeding program.
 - Compile and analyze statistical and operational data pertaining to mass feeding. Complete an operational analysis for the Health and Human Services Branch.

10.5 ADMINISTRATION

10.5.1 Cost Accounting and Cost Recovery

Departments, organizations or agencies with a lead or support role for this ESF will track all costs based on guidance provided by their organization and the Seattle EOC. Reimbursement of costs is not guaranteed and, if provided, will likely not cover all costs incurred.

10.5.2 Appendix Maintenance

This document is an external plan as defined by the City of Seattle Emergency Management Program Planning Policy and follows the maintenance process, which includes a method and schedule for evaluation and revision, as described therein.

The ESF 6 Coordinator, HSD Emergency Management Coordinator, is responsible for updating this appendix. The appendix will be reviewed and updated annually as prescribed in the CEMP or when deemed necessary by the ESF 6 Coordinator, the Seattle Office of Emergency Management, or one of the Leads under the Sheltering activities. The ESF 6 Coordinator will also be responsible for ensuring all Primary and Support department and agency personnel are trained at least annually on the information contained within this appendix.

Table 1

RECORD OF CHANGES			
DATE	TYPE	CONTACT	SUMMARY
April 2021	Update	J Watson	Administrative changes, such as adding EMAP-compliant verbiage.
March 2017	Update	J Watson L Meyers	Completed annual update