

Annex 11 (ESF-11 – Food Services) to the Darlington County Emergency Operations Plan

Primary: DSS, School District Food Services Coordinator

Support: Finance Director, American Red Cross, Salvation Army

I. Introduction:

- A. An emergency or disaster may deprive substantial numbers of people of access to food or the means to prepare food. In addition commercial food supplies and distribution networks may be substantially disrupted due to partial or total devastation of food products stored in the affected area. There may also be disruption of energy sources (e.g., electricity and gas) causing most commercial cold storage and freezer facilities to be inoperable in the affected areas.
- B. On the fringes of the affected areas, schools and small institutions with food inventories could be used to begin the feeding of disaster victims. An effective feeding operation must be immediately initiated, to include obtaining appropriate US Department of Agriculture (USDA) food supplies, arranging for transportation of those food supplies to designated staging areas within the disaster area and requesting the Disaster Food Stamp Program as required. USDA food supplies secured and delivered will be suitable for either household distribution or congregate meal services as appropriate. Priority will be given to transportation of critical supplies of USDA food into areas of acute need.

II. Mission: To coordinate and identify food requirements in areas affected by an emergency or disaster. To secure and distribute food products to citizens within the affected areas.

III. Concept of Operations:

- A. Food service operations in Darlington County will be a joint effort among the agencies assigned missions in this annex. DSS will coordinate with the School District and the American Red Cross for the feeding of shelterees and the use of shelters as congregate feeding facilities. The Salvation Army can provide a mobile kitchen to assist during feeding operations. Should the necessity for feeding operations require an expanded effort, feeding operations will be coordinated from the EOC. The Emergency Services Director in conjunction with ESF-6 and ESF-11 will determine the specific location for feeding operations conducted from mobile kitchens. Food service operations will be conducted as three separate operations.
 - 1. DSS will utilize the USDA Food and Nutrition Service to provide disaster food

supplies. The School District will also utilize this program in order to obtain food supplies to assist in the feeding of shelterees and general public if feeding operations are initiated.

2. DSS will supervise the implementation of the Disaster Food Stamp Program if deemed necessary.
 3. ESF-7 through the Disaster Logistics Support Plan will provide relief supplies as necessary to insure adequate food supplies are provided to the citizens of Darlington County. (See Annex 7 (ESF-7) for the Logistics Support Plan.)
- B. DSS and the School District Food Services Coordinator are responsible for coordinating all administrative, management, planning, training, preparedness, mitigation, response and recovery activities to include developing, coordinating and maintaining the ESF-11 SOPs. All agencies assigned missions in this annex will assist DSS and the School District in the planning and execution of the above. DSS and the School District will manage the requisitioning of food under the particular programs they administer.
- C. Under the general coordination of DSS, ESF-11 will operate under existing USDA authorities and regulations as well as the requirements of supporting agencies, to provide disaster food supplies to designated staging areas and/or authorize the issuance of disaster food stamps. Coordination with supporting agencies and departments, agencies will be performed to insure operational readiness. Each agency or department will operate under their organizational regulations and will maintain complete administrative and financial control over their activities.
- D. Under the general coordination of DSS, the food services function will operate in accordance with existing USDA authorities and regulations as well as the Stafford Act, to provide USDA food supplies.
- E. DSS will manage the Disaster Food Stamp program under the rules and regulations of the USDA Food and Nutrition Service (FNS). The purpose of the Disaster Food Stamp Program is to provide temporary food assistance to victims of a disaster that has disrupted commercial channels of distribution if such households are in need of temporary food assistance. Following a Presidential Disaster declaration and upon request of the Governor, the US Secretary of Agriculture may direct the USDA FNS to distribute disaster food stamps if:
1. Commercial channels of food distribution have been restored.
 2. As a result of the disaster, income or resources are reduced or inaccessible and food assistance needs cannot be met by the regular Food Stamp program procedures.
- F. ESF-11 will determine from ESF-6, ESF-7 and ESF-12 the number of people that

may be impacted in order to assess the amount of food needed to meet the anticipated demand. ESF-11 will obtain and coordinate the transportation of food supplies to the appropriate staging area. ESF-11 will coordinate with the Emergency Services Director, ESF-6 and ESF-7 concerning USDA food supplies and USDA food requirements, location of staging areas, feeding sites and any actual or anticipated problems.

- G. Menus will be determined by the volunteer organizations conducting food preparation with full consideration of special population dietary needs. Menus may be built around USDA foods that are available. Other mass care organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities and needs as determined by the volunteer agencies.
- H. DSS, the School District and ESF-7 Resource Support will use existing procedures to assess USDA food stockage levels and procure USDA food supplies. The Logistics Support Plan in Annex 7 (ESF-7) has specific procedures identified to assess the quantities of relief supplies that may be required following a disaster. This plan also identifies the procedures for the transport and handling of relief supplies.

IV. Responsibilities:

A. Preparedness Phase:

- 1. All agencies or departments assigned missions in support of ESF-11:
 - a. All agencies, departments and activities that are assigned and identified with a primary or support role in this annex are responsible for developing and maintaining alert rosters, plans, policies and SOPs necessary to support the implementation of this annex.
 - b. Identify, train and assign personnel to execute missions in support of ESF-11.
 - c. All ESF-11 personnel will integrate NIMS principles into all planning activities. All ESF-11 personnel will complete the IS-100, IS-200, ICS-300 Incident Command courses or an approved equivalent course (IS-195, IS-100LE, IS-100PW or SCFA 16-hour Incident Command course) in addition to the IS-700 NIMS Awareness course and IS-800, Introduction to the National Response Plan courses.
 - d. All departments and agencies involved in response and recovery activities will insure that as a minimum their personnel will complete the IS-100, IS-200, ICS-300 Incident Command courses or an approved equivalent course (IS-195, IS-100LE, IS-100PW or SCFA 16-hour Incident Command course) in addition to the IS-700 NIMS Awareness course and IS-800, Introduction to the

National Response Plan courses.

- e. All departments and agencies involved in response and recovery activities that will have personnel in command of various incidents will insure that as a minimum their personnel will complete the IS-100, IS-200, ICS-300 and the ICS-400 Incident Command courses or an approved equivalent course (IS-195, IS-100LE, IS-100PW or SCFA 16-hour Incident Command course) in addition to the IS-700 NIMS Awareness course and IS-800, Introduction to the National Response Plan courses.
- f. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.
- g. Participate in an exercise at least annually to validate this annex and supporting annexes.

2. DSS and School District Food Services Coordinator:

- a. Maintain current food resources directories to include maintaining points of contact.
- b. Identify likely transportation needs and coordinate these needs with ESF-1.

B. Response Phase:

NOTE: All incidents in Darlington County will be managed using the National Incident Management System (NIMS) Incident Command System/Unified Command System.

1. DSS and School District Food Services Coordinator:

- a. Inventory food supplies and determine the availability of food within the affected areas.
- b. Coordinate with ESF-6 to identify the number of people in shelters and others in need of food.
- c. Coordinate with the Emergency Services Director, ESF-6 and ESF-7 to identify the locations of all mass feeding and distribution sites.
- d. Coordinate with ESF-7 to acquire food, equipment and supplies required to support food service operations. Acquisitions include but are not limited to, donated food, purchase of additional food and refrigerated trailers.
- e. Coordinate with ESF-1 and ESF-19 for transportation of food supplies into the affected areas.

- f. In conjunction with ESF-7, assess warehouse space and needs for staging areas.
 - g. In conjunction with ESF-7, coordinate the flow of, request and delivery of food into the affected areas to insure daily requirements are met.
2. DSS:
- a. Assess the need for and feasibility of issuing food stamps.
 - b. Establish communications with State ESF-11 to coordinate food service assets beyond the county's capability.
3. DSS/School District/Red Cross/Salvation Army: In coordination with ESF-6, monitor the number of mass feeding sites, soup kitchens and pantries providing food to disaster victims.
4. ESF-1 – Transportation: Coordinate with ESF-6, ESF-7 and ESF-11 for transportation assistance in moving food supplies into affected areas of the county.
5. ESF-13 – Law Enforcement/ESF-16 – Emergency Traffic Management:
- a. Coordinate with ESF-6, ESF-7 and ESF-11 for security at feeding sites, staging areas and food distribution sites.
 - b. Coordinate with ESF-6, ESF-7 and ESF-11 for traffic control at feeding sites, staging areas and food distribution sites.
6. ESF-15 – Public Information: Coordinate with ESF-6, ESF-7 and ESF-11 to insure that every media source available is used to insure that citizens are notified of the location and times for food services activities.
- C. Recovery Phase:
1. DSS and School District Food Services Coordinator:
- a. Implement plans to reduce the consequences of food shortages in the affected areas.
 - b. In conjunction with ESF-14, deploy Food Service Assessment Teams to determine the availability of food supplies and food distribution systems in the affected areas.
 - c. In conjunction with state and federal teams, assign staff to identify and

document the impact and losses encountered and avoided by commercial food service systems due to mitigation planning in the affected areas.

- d. Coordinate the identification of federal and state programs to support the implementation of long-term food services recovery plans.
- e. Continue to monitor food requirements.
- f. Coordinate the implementation of the Disaster Food Stamp Program.
- g. In coordination with ESF-6, assess special food requirements for impacted citizens.
- h. Establish logistical links with local organizations involved in long-term congregate meal services.
- i. Anticipate and plan for the arrival of State ESF-11 and FEMA ESF-11 personnel and the Joint Field Office.
- j. Ensure that all ESF-11 agencies and activities maintain appropriate records of costs incurred during the disaster.

D. Mitigation Phase:

- 1. Document matters that should be included in briefings and situation reports and emergency plans.
- 2. Coordinate the assessment and revision of existing plans as necessary.
- 3. Review the Pee Dee Regional Mitigation Plan to identify potential mitigation strategies for inclusion in future plan revisions.

V. Administration and Logistics:

A. Administration:

- 1. A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious pressures that meet sound financial management and accountability requirements.
- 2. County agencies and departments conducting recovery activities will be responsible for organizing their headquarters to provide financial support for their operations. Each agency and department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely manner and for closing out mission assignments.

3. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to insure that actions taken and costs incurred are consistent with identified missions.
4. Each agency or department is responsible for establishing effective administrative controls to guide the expenditure of funds. Care must be taken throughout the course of the emergency to maintain logs, records and file copies of all expenditures to provide reasonable accountability and justification for federal reimbursement. Each agency or department is responsible for maintaining records, receipts and all other documentation necessary to support claims, purchases, reimbursements and disbursements. record-keeping is necessary to facilitate close-outs and to support post-emergency audits.
5. Each agency should maintain detailed records of the following types of expenditures, which may be incurred while providing requested assistance:
 - a. wages (regular and overtime) of employees involved in the recovery efforts.
 - b. costs of food, relief supplies, work, materials and services procured under contract to support implementation of recovery efforts.
 - c. costs of materials, equipment and supplies (including transportation, maintenance and repair) from regular county stock.
 - d. costs incurred which are paid from trust, revolving or other funds and which reimbursement is required by law.
 - e. other costs incurred to provide assistance in order to facilitate recovery efforts.
- B. Logistics: Administrative supplies for the initial operation of each ESF will be provided by the Emergency Services Department. Departments or agencies tasked with EOC staffing responsibilities will assist with providing administrative supplies during EOC operations, based on the type of event, personnel will be assigned to each ESF cell and as necessary to support the county's response to the event.
- C. Departments and agencies will provide laptop computers for use in each ESF for Internet and WebEOC access. The Emergency Services Department will provide laptops or computer access for outside agencies tasked with supporting the County's radiological emergency response.

VI. State and Federal Interface:

A. Federal Interface:

1. This annex is supported by the National Response Plan, ESF-11, Agriculture and Natural Resources Annex which coordinates federal resources and capabilities to facilitate delivery of services, technical assistance, expertise and other support pertaining to domestic incidents that impact agriculture, livestock and the nation's food supply. ESF-11 will have a representative in the Joint Field Office (JFO).
2. Federal ESF-11 executes four functions:
 - a. Food and Nutrition Service: Includes determining nutritional assistance needs, obtaining appropriate food supplies, arranging for the delivery of the supplies and authorizing disaster food stamps.
 - b. Animal and Plant Disease/Pest Response: Implementation of an integrated federal, state and local response to an outbreak of a highly contagious animal/zoonotic disease, an outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation.
 - c. Food Supply and Safety and Security: Federal response undertaken to ensure the safety and security of the food supply.
 - d. National and Cultural Resources Historic (NCH) Property Preservation: Includes the protection of NCH resources and appropriate response actions to conserve, rehabilitate, recover and restore NCH resources after an incident occurs.

- B. State Interface: State ESF-11 will coordinate with Federal ESF-11 to obtain federal assistance when required. State ESF-17, Animal Emergency response, will coordinate with Federal ESF-11 for issues involving animal and plant disease and pest response.

VII. Annex review and maintenance: This annex (ESF) will be reviewed annually by the primary action agency, department or individual with changes submitted to the Emergency Services Department by November 30th of each year for inclusion into the EOP. Following exercises or actual events the annex will be reviewed to determine if changes are required. If no changes are required, the primary action agency, department or individual will certify to the Emergency Services Director that the annex has been reviewed and changes are not required.

VIII. Coordinating Instructions: This annex is effective for planning upon receipt and execution upon order.