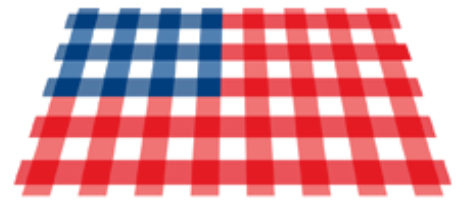


CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

ESF-11 ANNEX
APPENDIX 11-2

FOOD AND WATER COORDINATION

SEPTEMBER 2013



America's Second Harvest
of Coastal Georgia

A member of **FEEDING AMERICA**





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ACRONYMS

BOE	Board of Education
CEMA	Chatham Emergency Management Agency
DFCS	Department of Family and Children Services
DHR	Department of Human Resources
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FWU	Food & Water Unit
GDA	Georgia Department of Agriculture
GEMA	Georgia Emergency Management Agency



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I. INTRODUCTION

- A. In order to efficiently and effectively provide the technical assistance and expertise to identify needs and deliver services provided by Emergency Support Function (ESF) 11 Group (Agriculture and Natural Resources), Chatham Emergency Management Agency (CEMA) has organized the ESF-11 Group into three functional areas:
 - 1. ESF-11A, Pets and Animals Group in the Operations Section.
 - 2. ESF-11B, Food & Water Unit (FWU) within the Emergency Operations Center (EOC) Logistics Section's Services Branch
 - 3. ESF-11C, Preservation of Natural, Cultural, and Historical Resources Group which is part of the Planning Section.
- B. ESF-11B was established and specifically organized to coordinate operations and follow-through as needed to support Nutrition Assistance and Food Safety Programs within Chatham County prior to, during, and following natural disasters, and/or acts of terrorism affecting the food sector. The remainder of this document addresses only the ESF-11B functional area.

II. PURPOSE

- A. The purpose of this document is to coordinate assistance from Food and Nutrition Services to include determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of supplies and authorizing disaster food stamps.
- B. This document also provides the coordinating procedures to ensure the safety and security of the commercial food supply by inspecting and verifying food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry: laboratory analysis of food samples; control of products suspected to be contaminated; plant closures; food-borne disease surveillance; and field investigations.

III. SCOPE

- A. The provisions of this Appendix apply County-wide and to natural and/or man-made hazards and disasters affecting available food resources within Chatham County.



- B. Provisions outlined in this Appendix shall be implemented to the degree necessary and required to provide nutrition assistance and ensure the safety and security of the County's available food supply following a natural and/or man-made hazard and/or disaster. This Appendix is not intended to replace established jurisdictional emergency response plans and/or procedures.

IV. REFERENCES

- A. National Response Framework, ESF Annex #11
- B. Georgia Emergency Operations Plan (EOP), ESF-11 Annex
- C. Chatham County EOP, ESF-11 Annex.

V. ASSUMPTIONS

- A. Throughout this document, the terms ESF-11B and FWU refer to the same functional entity within the EOC structure and may be used interchangeably.
- B. Wholesale food distribution refers to bulk commercial food commodities not intended to be sold directly to individuals for consumption including:
 - 1. Food commodities from commercial sources to commercial distributors (grocery stores, convenience stores, restaurants, roadside fruit / vegetable stands).
 - 2. Food commodities from commercial sources to not-for-profit distributors.
 - 3. Food commodities from not-for-profit sources to not-for-profit distributors.
- C. Wholesale food processing refers to commercial operations manufacturing food for human consumption, but that do not provide food directly to the consumer from such plant's location. This does not include commercial operations producing raw agricultural commodities as an end product or raw agricultural products.
- D. Wholesale Storage Includes:
 - 1. Immediate Response Resources enroute to and/or located at established Points of Distribution.



2. Food commodities transitioning through established transfer stations.
3. Food commodities temporarily stored at established warehousing facilities (Commissaries).

VI. IMPLEMENTATION

- A. This Appendix is implemented upon the recommendation of the Director of CEMA with the approval of the Chairman, Chatham County Board of Commissioners and concurrence of the Mayors of the Municipalities as appropriate (Command Policy Group).
- B. Management of this Appendix will be coordinated through the primary coordinators and supporting agencies of established County ESF Groups. These coordinators jointly make determinations necessary for the required response level to implement the Appendix. The Emergency Coordinators include:
 1. Chatham County Board of Education (BOE)
 2. CEMA
 3. EOC Logistics Section
 4. ESF-01 (Transportation)
 5. ESF-03 (Public Works & Engineering)
 6. ESF-06 (Mass Care & Sheltering)
 7. ESF-08 (Public Health & Medical Services)
 8. ESF-11B (FWU)
 9. ESF-13 (Public Safety & Security)
 10. ESF-15 (External Affairs)

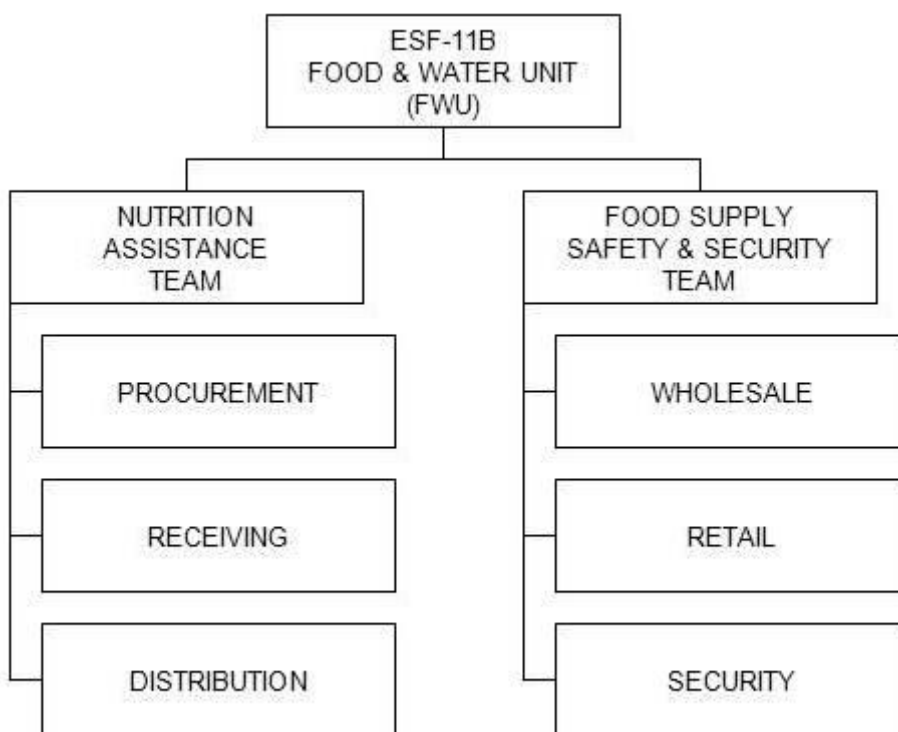
VII. CONCEPT OF OPERATIONS

- A. General.
 1. Within the Logistics Section of the County's EOC, the FWU consists of a number of local ESF partners with designated operational and operational support roles within ESF-11B.



2. EOC ESF-11B is responsible for the following functions:
 - a. Maintaining overall situational awareness and status of the food services and supply within Chatham County during an emergency event.
 - b. Providing support to nutrition assistance programs.
 - c. Ensuring the safety and security of the commercial food supply.
 - d. Coordinating with and providing support to agencies conducting authorized investigations during local and/or national emergencies.

B. Organization.



- C. Preparedness/Planning. Prior to and/or during an event, ESF-11B planning considerations should include but may not be limited to:
 1. Maintaining situational awareness of the food services and supply within Chatham County.



- a. Coordinate the development of an operational plan to ensure food and water support to the EOC and incident First Responders.
 - b. Coordinate with ESF-06 the development of an operational plan ensuring timely distribution of food and drinking water to the effected population.
 - c. Identify likely sources of food supplies and storage facilities capable of storing dry, chilled, or frozen food.
 - d. Identify likely sources of handling equipment and personnel for support.
 - e. Identify likely transportation needs and coordinate with ESF-01 (Transportation).
 - f. Identify proper state and federal agencies to contact in the event of suspicious activity contributing to contaminate food supplies.
 - g. Maintain an accurate roster of personnel identified to support ESF-11B functions during a disaster.
 - h. Identify and schedule disaster response training for ESF-11B support personnel.
 - i. Identify and coordinate staffing for the FWU.
 - j. Develop notification procedures for mobilizing food services, personnel, and resources.
2. Coordinating with agencies responsible for nutrition assistance programs: Coordinate with ESF-06 (Mass Feeding and Sheltering), the response to mass food distribution from secured sources.
3. Coordinating with agencies responsible for the safety and security of the commercial food supply.
- a. Maintain procedures and responsibilities for food inspection and response to threatened food supplies.
 - b. Establish a system for the notification process of suspected or contaminated food supplies.



- c. Participate in tests and exercises to evaluate communications with other agencies with food safety and security duties.
 - 4. Coordinating with agencies authorized to conduct investigations associated with food safety during local and/or national emergencies. Identify agencies and organizations responsible for food safety inspections and monitoring and coordinate the required support (Memorandums of Understanding) with appropriate entities.
- D. Response/Operations. Activation of ESF-11B will be situation dependent. As response activities are considered, ESF partners having responsibilities with the FWU will be notified and meet to review procedures, update available resources, and identify needs. ESF-11B Response/Operations activities should include but may not be limited to:
 - 1. Maintaining overall situational awareness and status of the food services and supply within Chatham County during an emergency event.
 - a. Assess the availability of food supplies and storage facilities capable of storing dry, chilled, or frozen food.
 - b. Assess the availability of handling equipment and personnel for support.
 - c. Assess the availability of transportation resources with ESF-01 (Transportation).
 - d. Establish appropriate staffing for the FWU.
 - e. Conduct appropriate inter-agency coordination.
 - f. Coordinate with ESF-06 and ESF-05, regarding mass feeding sites established by responding emergency management agencies.
 - g. Coordinate with CEMA and Public Health to update lists of available provisions of medical services with appropriate agencies.
 - h. Establish/Maintain list of mass care sites requiring restoration of services to EOC Operations.
 - i. Coordinate with ESF-13 regarding additional security resources (if needed) at mass care shelters.



- j. Coordinate with state and local agencies and authorities for requested support if county agencies are overwhelmed.
 - k. Identify proper state and federal agencies to contact in the event of suspicious activity contributing to contaminate food supplies.
 - l. Provide guidance for immediate local protective actions and reports, and establish communication with the Georgia Department of Agriculture (GDA) and the Department of Human Resources (DHR).
 - m. Work with CEMA to determine critical food needs of the affected population in terms of numbers of people and their location.
 - n. Coordinate public information and provide updates for ESF-15 to distribute to the public and media.
 - o. Lead support agencies will maintain a roster of personnel assigned to perform ESF-11B duties during a disaster.
 - p. Coordinate with state and local agencies and authorities for requested support if County Agencies are overwhelmed.
 - q. Maintain financial records on personnel, supplies, and resources utilized, and report expenditures to CEMA and the Georgia Emergency Management Agency (GEMA) upon request.
2. Providing support to nutrition assistance programs.
- a. Facilitate food service operations for the EOC Staff and other identified emergency response personnel working in the affected area.
 - 1) Coordinate with supporting agencies and organizations to identify, secure, and distribute food, bottled beverages, and associated supplies required to sustain the EOC Staff.
 - 2) Coordinate with supporting agencies and organizations to establish the feeding sites and food services required to support identified emergency responders in the field.



- 3) Identify, secure, and distribute food, bottled beverages, and associated supplies required to sustain these operations. These sites and services may include:
 - a) Fixed Feeding Sites.
 - b) Mobile Kitchens.
 - c) Bag Meals.
- b. Mass feeding sites.
 - 1) Support planning efforts through ESF-06 making provisions to meet the affected population's nutritional assistance needs.
 - 2) If necessary, request support from the Federal Emergency Food Stamp Program through the Department of Family and Children Services (DFCS), and State Operations Center. *NOTE: ESF-11B does not administer the Food Stamp Program.*
- c. Identify, obtain, prioritize and allocate transportation resources.
- d. Work with CEMA to determine critical food needs of the affected population in terms of numbers of people and their location.
- e. Coordinate community resources and personnel to assist with delivery services and/or distribution as necessary for secured food supplies.
- f. Provide assistance in support of ESF-06 Mass Care, establishing distribution sites and requirements for distribution.
- g. Establish linkages with volunteer and private agencies/organizations involved in congregate meal services.
- h. Initiate procurement of essential food and supplies not available from existing inventories.
- i. Refer victims needing additional food to volunteer and private agencies/organizations.



- j. Work with CEMA to determine critical food needs of the affected population in terms of numbers of people and their location.
 - k. Coordinate community resources and personnel to assist with delivery services and/or distribution as necessary for secured food supplies.
 - l. Provide assistance in support of ESF-06 Mass Care, establishing distribution sites and requirements for distribution.
 - m. Establish linkages with volunteer and private agencies/organizations involved in congregate meal services.
 - n. Secure food, transportation, equipment, storage, and distribution facilities.
 - o. Initiate procurement of essential food and supplies not available from existing inventories.
 - p. Refer victims needing additional food to volunteer and private agencies/organizations.
 - q. ESF-11B will coordinate with ESFs 05, 06, and 08 to establish or support existing mass feeding sites operated to ensure optimal access for public service based on emergency needs.
 - r. ESF-11B will coordinate with State agencies for the provision of food and water to mass feeding sites, if necessary.
 - s. Coordinate with state and local agencies and authorities for requested support if county agencies are overwhelmed.
 - t. Maintain financial records on personnel, supplies, and resources utilized, and report expenditures to CEMA and GEMA upon request.
 - u. Coordinate public information and provide updates for ESF-15 to distribute to the public and media.
3. Ensuring the safety and security of the commercial food supply.
- a. The commercial food supply includes but may not be limited to:



- 1) Food commodities from commercial sources to commercial distributors (grocery stores, convenience stores, restaurants, roadside fruit / vegetable stands).
 - 2) Food commodities from commercial sources to not-for-profit distributors.
 - 3) Food commodities from not-for-profit sources to not-for-profit distributors.
- b. The FWU supports provisions to ensure food safety and sanitary conditions are maintained during wholesale food distribution, processing, and storage including:
- 1) Apply appropriate risk management principles and procedures (safety and security for personnel, facilities, equipment, and supplies).
 - 2) Supporting provisions to ensure food safety and sanitary conditions are maintained during retail food preparation and distribution. Retail refers to commercial or private; profit or not-for-profit; locations and facilities; preparing and serving meals for individual consumption including:
 - a) Established restaurants and temporary prepared-food vendors.
 - b) Not-for-profit kitchens utilizing fixed, temporary and/or mobile sites.
- c. Secure food, transportation, equipment, storage, and distribution facilities.
- d. ESF-06 will coordinate with ESF-13 regarding additional security resources, if needed, at mass care shelters.
- e. Coordinate public information and provide updates for ESF-15 to distribute to the public and media.
- f. Coordinate with appropriate law enforcement in events where contamination of the food supply with a chemical or biological agent may have been suspicious or intentional.
- g. Designate certain individuals to serve as expert points of contact for law enforcement.



- h. Provide for communication, surveillance, and response with appropriate agencies in response to an act of agro-terrorism.
 - i. Designate certain individuals to serve as expert points of contact for law enforcement.
 - j. Provide guidance for immediate local protective actions and reports, and establish communication with GDA and DHR.
 - k. Maintain financial records on personnel, supplies, and resources utilized, and report expenditures to CEMA and GEMA upon request.
 - l. Coordinate public information and provide updates for ESF-15 to distribute to the public and media.
4. Coordinating with and providing support to agencies conducting authorized investigations during local and/or national emergencies. The scope of these investigations may include:
- a. Monitoring of established wholesale facilities / sites within the County.
 - b. Providing mitigation, response, and recovery, support to natural disasters, and/or acts of terrorism, affecting animals, production agriculture, and the food sector.
 - c. Assisting agriculture during an outbreak of an infectious and/or contagious, or economically devastating animal/zoonotic disease, or an infective exotic plant disease or an economically devastating plant pest infestation.
 - d. Assisting production agriculture, the animal industry, aquaculture, the seafood industry, and wildlife, adversely affected by a natural or man-made disaster.
 - e. Maintain financial records on personnel, supplies, and resources utilized, and report expenditures to CEMA and GEMA upon request.
 - f. Coordinate public information and provide updates for ESF-15 to distribute to the public and media.



E. Recovery.

- a. Maintain financial records on personnel, supplies, and resources utilized, and report expenditures to CEMA and GEMA upon request.
- b. Coordinate public information and provide updates for ESF-15 to distribute to the public and media.
- c. Resume day-to-day operations.

F. Communications.

- 1. General. Communications during any emergency event will be a challenge. Mass communications networks, along with radio and land-line communications methods routinely used by both government and private agencies may or may not be operational or available. Communications to, from, and between, units/agencies in the field will add to the level of difficulty. Because of this possibility, both government and private agencies must maintain redundant communications capabilities with the County EOC.
- 2. Communications Methods. Regardless of the location of the County EOC, available communications resources will be coordinated through ESF-02 and may include:
 - a. Commercial Land Line Telephone
 - b. Commercial Satellite Telephone
 - c. 800 MHz Radio
 - d. UHF Radio
 - e. VHF Radio (ARES and Public Safety Nets)
 - f. Internet Connectivity
 - g. Message Courier
 - h. Commercial Radio and Television Stations

- G. Public Information. Accurate dissemination of information and the control of rumors are both vital during emergency operations. Both the EOP and Chatham County Code Book pertaining to emergency management assign this responsibility to the County Public Information Officer. Detailed information regarding Public Information is provided in the EOP.



- H. Training and Exercises. During exercises and other emergency planning activities, procedures to ensure the availability of nutritional assistance, food safety and security following a significant event adversely affecting Chatham County should be considered.

VIII. RESPONSIBILITIES

- A. Chatham County BOE. Also known as the Savannah-Chatham County Public School System, the BOE's Student Nutrition Program Office is the Primary Agency responsible for coordinating ESF-11B Group planning and response functions. CEMA is the Group's Primary Advisor.
- B. CEMA. Provides the ESF-11B Group with the guidance and support required to conduct pre-event planning; and when FWU Leader with the guidance and support required to accomplish assigned tasks
 1. Provide the ESF-11B with the guidance and support required to accomplish assigned tasks
 2. Assist in developing appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, and other supporting documentation as needed to facilitate execution of the responsibilities to this ESF.
 3. Coordinate with partners through regularly scheduled ESF meetings to ensure planning functions are carried out to support this ESF.
 4. Assist in coordinating the presence of resources (human and physical) is in sufficient numbers to support the responsibilities to this ESF.
 5. Assist in identifying staff representatives supporting this ESF and other operational practices during emergency and disaster operations.
 6. Provide EOC Training to members of this ESF as necessary.
 7. Document disaster related activities related to this ESF.
 8. Coordinate pertinent disaster recovery information with the County Joint Information Center.
- C. EOC, Logistics Section, FWU. The FWU (when activated) is responsible for implementing established ESF-11B plans and procedures.



- D. EOC ESF-01 (Transportation) Ground Support Unit. Unit Leader/Primary Agency – Chatham County Fleet Operations Manager. Responsible for locating and dispatching transportation resources requested through ESF-11B which are needed to transport and distribute food commodities and supplies into and throughout the affected area. ESF-01 Supporting Partners include:
 - 1. BOE Transportation
 - 2. Chatham Area Transit
 - 3. Contracted commercial carriers
 - 4. Other government and nongovernment organization carriers as available.
- E. EOC ESF-06 (Mass Care, Housing, and Human Services) Group Supervisor/Primary Agency – DFCS. Responsible for:
 - 1. Developing a plan to meet the nutritional assistance needs of the affected population
 - 2. Identifying locations and establishing mass feeding sites to meet the nutritional assistance needs of the affected population provided for in the plan
 - 3. Ensuring ESF-06 Supporting Partners coordination with ESF-11B as required
 - 4. ESF-06 Supporting Partners include but may not be limited to:
 - a. American Red Cross
 - b. Salvation Army
 - c. Chatham Community Organizations Active in Disasters
- F. EOC ESF-08 (Public Health & Medical Services) Group Supervisor/Primary Agency – Chatham County Health Department. Responsible for supporting provisions to ensure food safety and sanitary conditions are maintained during retail food preparation and distribution.



- G. ESF-11B Supporting Partners include:
1. America's Second Harvest. May be recruited to be the FWU wholesale commodities distribution coordinator.
 2. Georgia Department of Agriculture. Responsible for supporting provisions which ensure food safety and sanitary conditions are maintained during wholesale food distribution, processing, and storage.
- H. EOC ESF-13 (Public Safety & Security) Group Supervisor/Primary Agency – Savannah-Chatham Metropolitan Police Department. Upon Request, coordinates security for:
1. Emergency relief commodities being transported into or throughout the affected area.
 2. Emergency relief commodities located at temporary transfer / storage facilities.
 3. Mass feeding and other commodity distribution points to ensure public safety.

IX. APPENDIX MANAGEMENT AND MAINTENANCE

- A. Executive Agent: CEMA is the executive agent for the Appendix management and maintenance. The Appendix and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendices.
- B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.
- C. Coordination and Approval: Any department or agency with assigned responsibilities within the Appendix may propose a change to the plan. CEMA is responsible for coordinating proposed modifications to the Appendix with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.
- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will



specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages which replace the modified pages in the Appendix. Once published, the modifications will be considered part of the Appendix for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.

- E. Distribution: CEMA will distribute the Notice of Change to participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual appendix or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related annexes, and a complete revision every four years (or more frequently if the County Commission of GEMA deems necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOP documents for the purpose of interagency review and concurrence.