



Superintendent's Circular

NUMBER:
FNS-02
Version 01

EMERGENCY MEAL PROCEDURES

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

In the event of an unforeseen emergency, school staff must adhere to the following procedures to ensure meals are made available to students in a safe and timely manner. "Emergency" is defined as equipment breakdown, weather, facility issues, etc. or a situation that prevents staff from serving safe meals during the allotted mealtimes scheduled. The procedures are:

1. Principal or custodian should inform onsite food service personnel that there is an emergency preventing the service of meals and approximately how long the emergency will last. Often this is difficult to assess. However, if the emergency is anticipated to be longer than 60 to 90 minutes after the start of the school day, alternative meal service plans need to be made to ensure students receive meals in a safe and timely manner.
2. The Food and Nutrition Services Department should be informed immediately. The phone number is 617-635-9144. The onsite Food Services Staff should also contact their respective field coordinator.
3. Once the Food and Nutrition Services Department is notified about the emergency, a contingency plan that

includes an alternate menu, mealtimes, or location will be jointly decided upon. A substitute emergency meal (shelf-stable) which meets regulations may be provided if the emergency prevents access to the kitchen.

4. If there is an emergency just before lunch, the onsite Food Services staff should be notified immediately. If needed, appropriate arrangements will be made to ensure students are fed quickly and efficiently. Food and Nutrition Services may need to provide an alternative meal, depending on the emergency. Delays may be expected. All staff should be flexible and patient.
5. When and if the administration makes the decision to send the student body to another school or alternative location, the Food and Nutrition Services Department needs to be notified immediately to ensure food is available at the new location.
6. This plan of action is dependent on cooperation from everyone.
7. During a declared state of emergency, the attached instructions will be followed to issue USDA commodities.

For more information about this circular, contact:

Owner:	Deputy Director
Department:	Food and Nutrition Services
Mailing Address:	370 Columbia Road, Dorchester, MA 02125
Phone:	617-635-9158
Fax:	617-635-9304
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent

MASSACHUSETTS PLAN FOR UTILIZATION OF USDA DONATED FOODS FOR DISASTER RELIEF

1. Purpose: The purpose of this plan is to establish the procedure for obtaining the United States Department of Agriculture (USDA) donated commodities in Massachusetts during a presidential disaster.
2. Background: The Secretary of Agriculture is responsible for ensuring that adequate stocks of food are available for group feeding or household distribution in any area suffering from a major disaster or emergency. During a disaster, food that has been purchased by the USDA for use in the state's food programs is made available to disaster organizations in that state. Food that is stored in school or state warehouses can be used immediately. The USDA will replace this food.
3. General:
 - USDA donated foods will not be distributed to individual families except when the Secretary of Agriculture determines that the commercial channels of trade have been disrupted because of the emergency caused by a disaster.
 - In Massachusetts, USDA foods (which become the property of the Commonwealth) are distributed by the Massachusetts Department of Elementary and Secondary Education, Nutrition Programs and Services, 75 Pleasant Street, Malden, MA 02148-4906.
 - Contact should be made with the local authorities to establish a plan to procure these items. All foods are free of charge to the Red Cross. There may be a small

service charge for handling.

- Food items are also stored in bulk in four warehouses throughout the Commonwealth. In the event sufficient foods are not available in the schools, they may be requested by the school lunch personnel through their channels or through the American Red Cross Mass Bay Chapter office.
- Transportation needed to move the food to the disaster area is not available from the Department of Elementary and Secondary Education. It is recommended that chapters develop local contingency plans. The key to prompt and efficient transportation of these foods is prior planning by the chapter.
- Food will be released when the President has declared a disaster area, or when the Commonwealth has requested a declaration. They will also be released upon request of Red Cross or governmental authorities when a disaster appears to be imminent, people being evacuated, or mass feeding is needed for a substantial number of dislocated families and individuals.

4. Procedure for obtaining USDA donated foods for Red Cross mass feeding:

- When the feeding is being done by school lunch personnel:
 - They will make food available from their supply.
 - When additional foods are required, they will request them.

- When the feeding is being done by other than school lunch personnel, the Red Cross will make its request through the Mass Bay office of the Red Cross. It will include a synopsis of the disaster situation and the estimated amounts and kinds of food commodities required.
- The nearest warehouse or other facility will be instructed to release the food.
- The Red Cross will dispatch the necessary transportation to pick up the foods.
- In all instances, temporary receipts will be signed, followed by more formal procedures.

5. Procedures for returning used foods:

- If a large amount of food is to be returned, the Department of Elementary and Secondary Education will send an agent to the Red Cross to arrange the details of the return. If only a small amount is to be returned, the Red Cross will be instructed to turn it over to the designated school in the area. In either case, the Red Cross should obtain and file a receipt for the returned food.

6. Procedure for reporting on USDA donated foods:

- After mass feeding is completed, the Red Cross will be advised on the information necessary to enable the Department of Elementary and Secondary Education to report on commodities distributed for disaster relief, including certification that all food products were used in accordance with existing regulations and used for mass feeding.

- The program for use of USDA donated foods in the disaster will be considered completed when all unused food has been returned and the above report has been submitted.

American Red Cross:

Liberty Black

Director of Disaster Services

Mass. DESE:

Robert M. Leshin

Director, Office for Food and Nutrition Programs

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION**

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000

TTY: N.E.T. Relay 1-800-439-2370

MEMORANDUM

To: All School and Child and Adult Care Food Program
Sponsors

From: Kathleen C. Millett
Former Executive Director, Office for Nutrition, Health
and Safety Programs

Date: January 26, 2015

Subject: Procedures for Using USDA Foods During an
Emergency

In the case where a school or childcare setting is officially designated as an emergency shelter, USDA Foods may be replaced. This memorandum serves to identify the process to use the USDA Foods and request replacement. After approval from this office, USDA donated foods will be made available to the American Red Cross or public schools for feeding in a congregate setting. The following steps are to be used to receive food assistance for food services during an emergency declaration.

First, contact Marion Browning of the food distribution section at mbrowning@doe.mass.edu or 781-338-6460, email is preferred, with your immediate food needs, along with the estimated number of meals to be served. If you are unable to reach Ms.

Browning, please email me at kmillett@doe.mass.edu or 781-338-6479. Include the following information to the extent possible:

- Description of major disaster or emergency situation.
- Number of people requiring meals and congregate meal service period.
- Quantity and types of food needed for congregate meal service.
- Number and location of sites providing congregate meal service.

Once the request for donated foods is approved, you may use any USDA donated foods available at your school. After the crisis has passed, please report the following information to the commodity distribution section:

- Amount of USDA commodities actually utilized.
- Number of days of the meal service and number of meals actually served (i.e., 2,000 persons, three meals per day for five days).

We will make every effort to replace the value of USDA donated foods used with inventory from our warehouse.