



Southern Baptist Disaster Relief Mass Feeding Manual

A Christ-centered ministry of the local church, through associational, state, and national partnerships

"Bringing Help, Hope, and Healing"



2024

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PHILOSOPHY

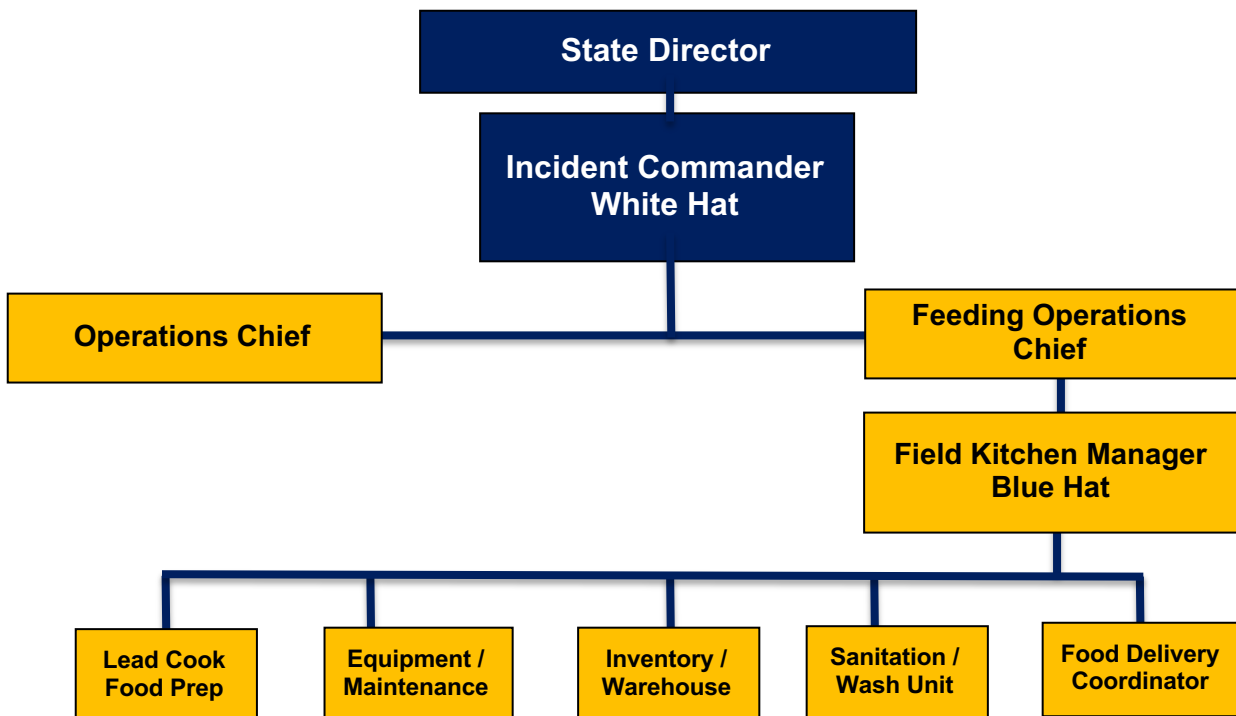
The purpose of Southern Baptist Disaster Relief (SBDR) efforts can be summed up by looking at biblical accounts of Jesus' teaching and healing, such as feeding the multitudes, the parable of the Good Samaritan, and urging followers to minister to others in a variety of ways (Matthew 25:32-46).

SBDR is Christian love in action, responding to hurting persons and seeking to alleviate their needs whatever they may be. Disaster relief involves caring for people and responding to hurting people in a timely way. James 2:14-18 is one of many scriptural foundations for SBDR.

PURPOSE

The purpose of this feeding manual is to provide guidance and information for disaster relief volunteers engaged in feeding operations to promote and ensure consistent procedures for the safe storage, handling, preparation, and distribution of food to survivors and volunteers. This manual is designed as a resource to support state conventions disaster relief and to supplement training endeavors. Nothing in the manual is to be construed as overriding state and local laws and regulations, nor are the guidelines designed to replace appropriate procedures currently being used in state convention disaster relief training.

ORGANIZATIONAL CHART OF SBDR FEEDING



TRAINING

Each Baptist convention will train and maintain volunteers as described in this Feeding Manual.

SBDP leadership has chosen to use hats for recognition of leaders. These have been found to make key leaders easily identifiable at operational sites.



SPECIALIZED TRAINING

INCIDENT COMMANDER (WHITE HAT)

The incident commander is the leader of the ICS (Incident Command System) team. The incident commander should have FEMA training.

FEEDING OPERATIONS CHIEF (FOC)

This position coordinates the field kitchens and is direct liaison to activating agencies (state/county EOC, American Red Cross, The Salvation Army, etc.). This person is part of the Incident Management Team (IMT).

BLUE HAT/FIELD KITCHEN MANAGER

State conventions should work to ensure that all feeding Blue Hats have a ServSafe Manager certification.

FEEDING UNIT DISASTER RELIEF VOLUNTEER (GOLD HAT)

A feeding unit disaster relief volunteer should be trained by the state convention in a comprehensive training program based on ServSafe principles and disaster relief field operations.

UNIT CLASSIFICATION SPECIFICATIONS

Individual states have various sized feeding units. These are classified in the following ways:

TYPE I (D) FEEDING UNIT

Capacity to prepare above 20,000 meals per day.

Equipment will include at least six 30-gallon (or larger) pieces of cooking equipment including ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven).

Recommended minimum 50 volunteers.

TYPE II (C) FEEDING UNIT

Capacity to prepare up to 20,000 meals per day.

Equipment will include four 30-gallon (or larger) pieces of cooking equipment including convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven).

Recommended minimum 40 volunteers.

TYPE III (B) FEEDING UNIT

Capacity to prepare up to 10,000 meals per day.

Equipment will include two 30-gallon (or larger) pieces of cooking equipment including convection ovens or equivalent equipment (tilt skillet, steamer, kettle, or combination convection oven/steam oven).

Recommended minimum 30 volunteers.

TYPE IV (A) FEEDING UNIT

Capacity to prepare up to 5,000 meals per day.

Equipment will include stove burners, cookers, double boilers and at least one convection oven or tilt skillet.

Recommended minimum of 15 volunteers

TYPE V (QR) FEEDING UNIT (THIS IS CONSIDERED A TYPE IV BY FEMA STANDARDS – TYPE V IS FOR SBDR ONLY)

Capacity to prepare <100 - 2,000 meals per day.

Equipment can include roasters, six burner stoves, regular oven, tilt skillet, convection oven, griddle.

Recommended 6-10 volunteers.

Usually responds for a week or less before transferring to larger kitchen.

Type VI (Fixed/Church Kitchen) feeding unit (this is not on FEMA standards – Type VI is for SBDR only)

Capacity to prepare 75-200 meals per day.

A typical home kitchen or commercial equipment may be available.

Recommend 4-6 volunteers.

Responds if crews are working.

All unit capacities are based on using canned, pre-cooked frozen or raw food. The unit should be able to sustain this type of production for two weeks based on a 12–15-hour day and preparation of two meals a day for disaster survivors, plus breakfast for the crew or three meals a day for crews.

FEEDING SITE DESCRIPTIONS

MEGA FEEDING SITES

Mega feeding sites are set up at the request of the affected state convention in cooperation with our partners for the purpose of generating a higher daily meal count than a type I (D) unit (30,000 meals) can produce. The site location in the affected community could very possibly be something other than a Southern Baptist church facility, such as a fairground, school, community center, or shopping center, due to the large number of volunteers, support equipment, and materials needed for the operation.

In the cooperative spirit of SBDR volunteers, mega sites have been successful in meeting the needs of affected communities and our partners. Clear, concise communication up and down the chain of command is the foundation of our success. First, the affected state convention disaster relief director assigns the Site Coordinator (white hat), whether the mega feeding site is a one or multi-state operation. This person reports to the IMT. To maintain clear lines of authority and community the FOC reports to the Site Coordinator and the Blue Hat reports to the FOC.

The following points should be considered when operating a mega feeding site:

1. One experienced Site Coordinator or Incident Commander (IC, white hat) should be running operations.
 - a. It is recommended this person be familiar with mass feeding.
2. The Site Coordinator may appoint others to assist in managing the site, organized based on ICS principles. Clear lines of supervision and communication are critical to avoid compounding an already chaotic situation. For example:
 - a. An Inventory Coordinator who keeps up to date regarding food supplies and deliveries on site
 - b. A Trash Coordinator who facilitates the collection of trash and keeping the site clean
 - c. A Menu Planner who facilitates planning several days of menus with the Inventory Coordinator and our partner Kitchen Manager (i.e.: American Red Cross, The Salvation Army)

3. If multiple units are on site, a Field Kitchen Manager (blue hat) should lead each unit.
 - a. A coordination meeting should take place daily.
 - b. Cooperation is crucial.
4. A relationship with a partner kitchen coordinator is essential.
 - a. He/she is responsible for securing the food, distributing the food by ERVs, canteens, etc.
 - b. This person should be a part of the daily update meetings with SBDR.
5. Cooking large quantities of meals produces a lot of trash and strains the equipment.
 - a. This type of operation is larger than most volunteers have seen. It can be intimidating to SBDR volunteers if they are not prepared.
 - b. The key is trained, experienced leadership (Site Coordinator/White Hat and Blue Hat/Field Kitchen Managers) in food preparation and delivery.
 - c. Coordination and cooperation are crucial.
 - i. A mega feeding site is not the place or the time for on-the-job training of key leadership.
 - ii. Additionally, key leadership should remain stable; that is, the Site Coordinator should remain on site for a given period (at least one week and preferably two weeks).
 - iii. The same is true for the Blue Hat/Field Kitchen Managers—they should remain onsite for a minimum of one week. Leadership changes after only a few days will complicate the ministry.
6. The basic principles for inventory, storage, cooking, distribution, sanitation, and safety remain the same as in smaller operations.
 - a. The difference is in terms of the volume of meals, equipment, personnel, and vehicles.



MASS FEEDING SITES

Much like a Mega feeding site set up, a Mass feeding site will service 5,000-30,000 meals per day.

This kitchen can be staffed with volunteers from one or more SBDR conventions.

As on any site, sufficient kitchen equipment and wrap-around equipment (i.e., forklift, dumpsters, port-a-pots, lights, etc.) is needed for the number of meals to be prepared.



QUICK RESPONSE UNITS (QRU)



This kitchen is different from what most Disaster Relief volunteers are accustomed to. It is mobile, fully functional, and self-contained. QRUs are NOT designed for the purpose of mass feeding (though they can be used in that context). They are designed to serve one-ten people at a time as they walk up to the Unit.

In deploying a QRU with a crew of 3-5 volunteers, 2-3 will be serving inside the Unit and 1-2 will be outside the unit serving people and striking up conversations to share the Gospel.



The first word in the QRU acronym is "Quick." The unit is designed to be quickly on site and can be moved to another site just as quickly. In deploying a QRU, think in terms of hours and not days. A successful QRU ministry remains ready to be deployed within 2 hours of being released to go.

The idea is to be on-site in the Disaster Area and serving food the day of or the day after the disaster occurs. Normally, a QRU deployment usually lasts for 3-5 days.

The number of meals a QR is capable of depends on the equipment in unit. The total number of meals can range from less than 100 to 2,500 per day in a mass feeding context. But the emphasis in training needs to focus on feeding less than 200 meals a day. The volunteers needed depend on the specific equipment and the number of meals you plan to prepare. If you are preparing a small amount and serving out the window, 3-6 volunteers are sufficient. This allows the volunteers to travel with unit in one truck.

Each unit is unique: some with roasters, some with stove, oven, grill, deep fryers, and some with tilt skillet and convection ovens. Your convention needs to decide on which unit best serves your needs. If you are cooking inside the unit, you will need a vent hood and fire suppression (preferably built in).

OTHER EQUIPMENT TO CONSIDER WILL BE:



- Proper storage, both dry and refrigerated.
- Propane tanks
- Generator
- On demand water heater
- Holding tank for both fresh water and gray (waste) water
- Pop-up tents
- Coffee maker and
- Ice chest for drinks

Each unit should have a copy of the operating manual. You need to determine what size vehicle is needed to tow the unit and transport volunteers, and gear to the site, depending on loaded weight of the unit. Call-out follows typical standards (Go, where the team will be going, where you are staying, number of expected meals). It is always a good idea to

know what locations will be available for you to obtain supplies or if they all must be shipped in. Usually, however, this information is not fully known before a QRU rolls out.

An example of a deployment conversation for a QRU often goes like this: “There was a storm last night in Small Town. Several homes were involved, and we are not sure of the extent of the damage. We need you to go there and find a place to serve survivors. Contact us when you get set up.”

In some instances, a QRU may discover that a larger kitchen is needed in the area. If determined that the QRU is not large enough for the event, a larger unit should be requested ASAP, but the QRU will give you time to call in bigger units and start mass feeding.

Fixed KITCHEN

A fixed kitchen is any kitchen in a permanent building or could be in a school, church, or business. It is usually used to cook for small groups or teams.

- **Introduce yourself and complete kitchen facility form.** Must be signed by person legally authorized to sign. It is helpful to have the kitchen person walk through with you later. They will be your best person for specific information.
- **Develop a working relationship with host kitchen staff.** They can help you more than anyone else. Get directions for any equipment you have not used. Ask if there is other kitchen equipment elsewhere that you may need.
- **Take pictures of the entire kitchen** including inside the oven, refrigerator, storage area, every area that will be used. Be sure to take pictures of damage, inside ovens, refrigerators, and everywhere you clean.
- **Do not re-arrange anything without permission.** If you must, have good pictures to return everything to the correct area.
- **Post information.** Name of facility, address, and number for IC office; emergency contact for building maintenance; and hospital and walk-in clinic numbers and addresses. Daily information should include today’s date and menu.
- **Create a “Kitchen Folder”** with initial pictures, contact information (for maintenance, emergency, church, facility agreement, trash info, where to shop with address, any other specific information).
- **Locate the fuse box, water and gas cut off.** Make a map or note and place it in Kitchen Folder. This may be done when you fill out the agreement or could be with the maintenance or kitchen person.
- **Can circuits handle several appliances?** If not have a generator with long electric cords, if needed.
- **Locate the extinguisher and fire alarms.** Mark with tape. Place information in Kitchen Folder.



- **Locate trash dumpster and alternate dump sites.** Find out days for dumping and how to handle extra dumps or increased service. Information should be placed in Kitchen Folder.
- **Know Recycle Procedures.** Use them and train workers. Information should be placed in Kitchen Folder.

FOOD SUPPLIES AND STORAGE

- **Inventory food supplies and available equipment.** Inventory the day you receive food and keep a running inventory. Pass it on to the incoming inventory person, either a paper copy, Google Drive or on a thumb drive. See inventory sheet in Appendix.
- **Make sure equipment is clean and working orders** It should be cleaned before use.
- **Where to obtain food.** Purchase from approved food sources and you can determine whether to use donated food for the team, but not for the public. Your local kitchen person will be a valuable information resource. Put information in Kitchen Folder.
- **Menus are determined by availability of equipment, food, and time constraints.** Plan and serve meals, with situational awareness, such as hot or cold days, repurposing leftovers, number of volunteers, equipment, and supplies on hand, etc.
- **Store items in areas relative to planned use and 6 inches off floor and 4 inches from wall.** Ask if there is extra room you can store food. Have extra pallets to use for keeping food off floor.
- **Be prepared for heavy cleaning.** You may need special cleaning supplies. Clean before using, clean daily, and deep clean before final walk through before leaving. Check pictures to make sure everything is back to its original location.



KEY POINTS TO REMEMBER

Equipment. Test as soon as possible before using and report any damage.

Label all DR Equipment. Use black marker to make X on bottom of pots and pans, make circle around upper handle on utensils; use tape if marker will not work. Renew as needed. Store in a separate area, if possible.

Label all leftover food. Label with date and the name of food if it is not obvious. Dispose of food not marked.

SITE SELECTION FOR A FEEDING RESPONSE

Operations are usually set up at a Southern Baptist church facility, but on occasion kitchens have been set up at facilities of other denominations, armories, recreation buildings, schools, and parking lots. Church facilities are usually pre-selected by the state director or designee. The FOC and/or Blue Hat/Field Kitchen Manager, in coordination with a facility representative, determines how to set up the site.

1. **Space** – No matter which class feeding unit you have, there must be sufficient room to set up the unit and auxiliary equipment, including storage units.
2. **Location** – The location must be close enough to the affected disaster area so that food can be transported, or clients/disaster survivors can be served on site. The location must be safe and secure both day and night.

3. **Buildings** – Buildings must be large enough to house the disaster relief volunteers. It is desirable to have multiple rooms for sleeping, but sometimes an open gym is all that is available. We use what is available for sleeping quarters.
4. **Restrooms** – Enough restrooms should be provided for the volunteers. If restrooms are not available, portable restrooms and approved hand wash stations should be provided in sufficient numbers to handle the volunteers. A family restroom is desirable.
5. **Shower units/laundry units** – If the church facility does not have adequate showers, a shower unit will be brought in for the volunteers. (Note: If the public will be using these facilities, they must be set up so they can be accessed without going through the disaster relief sleeping and food processing/storage areas.)
6. **Traffic flow** – The operational area should be set up so partner feeding vehicles can drive up to drop off dirty food containers (Cambros) and continue to the loading area and exit without backing up.
 - a. **Parking lot** – The parking lot must be able to accommodate commercial vehicles. Boards, (2x12) must be placed under the landing gear of trailers to prevent damage to the parking lot surface.
7. **Parking** – Consider the number of volunteers and visitors in addition to the feeding equipment and inventory areas.
8. **Serving line** – Make plans to set up a serving line (walk-up or drive-through) to feed the local community.
9. **Water supply** – Confirm that the water supply is potable and adequate (**the local health department is the source of water use approval**).
10. **Gray water** – Access to the sanitary sewer for the unit's gray water is a necessity.
 - a. Most drain fields are not capable of taking the gray water volume that will be dumped during a large operation.
 - b. When there is no sanitary sewer access, consult with local authority regarding disposition of gray water. Gray water relates to water used for showers, hand washing, and kitchen cleanup.
11. **Electricity** – All units should carry generators that are large enough to power their complete operation.
12. **Commercial dumpster** – The site must have adequate space for commercial dumpsters located away from the food preparation area.
13. **Written approval** – A Facility Use Agreement (see appendix) should be completed by an authorized representative of the facility and the unit.
 - a. If it is a partner site, the partner is responsible for having the use agreement signed.
 - b. Pre-inspection and post-inspection forms should be used. Copies of the agreements/forms should be kept on the units.
 - c. If a partner is not present at the beginning of the operation but will be on site, the kitchen unit director is authorized to complete the agreement and will transfer to partner when they arrive.
14. **See Appendix for Checklist**

APPLY BASIC FOOD HANDLING PROCEDURES IN REFRIGERATOR.

- Ready to eat food on the top shelf.
- Leftovers in the middle
- Poultry and raw meat on the bottom
- Designate area for sandwich items.
- Open wire, unlined shelves for proper circulation
- If in doubt throw it out! No date DUMP it.
- If church supplies cannot be moved out of refrigerator mark it and put in one area as much as possible.
- Call an appliance store to see if you can borrow a refrigerator if needed.

Proper Food Storage in Cold Holding Units

An approved walk-in or ice bath method must be used when cooling foods.
Foods must be cooled from 130°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours, for a total time of 6 hours.

Foods Being Cooled, Reduced to 4 Inches or Less & Uncovered



Ready-to-Eat Potentially Hazardous Foods, Date Marked & Covered



Washed Fruits & Vegetables



Raw Pork, Beef, Seafood & Whole Eggs—Cook Temp: 145°F



Raw Ground Meats & Pooled Eggs—Cook Temp: 155°F



Raw Chicken/Poultry—Cook Temp: 165°F



Arizona Department of Health Services
Food Safety & Environmental Services Program
Phone 602-364-3118
www.azdhs.gov/foodsafety

FOOD ORDERING

- The FOC or Blue Hat/Field Kitchen Manager places order,
 - Must obtain authorization, with the SBDR representative at the activating partner's operations center.
 - Orders are placed directly with approved vendors, USDA, Feeding America, or other local Food Bank.
- A menu plan has been prepared to ensure the correct portions for SBDR or partners.
- Utilize US Foods and/or Sysco preplanned order forms and/or electronic ordering when possible. There may be food items available to order from USDA, Feeding America, or a local Food Bank. Be sure to contact the local school superintendent, if possible, regarding the availability of food available from closed schools.
- Be practical when ordering but be prepared to safely prepare raw meats when available.

MENU PLANNING

- The Blue Hat/Field Kitchen Manager will plan the daily menus in coordination with lead cook, inventory personnel and partner (if on site).
- Remember some food products take much longer to prepare than others so plan one easier and one harder meal per day.
- Plan menus that will utilize all cooking equipment (convection ovens as well as tilt skillets).
- Make time adjustments if preparing raw foods. Preparing raw foods requires:
 - More time, equipment, and volunteers to prep items.
 - More time to clean between items to prevent cross contamination.
 - More time to cook each part of the menu.
 - More time to clean up after.
 - More space to safely accommodate food waste.
- Take into consideration regional food preferences.

FOOD PREPARATION

To produce the number of meals needed during a major disaster, canned and/or frozen precooked food is preferred but raw food preparation may be necessary.

The following guidelines should be remembered:

- Meats, vegetables, and fruits in #5 or # 10 cans are usually necessary during the first two to three days of food preparation.
- Individual servings of fruit/pudding in 4 oz. cups are preferred to desserts when available.
- Frozen, precooked, or raw food ingredients may be used if necessary.
- Frozen, precooked, or raw foods, which require thawing prior to heating must be thawed under refrigeration at 41° F or less. This process usually takes about three days.
- When using frozen foods, three to four refrigerated units are needed for the stepdown process of thawing.
 - Partitioned refrigerated units aid in the processing of frozen items.
- All cans need to be sanitized prior to opening.
- Commercial quality can openers are necessary for large food operations.
- Southern Baptist feeding units are used to cooking fully cooked meat and vegetables. These should be ordered when available.
 - Be prepared to use ServSafe rules to safely prepare raw meats and vegetables if necessary.
 - Cooking times for raw products will severely reduce the production capability of the units when handling raw products.
- SBDR cannot accept home grown/canned items. All food used must come from approved food sources.

FEEDING ASSESSMENT

Feeding assessment should be done in conjunction with local churches, Associational Missionary, local Emergency Management, schools (if operational) and the public. This will determine the number of meals, location of fixed sites and distribution needed. Exercise good judgment, initial estimates can be wildly over or under-estimated.

DISTRIBUTION

Prepared food distribution can be accomplished in several ways. Southern Baptist kitchens prepare the food, which is stored or transported in Cambro's® to maintain the proper serving temperature.

- Feeding lines are established at the site of the Feeding Unit, and usually a drive-through operation.
- Local churches or community resources may distribute the food from fixed feeding sites. Fixed feeding sites bring the food closer to the disaster survivors. Using churches connects relief efforts to the local church.
- Partners can distribute food with their response vehicles on set routes, fixed feeding sites, or to shelters.

GUIDELINES FOR PREVENTION OF ACCIDENTS

TO PREVENT INJURY

1. Do not touch electrical outlets or appliances with wet hands or while standing on a wet surface.
2. Contact the Blue Hat/Field Kitchen Manager or Maintenance team to replace worn or damaged electrical cords, plugs, etc.
3. Learn to operate mechanical and electrical equipment (coffee pots, slicers, etc.) before using them.
4. Always close drawers and cupboards.
5. Have sufficient light in work areas.
6. Never touch downed lines of any kind.

TO PREVENT FIRES

1. Make sure there are no gas leaks before lighting a gas stove or other appliance.
2. Keep type BC or ABC fire extinguishers in convenient places throughout the cooking area. Each extinguisher should be a minimum of 5 pounds.
3. Remember **PASS** to use the fire extinguisher correctly:
 - **P** = Pull the pin
 - **A** = Aim at the base of the fire
 - **S** = Squeeze the handle
 - **S** = Sweep the extinguisher back and forth, remembering to aim at the base of the fire
4. Follow safety requirements when refueling is taking place. Extinguish all fires, including pilot lights, before refueling starts. Check connections with liquid soap before re-lighting gas appliances. Avoid use of flammable cleaning fluids. Store all flammable fluids away from fires.
5. Extinguish grease fires by clamping a tight lid over the flame to starve it of oxygen. Be sure hands, arms, face, and body are protected. **Never use water to put out a grease fire.**

TO PREVENT BURNS

1. Turn equipment handles away from the edges of stoves and tables to prevent tipping.
2. Wear gloves or use well-padded, dry potholders to handle pans and lids. Never use towels or aprons as potholders. Never use latex gloves around oven or open flame. It is recommended to not use latex gloves when stirring in a tilt-skillet, only when adding food to or dipping food out of.
3. Wear oven mitts to remove pans from ovens. Protect arms.
4. Lift lids from hot pots slowly, the furthest edge first. Let steam escape away from face and arms.
5. Keep matches in covered cans and provide metal containers for burned matches. Preferably use long-handle butane lighters.
6. Avoid use of flammable cleaning fluids. Store all flammable fluids away from fires.

TO PREVENT CUTS

1. Provide a holder and a safe storage place for knives. Do not store knives loosely in drawers with other utensils.
2. Wash knives by themselves; do not put in dishpan with other utensils.
3. Use broom and dustpan to pick up broken glass, wrap well, mark clearly, and place broken glass in special container for disposal.
4. Can lids should be stored in an empty can, never put loosely in a garbage container.

GUIDELINES FOR SAFE FOOD HANDLING

All persons involved in food preparation, service, or delivery at mobile feeding units must be extremely concerned about prevention of food borne illnesses and control of sanitation and hygiene.

FOOD HANDLING

1. Use only clean, unspoiled foods obtained from an approved source.
2. Protect food and water supplies from contamination by airborne particles (dust, pollen, hair, and spores), splashing, cleaning solutions or sprays, flies, vermin, rodents, and drainage.
3. All dry bulk food needs to be covered by tents or tarps to protect from the weather.
4. Limit use of food that is known to be ideal medium for bacteria growth: cream fillings or sauces, meat salads and dressings, stuffing, or hashes, baked or broiled ham, and salads with mayonnaise (potato salad, etc.).
5. Avoid foods or preparation procedures that require much handling.
6. Refrigerate perishable foods at temperatures at or below 41° F.
7. Cook to recommended temperatures (160°-180°) using a thermometer and
8. Process all food in sanitary work areas.
9. Prepare food as near to serving time as possible and keep hot until served.
 - a. We can serve food from Cambros with no additional heat for 4 hours after opened and after it drops below 135 degrees or rises above 41 degrees, according to "Rules of 4."
10. Use calibrated thermometers. (See appendix.)
11. Protect foods from unsafe cooling and contamination during delivery and when serving.
12. Cover food and drink containers whether empty, clean, or soiled.

SAFETY GUIDELINES

1. Use a safe water supply and sanitary water delivery (lines, pipes, hoses, and containers) obtained from an approved source.
2. Maintain clean preparation facilities, tables, equipment, and utensils.
3. Maintain clean, safe and protected serving supplies, equipment, utensils, eating areas.
4. Dispose of refuse and waste in a safe, sanitary manner and keep it away from preparation and serving areas.
5. Maintain clean and dry storage areas free from rodents, insects, and other animals or vermin.
6. Maintain clean, safe, controlled refrigeration storage to keep refrigerated foods at or below 41° F.
7. Use containers made of safe materials. Never use galvanized cans for cooking or storage, except for packages of dry staple foods.
8. Practice meticulous personal hygiene and sanitary food handling.
9. All food handlers must wear single use gloves.
 - a. To prevent contamination, change gloves after use of restroom, handling food, touching any surface, eating, drinking, handling chemicals/garbage, and when returning to kitchen area.
 - b. If in doubt **Change Your Gloves**.
 - c. Replace gloves if they become punctured or every four hours.
10. Wash hands often, with warm water of 100°F, before and after handling food, perishables, chemicals, and cleaning utensils. Use soap and dry hands thoroughly with a single use paper towel.
11. Completely clean and then sanitize workstations frequently, using a properly mixed sanitizing solution (bleach, quats, etc.) then air dry.
12. Deal with pests such as flies, bees, mosquitoes, etc., as safely as possible. Avoid spraying pesticides in food preparation and serving areas.
13. In case of vomiting or diarrhea different cleaning procedures are required. See appendix for Procedure.

PERSONAL

Do's

1. Wear clean, washable outer garments.
2. Wash hands frequently with soap and water and dry with a clean paper towel.
3. Wash and dry hands carefully after using the toilet.
4. Wash and dry hands carefully after smoking or vaping.
5. Keep your fingernails trimmed and free of dirt.
6. Wear gloves made of proper material for the task.
7. Use forks, tongs, spoons, and ladles in handling and serving food.
8. Wear hair covering, uniform cap, or hair net at cooking and serving sites. No pins on hats, visors, or lanyards.

DO NOT'S

1. Handle food if you have signs of disease or illness, cuts, infection, sores, diarrhea, sore throat, cold, or congestion.
2. Sneeze, cough, or blow nose or scratch scalp near food.
3. Moisten fingers by putting them in your mouth.
4. Use tobacco while working around food.
5. Touch sanitized eating utensils.
6. Take medicines in food prep or serving areas.
7. Wear aprons to the restroom.

WORK AREAS

1. Follow all guidelines for food handling and sanitation.
2. Keep walking and standing areas free of standing water.
3. Keep passageways, stairs, serving areas, and work areas clear of boxes, tools, or other obstructions.
4. Remove or cover spilled grease, fat, oil, water, or food immediately. Clean area and cover if still slippery.
5. Wear suitable shoes for the occasion: low heels, treaded sole, soft soles on hard surface, waterproof in damp area, heavy duty when heavy lifting, etc. Never wear open-toed shoes.
6. Provide sufficient light in work areas. Shine a flashlight before reaching into dark places.
7. Wear gloves and aprons while using sanitation supplies or other chemicals that may affect the skin.
 - a. Change gloves and aprons immediately after handling chemicals.
 - b. Avoid prolonged contact with or breathing fumes from cleaning chemicals.
8. Bandage cuts, scrapes, or burns immediately.
9. To reach high places, use a stepladder. Do not stand on chairs, stools, tables, pallets, or boxes. Follow guidelines for preventing falls.
10. Disconnect electrical equipment before cleaning. Do not touch outlets or equipment with wet hands or while standing on wet ground or a wet floor.
11. Avoid barehanded contact with ice or frozen food.
12. Know proper use of mechanical and electrical appliances before using them.
13. Replace worn or damaged electrical cords, plugs, connections, and bases as soon as wear or damage is discovered.
14. Keep hands and clothing away from moving parts on mechanical and electrical equipment.
15. Watches, ties, jewelry, etc., cannot be worn in the food prep area. The only permissible ring is a plain band.
16. Get adequate rest, stay alert, and watch out for the welfare of others.
17. Make safety and hygiene a priority. Get plenty of fluids and nourishment so you can achieve your fullest effectiveness and that of your team.
18. Follow all safety requirements.
19. Tow motor/forklift operators must meet the certification standards of the state convention.
 - a. The use of a tow motor/forklift should be counted under heavy equipment hours (according to FEMA).

SANITIZING FOOD SERVICE EQUIPMENT

USING CHLORINE BLEACH

1. Dilute mixtures of chlorine bleach and water are a common and cost-effective method for sanitizing equipment in food processing operations.
2. Equipment or articles sanitized with the solution must be allowed to drain adequately before contact with food.
3. Solutions used for sanitizing equipment shall not exceed 200 parts per million (ppm) available chlorine.
4. About one tablespoon (½ fluid ounce, 15 ml) of typical chlorine bleach per gallon of water is the maximum that should be used for sanitizing food contact surfaces, according to federal regulations. If higher concentrations are used, the surface must be rinsed with potable water after sanitizing. Make sure chlorine test strips are available.
5. Contact times of one to five minutes are usually sufficient to achieve a thorough kill, depending on the chlorine concentration and organic load.
6. The temperature of the water used to dilute and apply the chlorine as a sanitizer should be 110-120° F.

Desired chlorine concentration	Amount of chlorine bleach (5.25% sodium hypochlorite) needed	Amount of water needed
50 ppm	¾ tsp	1 gallon of water
50 ppm	1 Tablespoon (½ oz.)	4½ gallons of water
50 ppm	2½ Tablespoon (½ oz.)	10 gallons of water
100 ppm	1½ tsp	1 gallon of water
100 ppm	2 Tablespoons (1 oz.)	4½ gallons of water
100 ppm	5 Tablespoons	10 gallons of water
200 ppm	3 tsp	1 gallon of water
200 ppm	4 Tablespoons (2 oz.)	4½ gallons of water
200 ppm	10 Tablespoons (5 oz.)	10 gallons of water

USING QUATERNARY TABLETS OR LIQUID

1. Follow guidelines on containers.
2. Make sure you have quaternary test strips on hand.

THREE SINK/STOCK TANKS METHOD OF CLEANING

1. Scrape waste from pots and utensils into waste receptacle; dispose of waste.
2. Pre-rinse pots and utensils to prevent excess particles in wash water.
3. Wash in the first compartment of sink.
 - Use soapy water, 110°-120° F.
 - Change water often and when refuse or temperature dictates.
 - Remember that detergent or soap is a cleaning agent, not a sanitizing agent.
4. Transfer to second compartment.
 - Rinse in water 110°-120° F.
 - Place small items in wire basket or pail.
 - Place container with small items in rinse water.
 - Rinse pots, pans, and utensils.
5. Transfer to third compartment.
 - Use water at least 180° F or sanitizing solution (see previous table).
 - Immerse for two minutes.
 - Remove and place on drain board; do not dry with a towel.
 - **NOTE: Extreme care should be taken if using the hot water sanitizing method.**

6. Store sanitized utensils, pots, and equipment appropriately making sure no food particles are left in containers, brushes, sponges, cloths, etc.
7. Clean floor surface of sanitation area with hot soapy water or chlorine solution. Leave no standing water.

CLEANING WITH HIGH PRESSURE HOT WATER

1. Rinse, scrape, and remove all tape and labels.
2. Transfer to stock tank #1 or in Cambro cleaning holder.
 - Blow all food items and grease from inside and outside of container with the high-pressure hot water.
 - Do not use detergent in this operation.
 - No additional rinse or sanitize solution is needed for this method if the temperature is 180 degrees or above.
3. Air dry items on drying racks or drying tables.

PROPANE, GAS AND DIESEL

PROPANE

1. Transport and store LP tanks in an upright position.
2. Inspect tanks for corrosion, damage, and wear.
3. Inspect lines and appliances for wear and damage.
4. Keep fire extinguishers and first aid kit within reach.
5. No Smoking signs must be posted.
6. Propane tanks must be secured with a chain to a fixed object.
7. Secure valves with covers when possible.
8. Keep the following nearby for refueling or inspecting tanks and connections: wrench, screwdrivers, other related tools, copper wire, flashlight, liquid soap.
9. Have tanks filled by a professional dealer or capable representative. Refuel in an open area. Only essential people should be in the area.
10. Instruct volunteers prior to start of refueling:
 - a. Extinguish fires, flames, and pilots; remove potential spark sources (electric sources, motors, static electricity). Make sure generators are shut down.
 - b. Evacuate away from unit.
 - c. Do not offer to help unless asked to help.
 - d. No smoking or vaping anywhere in area by anyone.
 - e. Warn guests and insist upon strict compliance with all the above.
11. Use a CALL-OUT WARNING SYSTEM prior to refueling or connecting/disconnecting tanks, lines, or appliances. That is,
 - a. Call loudly that refueling is about to take place.
 - b. See that the warning is repeated so that no volunteer or anyone else fails to get the warning.
12. When connecting or disconnecting lines, close all valves.
 - a. When connecting fuel lines, begin at appliance and proceed to tank, with all valves closed.
 - b. When disconnecting appliance, turn off main valve at tank and check valves back to the appliance. Check and extinguish all flames within a safe distance. Then disconnect from tank to appliance.
13. Install check valves on lines as backup, where possible.
14. Check for open flames or other fire or spark sources.
15. After each refill, check connections for leaks with liquid soap. If a leak is present, keep volunteers and others away until safe.
16. Light pilots with a small torch (flame that will not blow out).
17. Turn appliances on; adjust pilot lights and flames.
18. Be acquainted with maintenance procedures on refueling.

ONSITE REFUELING – IF PERMITTED, ACCORDING TO LOCAL VENDOR

Small LP tanks (4 lb. to 100 lb.) may be filled on site if they are equipped with an OPD (overfill prevention device) valve. The delivery truck or kitchen must have an adapter for these tanks.

How to tell if you have an OPD valve:

1. The valve must have a triangular handwheel.
2. The handwheel (if triangular) should have the letters OPD stamped into it.
3. Not all OPD valves have outside threads; however, most do.



INFORMATION

There are multi valves for 100 # cylinders which can be located at propane supply warehouses for around \$100. A certified technician must install these valves. The advantage to using this valve is most states will fill the tanks on site from propane tanker trucks without breaking connections.

Propane tanks are "date stamped. Date stamps are located on the collar of the tank. An example is 09-12 which is September 2012. The tank is good for 12 years and if a tank is out of date, it must be recertified before it can be filled. A recertification is good for 5 years and can receive the recertification 3 times total.

GASOLINE/DIESEL

- No smoking or vaping
- Have a secure refueling area.
- Shut off engine.
- Make sure you have a cool-down period, **NEVER** fill a hot engine.
- Do not fuel if there is a source of ignition in the immediate area.
- Make sure equipment is grounded.
- No Smoking signs must be posted.
- Fuel with proper fuel/equipment
- **DO NOT OVERFILL**
- Do not leave unattended while fueling.
- After filling check for any spillage
- Anytime a generator is in use an AB or ABC fire extinguisher must be located near enough to be quickly available if needed.
- Return all equipment in the area back to operational status.
- It is important to have someone in maintenance to be responsible for tracking fuel and temperature in refrigerated units. Chart in Appendix.

** **MSDS** (material safety data sheet) by calling 800-689-3998. MSDS provides safety and first aid information in case of eye or skin contact, inhalation, or ingestion of fuel.





---- SAFETY IS EVERYONE'S DUTY ----

INVENTORY MANAGEMENT

For proper food use and handling, a good inventory plan is essential during the initial, on-going, and closing phases of a disaster response. A person who has the gift of organization should be given the task of inventory manager.

INITIAL INVENTORY CONTROL

- Prepare within 24-48 hours of arrival at the kitchen site an initial inventory of food and equipment brought to the disaster with the feeding unit.
- Initial inventory with documentation will be presented to the FOC, Blue Hat/Field Kitchen Manager, and the activating agency.

ON-GOING INVENTORY CONTROL

- Keep a copy and list of invoices and receipts related to food and supplies.
- On-going Inventory and Bill of Lading must be submitted within 24-48 hours of arrival at designated kitchen site to the FOC, Blue Hat/Field Kitchen Manager and activating agency.
- Keep a daily inventory after initial processing of food and supplies that is available to the Blue Hat/Field Kitchen Manager and activating agency.
- The Blue Hat/Field Kitchen Manager will prepare a pull order daily for the Inventory team.
- Keep pertinent information of all trailers (owner, vehicle number and license number).
- Establish a warehouse or trailer grid identifying the location of products.
- Store all food on pallets.

CLOSING

- Prepare a complete closing inventory of food, paper goods, and all equipment.

WASTE DISPOSAL

LIQUID WASTEWATER

- Consult with local authorities on the disposal of liquid gray water.
- If a large collection bladder is used, a professional hauler must be obtained to transport gray water.

SOLID WASTE (PAPER, CARDBOARD, CANS, FOOD, ETC.)

- Garbage and refuse should be kept in durable, easy-to-clean, insect proof, rodent proof containers that do not leak, do not absorb liquids, and have covers that fit. Plastic bags may be used to line these containers.
- There should be enough garbage containers to hold the garbage and refuse that accumulates.
- Garbage and refuse should be disposed of frequently to prevent the development of odors and the attraction of insects and flies.
- If recycling is available, and used by the host site, an additional recycle container is needed.

OUTSIDE GARBAGE STORAGE

Outside garbage storage containers are traditionally large roll-off construction dumpsters. Make sure there is sufficient space for service trucks to access it.

- These containers should be located away from the food production area yet close enough for frequent trash dumps.
- The areas around the containers must be kept as clean as possible.
- All bulk food should be double plastic bagged before depositing in the dumpster.
- The schedule for picking up or emptying these dumpsters should be daily (or more often if necessary) to be free of pests and to keep the area clean.
- Leakage around a dumpster should be pressure washed daily.

POTABLE WATER SAFETY

1. Drinking water should be obtained from one of the following approved sources:
 - a. Public water system
 - b. Non-public water system that is constructed, maintained, and operated according to law of state drinking water quality standards.
 - c. Water buffalo or tanker supplied by a local government agency.
2. Verify that the water systems being used are potable by contacting the local health department.
3. Bottled drinking water used or sold in a retail establishment should be obtained from approved sources in accordance with local and state health department regulations.

SHUT DOWN PROCEDURES

KITCHEN SITE CLOSING

Recommendations to close kitchen sites must be made jointly between the SBDR Incident Management Team, FOC, Blue Hat/Field Kitchen Manager, and partners. Those recommendations must be communicated to all parties with final decisions communicated to Operations and properly posted and communicated to clients.

1. Plan at the kitchen site with the SBDR Blue Hat/Field Kitchen Manager a recommendation for the closing of the field kitchen operation including:
 - The date and time (lunch, dinner) of the last day of feeding
 - Arrangements for the return or disbursement of USDA commodities (representative will have instructions). See Appendix for USDA
 - Disposition of all remaining food and supplies
 - Deliver 48 hours advance closing notice to all parties including the organizations' management, clients, and workers.
 - Communicate recommendation to SBDR Coordinator and partners at the Disaster Relief Operations (DRO) headquarters.
2. Establish procedures for the removal of ancillary services (i.e., garbage, recycling, etc.) at the kitchen site.
3. Develop a plan for restocking the field kitchens based on conversations with the Field Kitchen Manager and from the initial order or orders at the DRO location.
4. Prepare a closing inventory of food, paper goods, and all equipment remaining on the unit. All food needs to be restored to supply trailers (US Foods, SYSCO, etc.), if they have been stored outside.
5. Products need to be secured to pallets with plastic wrap ready to be transported.
6. Clean the site completely.
7. This plan works whether Mega, Mass, QRU or Fixed Site kitchens.

APPENDIX

AGREEMENT BETWEEN CHURCH, SBDR, or SEND RELIEF

Church Name:		Date:	
Address:			
City:	State:	Zip:	
Phone #:	Fax #:		
Web Address:	Email:		

We agree to allow SBDR and Send Relief the use of the church facilities as a disaster relief operational facility for the disaster.

DR # _____ .

The church has agreed to make the following available for the purpose stated below:
(These are offered as examples only and not intended to set priorities)

<input type="checkbox"/> Entire building	<input type="checkbox"/> Housing of volunteers and DR operation
<input type="checkbox"/> All except auditorium/sanctuary	<input type="checkbox"/> Emergency shelter for victims
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Food preparation
<input type="checkbox"/> Dining/Fellowship Hall	<input type="checkbox"/> Food service / DAC Center
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Collection / Distribution Center
<input type="checkbox"/> Nursery / Classrooms	<input type="checkbox"/> Childcare Center
<input type="checkbox"/> Classrooms / Restrooms	<input type="checkbox"/> Mass Care Shelter Center
<input type="checkbox"/> Other	<input type="checkbox"/> Other:

The Church has agreed to make the following equipment available for disaster response for the purposes stated:
(These are offered as examples only and not intended to set priorities)

<input type="checkbox"/> Church van	<input type="checkbox"/> Transporting displaced people / Volunteers
<input type="checkbox"/> Electric generator	<input type="checkbox"/> Emergency electrical service
<input type="checkbox"/> Wheelchair	<input type="checkbox"/> Transporting injured / Handicapped Persons
<input type="checkbox"/> Other (church Wi-Fi)	<input type="checkbox"/>

Pastor or Designee Signature:	Date:
Incident Commander Signature:	Date:

FACILITIES AGREEMENT / WALK THROUGH

Please note any issues in the following areas:

<i>Pastor or Designee Signature:</i>	<i>Date:</i>
<i>Incident Commander Signature:</i>	<i>Date:</i>

Note: Leave one copy for the church office and another for the IMT office.

CHECKLIST

RESOURCE	AMOUNT	CONTACT INFO	LOCATION
PREPLANNING			
Church Location			
Church (Power, water, restrooms, kitchen, refrigerator. storage			
Fuse box			
Gas emergency cut off.			
Food - National Partners (Sysco - US Foods)			
" - Local Vendors			
" - Food Banks			
" - Pickup (Location)			
" - Delivery (Location)			
KITCHENS (MOBILE/FEEDING)			
Kitchen Site Inspection & Agreement Completed			
Pictures of rooms			
Site Security Arrangements			
Kitchen Support Trailer			
Ladders – Steps			
Computer & Printer/copier			
Forklift(s)			
Pallet Jack(s)			
Pallets			
Hand Truck(s)			
Drag Chain w/ Hooks			
Refrigerated Drop Trailer(s)			
Dry Storage Drop Trailer(s)			
Padlocks, keyed alike			
Dumpster(s) (Check with church first)			
Trash Removal Service (Check with church first)			
Trash Bags			
Power Washer			
Steam Jenny			

RESOURCE	AMOUNT	CONTACT INFO	LOCATION
Vendor Accounts – Propane			
“ “ - Diesel			
“ “ - Ice			
“ “ - Gasoline			
Portable Toilets			
Hand Wash Stations			
Wall Tent/Canopy			
Portable Lighting System(s)			
Fire Extinguishers			
Electrical Drop/Generator			
Generator			
Public Water System Connection			
Water cut off valve			
Potable Water Storage System & Bulk Water			
Water Purification			
Gray Water Storage System (grease separator or bladder)			
First-aid Kit/Supplies			
Chairs			
Propane Space Heater(s)			
Office Supplies			
Box Fans			
Cambro Liners (Bag)			
Fax Machine/Copier			
Tarps			
Miscellaneous Supplies			
Stretch Wrap for Palletizing			
No Smoking Signs			
Contacts for local agencies			
Sheriff's department			
Police Department			
Fire Departments			
Emergency care/hospital/911			
Emergency management			
Health Department			

INFORMATION AND SAMPLE CHART FOR REFRIGERATION UNITS

1. Document the temperature of both the freezer and refrigerator section twice each shift.
2. Check engine oil **ONCE A DAY**.
3. Check fuel levels every 4 hours for small tanks and once per shift for larger tanks.
4. If the unit does not have an auto defrost the unit should be defrosted every **4 hours** by depressing the defrost switch.
5. Shut the unit off if the doors are to be open more than **10 minutes**. Preheat and restart the engine after work is complete.
6. Ensure that the doors are shut properly when exiting.

RESTARTING THE UNIT AFTER RUNNING OUT OF FUEL.

- Remove fuel filter and fill with diesel fuel.
- Reinstall the filters.
- Prime the unit with a hand primer on the side of the engine.
- Preheat for at least 1 minute.
- Restart the unit.
- If the unit fails to start repeat the previous steps.
- If the unit still will not start, contact the service representative for the unit.

REFRIGERATED TRAILER DAILY CHECKLIST

Location: _____ Vendor _____ Trailer # _____ Tag # _____

**Maintenance Log for
Freezer/Refrigerator Unit**

**Maintenance Log for
Freezer/Refrigerator QR Unit**

**Maintenance Log for
Freezer/Refrigerator Fixed
Kitchen**

DATE	DATE	DATE
TIME	TIME	TIME
TEMPERATURE	TEMPERATURE	TEMPERATURE
FUEL LEVEL	PROPANE LEVEL	
OIL LEVEL	GASOLINE LEVEL	
DATE	DATE	DATE
TIME	TIME	TIME
TEMPERATURE	TEMPERATURE	TEMPERATURE
FUEL LEVEL	PROPANE LEVEL	
OIL LEVEL	GASOLINE LEVEL	
DATE	DATE	DATE
TIME	TIME	TIME
TEMPERATURE	TEMPERATURE	TEMPERATURE
FUEL LEVEL	PROPANE LEVEL	
OIL LEVEL	GASOLINE LEVEL	




TEMPERATURE GUIDES FOR COOKING AND STORAGE

In Chapter 6: The Flow of Food:

Preparation: *Cooking Requirements for Specific Food (Pg. 6.11)*

Here are the changes to this section (in italics):

Table 6.2: Cooking Requirements for Specific Types of Food

	<p>165°F (74°C) for <1 second (<i>Instantaneous</i>)</p> <ul style="list-style-type: none">• Poultry—including whole or ground chicken, turkey, or duck• Stuffing made with fish, meat, or poultry• Stuffed meat, seafood, poultry, or pasta• Dishes that include previously cooked TCS ingredients (raw ingredients should be cooked to their required minimum internal temperatures)
	<p>155°F (68°C) for 17 seconds</p> <ul style="list-style-type: none">• Ground meat—including beef, pork, and other meat• Injected meat—including brined ham and flavor-injected roasts• Mechanically tenderized meat• <i>Ground meat from game animals commercially raised and inspected</i>• Ratites (mostly flightless birds with flat breastbones)—including ostrich and emu• Ground seafood—including chopped or minced seafood• Shell eggs that will be hot held for service
	<p>135°F (57°C) (no minimum time)</p> <ul style="list-style-type: none">• <i>Food from plants</i>, including fruits, vegetables, grains (e.g., rice, pasta), and legumes (e.g., beans, refried beans) that will be hot held for service

TEMPERATURE CHART FOR SAFE FOOD

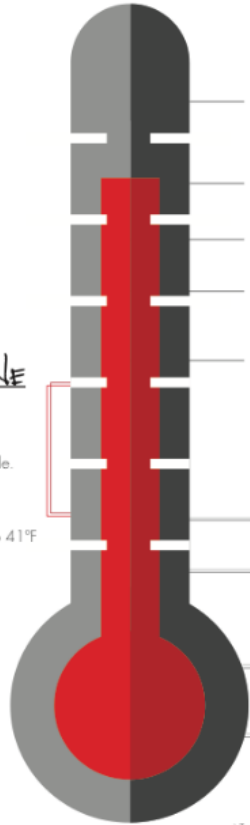
ACTION STEPS

- Control temperatures at each point in the flow of food.
- Take and record temperatures of food, and of hot and cold food storage units routinely.

TEMPERATURE DANGER ZONE

Rapid bacterial growth and toxin production occurs in the temperature danger zone (41°F - 135°F).

- Keep food out of the temperature danger zone when possible.
- Move food through the temperature danger zone quickly when cooking or cooling.
- Cool food from 135°F to 70°F in 2 hours, then from 70°F to 41°F in an additional 4 hours.



- 212°F** Some toxins are not destroyed by boiling.¹
- 165°F** Poultry, stuffed meat and pasta, stuffing made with fish, meat, or poultry, and reheated foods
- 155°F** Ground, injected, or mechanically tenderized meat, or shell eggs to be held hot
- 145°F** Seafood, steaks or chops (beef, pork, veal, or lamb), roasts, shell eggs for immediate service (NOTE: Be sure to check the required cooking time)
- 135°F** Fruits, vegetables, grains, and legumes held for hot service.

41°F COLD FOODS & REFRIGERATION

32°F 35°F to 41°F is ideal.²

0°F FROZEN FOODS

-20°F Bacteria may not be killed at low temperatures.

¹ Toxins are poisons produced by bacteria that can cause foodborne illness.
² Refrigeration slows bacterial growth.



HOW TO MAKE YOUR OWN SPICE BLENDS

TACO SEASONING BLEND >



FAJITA SEASONING BLEND >



CAJUN SEASONING BLEND >



CHILI SEASONING BLEND >



OLD BAY SEASONING BLEND >



ITALIAN SEASONING BLEND >



PUMPKIN PIE SPICE BLEND >



Print it at - KitchenFunWithMy3Sons.com

46 *Homemade Spice Mixes*

found at: www.rainydayfoodstorage.blogspot.com

printable by:

**MYFOODSTORAGE
COOKBOOK**

www.myfoodstoragecookbook.com

Chicken Seasoning 1 T rosemary; 1 T oregano; 1 T ground sage; 1 tsp. powdered ginger 1 tsp. marjoram; 1½ tsp. thyme; 3 T packed brown sugar; 3 T dry minced parsley; 1 t. pepper; 1 T paprika; 2 T garlic salt; 2 T onion salt; 2 T chicken bouillon powder; 1 pkg. Lipton cup tomato soup mix (Pulse in blender; store in airtight container; to coat chicken add 1 oz. mix to 1 C flour)

Chili Powder 3 T paprika; 1 T ground cumin; 2 T oregano; 1 t. red or cayenne pepper; ½ tsp. garlic powder

Chinese Five-Spice Powder 1 t. ground Szechwan pepper; ½ t. ground cinnamon; ½ t. ground cloves; 1¼ t. ground fennel seeds; 1 t. ground star anise

Cinnamon Sugar

1 c granulated sugar; 2 T ground cinnamon

Creole Meat Seasoning

½ C salt; ¼ C finely minced garlic; ¼ C freshly ground black pepper; ¼ C cayenne pepper; 2 tsp. cumin seed

Creole Seasoning 4 t. salt; 4 t. paprika; 1 T garlic powder; 1 T black pepper; 2½ t. onion powder; 1½ t. dried thyme leaves; 1½ t. dried oregano leaves; 1½ t. cayenne pepper

Fajita Seasoning 1

1 t cumin; 1/2 t oregano; 1/4 t onion powder; 1/4 t garlic powder; 1/4 t salt; 1/4 t pepper. Stir and Store.

Fajita Seasoning 2

1 T cornstarch; 2 t chili powder; 1 t salt; 1 t paprika; 1 tsp. sugar; ¾ tsp. crushed chicken bouillon;

½ tsp. onion powder; ¼ tsp. garlic powder; ¼ tsp. cayenne pepper; 1/4 tsp. cumin. Stir and Store.

Garam Masala

1 t. cumin; 1 T. coriander seeds; 1 t. sesame seeds; 1 t. black peppercorns; 1 t. cloves; 1 t. mace; 1 t. cinnamon; 3 cardamom pods(Toast in a medium-low skillet for two minutes; then grind)

Garlic Pepper 8 t. garlic powder; 4½ t. black pepper; 1 T parsley flakes

Greek Seasoning

¼ C dried oregano leaves
2 TBS fennel seeds
2 TBS crushed dried lemon grass
¾ tsp. black pepper

Herb Mix

1 T onion powder; 1 T garlic powder; 1 T dried parsley flakes; 1 t. dried basil leaves; 1 t. dried thyme leaves; 1 t. dried marjoram leaves; 1 t. pepper

Herbs de Provence

1 T dried basil leaves; 1 T dried marjoram leaves; 1 T dried summer savory leaves; 1 T dried thyme leaves; 2 t. orange zest; 1 powdered bay leaf; 1 t. fennel seeds

Indian Spice Blend

8 t. cumin; 4 t. ground ginger; 2 t. ground coriander; 2 t. cayenne; 4 t. turmeric; 2 t. black pepper

Italian Herb Seasoning

1/4 c oregano; 2 T marjoram; 2 T thyme; 1/4 c basil; 2 T rosemary; 2 T. garlic powder 1/4 c parsley

Kitchen Spice Mix 2 T salt; 1 ground dried lemon peel; 1 T dry English-style mustard; 2 t. ground allspice; 2 t. ground ginger; 2 t. ground nutmeg; 2 t. black pepper; 2 t. cayenne pepper; (For roasted meats and cutlets)

“Lowry’s” Seasoned Salt 2 T pepper; 1 T chicken bouillon powder; 1 t. onion salt; 1 t. onion powder; 1 T garlic salt; 1 t. cumin powder; 1 t. dry marjoram leaves; 1 T minced parsley; 1 t. paprika; ½ t. curry powder; 1 T chili powder; 1/3 C salt

Middle Eastern Spice Mix 1 t. cumin; 1 t. cardamom; ½ t. allspice; ½ t. coriander; ½ t. cloves; 1 t. pepper; 1 t. red pepper flakes, crushed; ½ t. ginger; 1 t. turmeric; 1 t. salt; 1 T paprika; 1 t. cinnamon

Mrs. Dash Seasoning Blend ½ t. cayenne pepper; 1 T garlic powder; 1 t. basil; 1 t. marjoram; 1 t. thyme; 1 t. parsley; 1 t. savory; 1 t. mace; 1 t. onion powder; 1 t. sage; 1 t. black pepper; (blend well and keep dry)

Mulling Spice 1 C brown sugar; 2 t. ground cinnamon; 1 t. ground cloves; 1 t. dried ground orange peel; 1 t. ground allspice; ½ t. ground nutmeg

No-Salt Seasoned Salt 1 T garlic powder; 2½ t. thyme leaves; 2½ t. onion powder; 2½ t. paprika; 2¼ t. celery seed; 2½ t. ground white pepper; 1 T dry mustard; 2¼ t. dried finely chopped lemon peel; 1 T ground black pepper

Old Bay Seasoning Mix 1 T ground bay leaves; 2½ t. celery salt; 1½ t. dry mustard; 1½ t. ground black pepper; ¾ t. ground nutmeg; ½ t. ground cloves; ½ t. ground ginger; ½ t. paprika; ½ t. red pepper; ¼ t. ground mace; ¼ t. ground cardamom

Onion-Paprika Blend 2 t. paprika; 1 t. onion powder; ½ t. salt; ¼ t. cayenne pepper; (opt.) ¼ t. white pepper (opt.)

Onion Soup Mix (Lipton’s)

¾ C instant minced onion; 1/2 C beef bouillon powder; 4 t. onion powder; ¼ t. crushed celery seeds; ¼ t. sugar

Oriental Spice for Stir Fry (keep refrigerated)

1 t. freshly grated lemon peel; ¼ t. fennel seed, crushed; ¼ t. ground cloves; ¼ t. anise seed, crushed; ¼ t. ground cinnamon; ¼ t. ground ginger

Parmesan Mix 1 lb parmesan or Romano cheese, grated; ¼ C oregano; ¼ C basil; ¼ C parsley flakes

Pasta Blend 5 T dried basil; 3 T dried oregano; 2 T dried thyme; 1 tsp. dried garlic

Pickling Mix ¼ C mustard seeds; ¼ C dill seed; ¼ C coriander seeds; 2 T crushed chili peppers; 2 T crushed bay leaves; 1 T celery seeds; 1 T white peppercorns

Poultry Seasoning 2 T marjoram; 2 T savory; 2 tsp. parsley; 1 T sage; 1½ t. thyme

Pumpkin Pie Spice Mix

2 t. ground cinnamon; 1 t. ground ginger; ½ t. ground cloves; ½ t. ground nutmeg

Seafood Herbs 5 t. dried basil; 5 t. crushed fennel seeds; 4 t. dried parsley; 1 t. dried lemon peel

Seasoned Salt ¾ C salt; ¼ C garlic salt; 1 t. ground pepper; ½ t. dried oregano leaves; 1 t. paprika; 1/8 t. celery seed; ¼ t. ground white pepper; ¼ t. dry mustard

Shake N’ Bake Mix 1 C all-purpose flour; 2 C fine dry breadcrumbs; 2 t. cornstarch; 2 t. paprika; 2 t. onion powder; 2 t. salt; 2 t. sugar; 3½ t. poultry seasoning; 2 T crumbled dried parsley

Stuffing Blend 6 T dried rubbed sage
3 T dried sweet marjoram; 2 T dried parsley;
4 t. dried celery flakes

Taco Seasoning 4 T instant minced onion;
2 T chili powder; 2 t. paprika; 2 t. dried red
pepper, crushed; 1½ t. dried oregano; 4 t. salt;
1 T cornstarch; 1 T instant minced garlic;
2 t. ground cumin

Vegetable Blend 1 T marjoram; 1 T basil;
1 T chervil; 1 T tarragon; 1 T celery seed
(Goes well with vegetables and on salads)

Vegetable Seasoning Blend
¼ C onion powder; ¼ C dried parsley flakes; 2
T salt-free lemon pepper; 2 T garlic powder; 2
T celery seeds; 2 t. sage; 2 t. marjoram; 2 t.
thyme; 2 t. basil; 2 t. oregano; 2 t. pepper; 2 t.
dill weed
(For use with vegetables; or make broth by
mixing 1 rounded teaspoon with each cup of
warm water)

Salt Free Seasoning Mix
3 T garlic granules; 1 T onion powder; 1 T
dried basil, crushed; 1 T ground black pepper;
1 T dried thyme, crushed; 1 T dried sage,
crushed; 1 T mace.

Seafood Seasoning
4 t. dried parsley, crushed; 1-1/2 T dried
chives, dill or tarragon, crushed;
2 t. dried lemon peel; 1-1/2 t. dried mustard;
1/2 t. garlic granules.

(Use about 2 t per pound of fish, and poach in
about 1/4 c water or salt free broth. For variety,
sprinkle the fish with paprika or toasted nuts.

Beau Monde Seasoning
1 TBS ground cloves 1¼ tsp. ground
cinnamon 1 TBS salt 1 TBS ground bay leaf 1
TBS ground allspice 2 TBS ground black
pepper 1 tsp. ground nutmeg 1 tsp. ground
mace 1 tsp. celery seed 2 TBS ground white
pepper

Oriental Seasoning 2 T onion powder; 2 T
ground ginger; 2 T garlic granules; 2 T ground
black pepper.
Use ¼-1/2 t per pound of meat, fish or poultry.

Caesar Salad Dressing Mix
1 1/2 t grated lemon peel 1 t oregano 1/8 t
instant minced garlic
2 t graded parmesan cheese 1/2 t pepper
Combine all ingredients in a small bowl; stir
until well blended. Put mixture in a foil packet
or 1-pint glass jar. Label as Caesar Salad
Dressing Mix. Store in a cool dry place and
use within 3 to 4 months.
Instructions for Label: Caesar Salad Dressing:
Combine mix, 1/2 c vegetable oil, and 1/4c
lemon juice in a glass jar. Shake until well
blended. Chill before serving. Makes about 3/4
c of Salad Dressing.

Apple Pie Spice
¼ c cinnamon 2 t. nutmeg 1 t. allspice
1 t. ground ginger
Mix and store in air-tight container.

Baking Powder
½ t. cream of tartar ¼ t. baking soda ¼ tsp.
cornstarch
Mix and store in air tight container. Recipe can
be doubled or tripled

Blackening Spice Mix
1 tsp. ground basil 1 tsp. ground thyme 1 tsp.
garlic 1 tsp. white pepper 1 tsp. black pepper 1
tsp. salt or sea salt 1 tsp. onion powder 2 tsp.
cayenne pepper 1 tsp. paprika (Recipe can
also be doubled or quadrupled; refrigeration
recommended but not required)

Chai Masala (dried) 1 black cardamom
pod 25 green cardamom pods 4
cloves ½ tsp. fennel seeds ¼ tsp. black
peppercorns ¼ tsp. carom seeds 1 tsp. dried
ginger (optional) 1 tsp. ground cinnamon (Grind
until fine; store in glass container in cool, dark
place for 6 months; makes 3 TBS)

**STANDARD SERVING SIZES
(DR Cheat Sheet)**

STANDARD SERVING SIZES FOR MEALS ON DISASTER RELIEF OPERATIONS BY SBDR ARE:

Canned Vegetables, Fruit, Puddin	120-150	4 oz. servings per case (Something you drain 120)
Canned Entrees (Stew, Chili, etc.)	70	10 oz. servings per case (As a one pot meal) 8 oz. when served with vegetables.
**NOTE: Spaghetti should be 4 oz. noodles, 4 oz. sauce		
Use Individual Pudding and Fruits when available.....	4	oz. serving
Meat (chicken or hamburger patty)	6	oz. serving (but only 3-4 oz. if serving with bun)

NOTE: The use of appropriate spoodles helps in portion control.

CAMBRO MEASUREMENTS

LARGE

Vegetables	225	4 oz. servings
Entrees (Stew, goulash).....	75	10 oz. servings

MEDIUM

Vegetables	150	4 oz. servings
Entrees (Stews, goulash).....	60	10 oz. servings

STANDARD SERVING SIZES FOR MEALS ON DISASTER RELIEF OPERATIONS FOR PARTNERS ARE:

Canned Vegetables, Fruit, Pudding	110	6 oz. servings per case
Canned Entrees (Stew, Chili, etc.)	55	12 oz. servings per case (As a one pot meal) 8 oz. when served with vegetables.
**NOTE: Spaghetti should be 4 oz. noodles, 4 oz. sauce		
Use Individual Pudding and Fruits when available.....	4	oz. serving

CAMBRO MEASUREMENT

LARGE

Vegetables.....	175	6 oz. servings
Entrees (Stew, goulash).....	75	12 oz. servings

MEDIUM

Vegetables.....	120	6 oz. servings
Entrees (Stew, goulash).....	50	12 oz. servings

TEMPERATURES

Vegetables or Meat.....	180	Degrees Minimum (This guarantees the 12-hour hold time in Cambros)
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To get the correct temperature of meat in the oven – place 3 pieces of meat together before using a thermometer to check temperature.

ICE POINT METHOD OF CALIBRATING A THERMOMETER

Follow these steps to calibrate a thermometer using the ice point method.

1. Fill a large container with crushed ice.
2. Add tap water until the container is full.
 - a. **Note: Stir the mixture well.**
3. Put the thermometer stem or probe into the ice water.
 - a. Make sure the sensing area is under water.
4. Wait 30 seconds or until the indicator stops moving.
 - a. On thermocouples and thermistors, wait until the readout stops moving.
 - b. **Note: Do not let the probe touch the container.**
5. Adjust the thermometer so it reads 32°F (0°C). How you do this depends on the type of thermometer being used.
 - a. Bimetallic stemmed thermometers - Hold the calibration nut with a wrench or other tool. Rotate the thermometer head until it reads 32°F (0° C).
 - b. Thermocouples and Thermistors - Follow the manufacturer's directions. On some devices, you can press a reset button.

WEB SEARCH

SBDR COOKBOOK –

https://nambsendna.sharepoint.com/:w:/s/SendRelief2/EUqh0ww4QRRGjQvJnJP8AgoBgcDyp31mS5Wg2vUQZ9_pew?e=kdrIKO

ACRONYMS

SBDR – SBDR

SR – Send Relief

PARTNERS – American Red Cross (ARC) or The Salvation Army (TSA)

EOC – Emergency Operations Center

DRO – Disaster Relief Operations

USDA – U.S. Department of Agriculture

STANDARD OPERATING PROCEDURES FOR CAMBRO® LINERS

Cambro® liners are food safe plastic bags. Food products inside the properly folded bag are protected from contamination outside the bag. Food handling gloves should be worn when handling the liners. Liners should only be handled from the outside.

Liners are available from multiple resources, American Red Cross and Salvation Army include some in their kitchen support packages. American Red Cross liners usually come in boxes of 100, The Salvation Army dispenses theirs on rolls. Liners can also be purchased directly from PanSaver®, a division of M&Q Packaging Corporation, 267-498-4031. Order numbers for large 45x35 size Cambros are 41220; for smaller 41325.

Putting a liner in a Cambro® is a two-person job. With gloved hands grasp and open liner from outside, do not place any part of hand inside liner. Position liner in Cambro®.



Pre-determine number of scoops that is needed for this Cambro® and have two counters.

Do not place anything but product inside bag, Scoops of product will settle bag in Cambro®, lift and shake bag to help settle.

Put the product in the bag as quickly as possible, to conserve heat, lift and shake as necessary, then begin to pull shut at top. Begin to roll the bag shut from the end opposite serving lids squeezing and rolling out air as you roll.



Continue to roll out air, as you tuck rolling end in upon itself.



The final roll is from the serving end, which will be tucked underhand to hold securely, holding in heat and product. Server will lift lid and unroll to serve product.

Now pick up the lid which has been resting in a position not to contaminate seals.

Pick up on corners, do not touch seals.



Place lid on Cambro® with serving Lid positioned over top of tucked end of roll for server to open.



Seal all Latches, start at large end sealing 2 latches on opposite sides of Cambro® and work your way to the serving end.

- Properly loaded, rolled, tucked, and sealed Cambro® liner is the secret to SBDR feeding, and public safety.
- Check latches of Cambro® before staging.



When serving is completed, remove the liner from the Cambro®, evacuate as much air from the liner as possible, gather the top of the liner and secure the open end. This liner is required to be placed in an opaque trash bag prior to disposal in a dumpster.



CAMBRO TAG

NO. OF SERVINGS: _____	SERVING SIZE: _____	
CONTENTS: _____		
TEMPERATURE: _____	DATE: _____	TIME FILLED: _____
DELIVERY VEHICLE #: _____		

Sample Label

NO. OF SERVINGS: <u>150</u>	SERVING SIZE: <u>6 oz.</u>	
CONTENTS: <u>Mashed potatoes</u>		
TEMPERATURE: <u>180</u>	DATE: <u>1/17/23</u>	TIME FILLED: <u>9:45 a.m.</u>
DELIVERY VEHICLE #: <u>1773</u>		

NOROVIRUS PROCEDURES

STEP-BY-STEP CLEANUP OF VOMIT AND DIARRHEA

Norovirus is extremely contagious causing vomiting and diarrhea. Norovirus is spread through person-to-person contact with an infected person or by touching infected surfaces such as door, toilet and faucet handles. Norovirus can survive on surfaces for two weeks. Cleaning and decontaminating surfaces are critical to remove the virus.

THE INITIAL AREA

1. Remove vomit and/or stool immediately!
 - Block-off and clear individuals and pets from the exposed area.
 - Put on personal protective equipment — disposable gloves, mask, and plastic apron — to reduce your exposure to the virus.
 - Use disposable absorbent material (paper towels, kitty litter, baking soda or disposable cloths) to soak up visible vomit and/or stool.
 - Scrape up vomit and/or stool with paper plates or cardboard.
 - Dispose of soiled items/waste/gloves in a plastic trash bag.
 - Throw away food and packaging materials within a 25-foot circle of vomit.
2. Wash hands. Put on clean gloves. Take disposable cloths soaked in soapy water and wipe up remaining vomit and/or stool. Rinse the surface well with clean cloths soaked in plain water.
3. Wipe the area with dry paper towels and dispose of all soiled/items/waste in a plastic trash bag.

4. Isolate the contaminated area for two hours as norovirus particles can remain in the air for two hours after an incident.
5. DO NOT STOP HERE — your work is not done! The area needs to be decontaminated!

DECONTAMINATE SURFACES

To stop the spread of norovirus, the CDC (Centers for Disease Control) recommends using either chlorine unscented bleach or EPA (Environmental Protection Agency) registered antimicrobial products effective against norovirus. Product label must specify it is effective against norovirus. Products are available online or at restaurant supply stores. Examples include Clorox® health care products and Comet Disinfecting Cleaner with Bleach.

1. Prepare a chlorine bleach solution.
2. Use fresh unscented bleach within six months of opening. Look at the table below to determine the concentration needed to disinfect the surface.
3. Clean and decontaminate soiled areas and surrounding area in a 25-foot circle of infected area.
4. The norovirus can be airborne, which means it can spread through the air. Decontamination could include multiple surfaces and areas.
5. Air dry for a minimum of five minutes.
6. According to Shock Wave product information it will work also; suggest each kitchen have a bottle on hand. Mix and use only according to directions.

CLEANING SOILED, EXPOSED SURFACES

The table below (table 1) shows concentrations of bleach and water needed for soiled, exposed surfaces.

1. Clean surfaces first using soap and water.
2. Rinse with clean water and dry with disposable towels.
3. Apply bleach solution for five minutes.
4. Air dry.

Table 1. Concentrations of bleach and water for soiled, exposed surfaces

Bleach (hypochlorite strength)	Water amount	Bleach amount	Concentration PPM
5.25% Regular	1 gallon	1–2/3 cup	~5000
6 – 6.25% Ultra	1 gallon	1–1/2 cup	~5000
8.25% Concentrated	1 gallon	1 cup	~5000

CLOTHING AND LINENS

1. Remove visible vomit and/or stool from clothing/linen before washing.
2. Separate contaminated items from regular laundry.
3. Use detergent and a 1/2 cup of bleach to wash clothing and linens according to label directions.
4. If bleach cannot be used, use an oxygenated detergent according to label directions.
5. Wash contaminated items in a pre-wash cycle followed by a regular wash cycle using the hottest setting.
6. Dry using the hottest setting.

Wash your hands!

1. Remove personal protective equipment and dispose of it in a plastic trash bag.
2. Put on a new set of disposable gloves and transport bag to a secure trash container.
 - Wash hands! This is a critical step in preventing the spread of the norovirus.
 - Use soap and warm running water.
 - Wash hands for at least 20 seconds.
 - Dry with paper towels.
 - Turn off faucet with paper towel to prevent re-contamination.

TYPICAL AMERICAN RED CROSS SUPPORT TRAILER INVENTORY

IF PARTNERING WITH THE AMERICAN RED CROSS:

Item Description	Quantity	Unit of Measure (Each – EA/Pack)	Total Quantity
Banquet Packs	120	250 / case	30,000
Drink Cambro	50	1 (each)	50
Large Food Cambro	180	1 (each)	180
Large Food Cambro Liner	25	100 (pack)	25,000
Coolers	100	1 (each)	100
Hot Cups – 8 oz.	10	1000 (case)	10,000
Clamshells	120	200 (case)	24,000
Neoprene Gloves	20	12 (case)	240
Steps	2	1 (each)	2
Gasket Large Lid	25	1	25
Gasket Small Lid	25	1	25
Spoodle Solid 8 oz.	12	1	12
Spoodle Perforated 8 oz.	12	1	12
Spoodle Solid 6 oz.	12	1	12
Spoodle Perforated 6 oz.	12	1	12
Spoodle Solid 4 oz.	12	1	12
Spoodle Perforated 4 oz.	12	1	12
Hairnet	144	2	288
Beard Cover White	100	1	100
Glove Latex Free Large	100	5	500
Trailer Sticker	2	1	2

Logistics will obtain Pallet Jack

USDA FOR SBDR

- To begin this process each state SBDR will need to work with their state emergency management.
 - Everything works through the state so we must be registered/recognized by the state to make this work.
 - Every state is different in how they respond to the request.
 - Typically, our request would go to the state Emergency Support Functions (ESF) 6 function then to the state ESF 11 for completing the request.
- During a major disaster, emergency, or situation of distress, distributing agencies can provide USDA Foods from current inventories to disaster organizations for use in providing congregated meals in large quantities in group settings.
 - Congregate feeding is typically provided in the immediate aftermath of a disaster when grocery stores may be closed and/or when people are staying in shelters.
 - Congregate meals are served in a central location, such as schools, churches, community centers, or mobile kitchens.
 - Additional information on congregate feeding using USDA Foods is provided throughout USDA Foods Program Disaster Manual.
- When a major disaster, emergency, or situation of distress occurs the Department of Food and Nutrition Services is responsible for coordinating food distribution with each state.
 - There are seven regions that include the US states and territories. In each region there is a disaster assistance coordinator. At the following website you can determine what region you are in and get the contact information for the disaster assistance coordinator.
- **The website is <https://www.fns.usda.gov/fns-regional-offices>**

- To determine each states contact information, go to the following website:
 - <https://www.fns.usda.gov/disaster/usda-foods-contacts>.
 - Click on USDA Foods in Schools
 - Then click on your state from the map or state name.
 - From the dropdown list select USDA Foods in Schools
 - That will give you the contact information for your state.
- Some additional information is included in the following fact sheet.

DOCUMENTATION

All USDA food must be accounted for.

All items received should be documented as to product and amount.

Record what product went to what county or other location to include amount, what items are part of a meal and the location.

USDA WILL NEED THIS DOCUMENTATION.

WEB SEARCH

SBDR COOKBOOK –

https://nambsendna.sharepoint.com/:w:/s/SendRelief2/EUqh0ww4QRRGjQvJnJP8AgoBgcDyp31mS5Wg2vUQZ9_pe?e=kdrIKO

FEMA

ServSafe – ServSafe.com

USDA – Regional Representative

https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/SA_ESF11/SA_Contacts

Feeding America – Link for Food Banks by zip code <https://www.feedingamerica.org/find-your-local-foodbank>

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RECOGNITIONS

SBDR Feeding Committee would like to thank the following for their contributions in updating this manual.

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