

**K. APPENDIX XI: EMERGENCY SUPPORT FUNCTION 11 - FOOD AND WATER**

**PRIMARY AGENCY:** Department of Agriculture and Consumer Services

**SUPPORT AGENCIES:** American Red Cross, Department of Corrections, Department of Education, Department of Elder Affairs, Department of Health, Department of Military Affairs, Department of Children and Families, School Board Districts, Salvation Army

**I. INTRODUCTION**

The purpose of this Emergency Support Function is to identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and distributed by Emergency Support Function 11 (Food) will be dispensed to disaster victims through the agencies of Emergency Support Function 6 (Mass Care).

**II. CONCEPT OF OPERATIONS****A. GENERAL**

1. This Emergency Support Function will operate under existing United States Department of Agriculture authorities and regulations as well as Public Law 93-288, as amended, and the State Comprehensive Emergency Management Plan, to provide disaster food supplies to designated disaster staging areas and mass feeding sites.
2. Following a notification of an impending major disaster or emergency, Emergency Support Function 11 will be staffed at the State Emergency Operations Center on a 24-hour basis as needed.
3. This Emergency Support Function will use damage projection models to calculate the number of people that may be affected in order to assess the amount of food and water needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, this Emergency Support Function will obtain and transport such supplies to the disaster or staging areas.
4. Mass feeding sites will use menu calculations provided by this Emergency Support Function. Menus will be built around the United States Department of Agriculture foods that are available. Quantity usage tables will be used to address serving sizes. These tables, combined with the menus, will provide for ordering, forecasting, and supplying data. Other mass care organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities.

5. Staff from this Emergency Support Function will be sent into the disaster area to assess the effectiveness of the food distribution network and to oversee the inventory of food, water and ice resources procured by the Emergency Support Function. Staff will coordinate with county officials and Emergency Support Function 6 field staff to ensure ample and timely deliveries of food, water and ice supplies.
6. This Emergency Support Function will coordinate with Federal Emergency Support Function 3 (Public Works), which is responsible for potable water. If needed, a representative from Federal Emergency Support Function 3 will be requested to join Emergency Support Function 11 to coordinate ample water supplies.

#### **B. ORGANIZATION**

During an emergency or disaster, the primary and support agencies of Emergency Support Function 11 will assign personnel to the State Emergency Operations Center. Emergency Support Function 11 will respond directly to the Human Services Branch Chief who reports to the Operations Section Chief (**see Section IV. A. 2. Figure 2 of the Basic Plan**). The following organization will be adhered to by Emergency Support Function 11:

1. The Department of Agriculture and Consumer Services, Bureau of Food Distribution has primary responsibility for all Emergency Support Function 11 activities. The Food Distribution Officer will direct response and recovery activities for this Emergency Support Function from the State Emergency Operations Center.
2. Upon activation of this Emergency Support Function, the Food Distribution Officer or designee will be responsible for ensuring all food, water and ice concerns are addressed. Additional support agencies and organizations may be utilized and will either be tasked to provide a representative to the State Emergency Operations Center or to provide a representative who will be immediately available via telecommunications means (telephone, facsimile, conference call, etc.).

#### **C. NOTIFICATION**

1. The State Warning Point will notify the Emergency Support Function 11 primary agency, the Department of Agriculture and Consumer Services, when an area of Florida is threatened or has been impacted by an emergency or disaster event.
2. The Operations Officer for the State Emergency Operations Center and/or the Food Distribution Officer will notify all support agencies

and may request that they report to the State Emergency Operations Center.

**D. ACTIONS**

1. Preparedness - Emergency Support Function 11 will:
  - a. Maintain an accurate roster of personnel assigned to perform Emergency Support Function 11 duties during a disaster.
  - b. Identify and schedule disaster response training for Emergency Support Function 11 assigned personnel.
  - c. Periodically update the list of available water and ice vendors.
2. Response - Emergency Support Function 11 will:
  - a. Inventory food and water supplies.
  - b. Work with Emergency Support Function 6 to identify the number of people in shelters and others in need of food and water.
  - c. Work with Emergency Support Function 6 to identify the locations of all mass feeding sites.
  - d. Work with Emergency Support Function 12 to monitor power outages for estimated ice needs and quantities.
  - e. Work with Emergency Support Function 3 and Emergency Support Function 8 to monitor water contamination in the disaster area and estimate water needs and quantities.
  - f. Work with Emergency Support Function 6 to identify the locations of all mass feeding and food distribution sites.
  - g. Coordinate with Emergency Support Function 7 to obtain additional refrigerated trailers, if needed.
  - h. Identify menus for meals to be used for calculation of food supplies and serving portions.
  - i. Assess warehouse space and needs for staging areas.
  - j. Coordinate with Emergency Support Function 15 to incorporate offers of donated supplies into the disaster feeding network.

- k. Monitor and coordinate the flow of food, water and ice supplies into the impact area.
3. Recovery - Emergency Support Function 11 will:
    - a. Continue to monitor food, water and ice needs.
    - b. Assess special food concerns of the impacted residents.
    - c. Monitor nutritional concerns.
    - d. Establish logistical links with local organizations involved in long-term congregate meal services.
    - e. Document all emergency-related response activities and their costs.
  4. Mitigation - None

**E. DIRECTION AND CONTROL**

1. Policies - Emergency Support Function 11 will:
  - a. Activate upon notification of a potential or actual disaster or emergency.
  - b. If directed by United States Department of Agriculture, secure food, water and ice supplies suitable for household distribution.
  - c. Provide suitable food, water and ice for congregate meal service, as appropriate.
  - d. Coordinate with Emergency Support Function 1 for transportation of water and ice supplies into the impacted zone.
  - e. Encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.
2. Decision making authority
  - a. The Food Distribution Officer has the authority to allocate resources, expend funds and direct personnel to meet the responsibilities outlined for Emergency Support Function 11 in the State Comprehensive Emergency Management Plan or to complete missions assigned to Emergency Support Function

11 by the State Coordinating Officer or his designated representative in the State Emergency Operations Center.

- b. The Food Distribution Officer will designate, in writing, a Shift Leader for each Emergency Support Function 11 shift operating in the State Emergency Operations Center, and a Team Leader for the Emergency Support Function 11 component of a Forward State Emergency Response Team, if deployed, operating in the disaster area.
  - c. The designated shift/team leader has the authority, in consultation with the Food Distribution Officer, to take those actions necessary to meet the responsibilities outlined for Emergency Support Function 11. This would include completing all missions assigned by the State Coordinating Officer or designee.
3. Coordination
- a. All actions taken by Emergency Support Function 11 will be guided by and coordinated with the State Emergency Response Team leader and local disaster officials.
  - b. Emergency Support Function 11 will coordinate with, and provide support, as appropriate, to Emergency Support Function 6.
  - c. The Food Distribution Officer or designated representative (Shift/Team Leaders) will coordinate the activities and requirements of the various Emergency Support Function 11 support agencies.
  - d. In case of federal activation, the Food Distribution Officer or designated representative (Shift/Team Leaders) will coordinate the allocation of federal Emergency Support Function 11 resources.
  - e. Agencies of Emergency Support Function 11 may serve the State Emergency Response Team in various areas of Field Operations (i.e., the Forward State Emergency Response Team, Impact Assessment Teams: Rapid Response Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.).

### III. RESPONSIBILITIES

#### A. PRIMARY AGENCY – DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

1. Determine the availability of United States Department of Agriculture foods that are safe for human consumption within the disaster area.
2. Coordinate with the Division of Emergency Management, Emergency Support Function 6 (Mass Care), and local officials to determine food, water, and ice needs for the population in the impacted areas.
3. Make emergency food supplies available to households for take-home consumption instead of food stamps for qualifying households, if authorized by the United States Department of Agriculture.
4. Provide appropriate information to Emergency Support Function 5 (Information and Planning) on a regular basis.
5. Develop a plan of operation that will ensure timely distribution of food supplies to mass care locations.
6. Deploy water tankers to locations identified by Emergency Support Function 6 and local officials.
7. Provide daily information to Emergency Support Functions 14 and 15 on the amount of food used and types of food needed.
8. Maintain records of the cost of supplies, resources, and employee-hours needed to respond to the disaster.
9. Monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.

#### B. SUPPORT AGENCIES

1. American Red Cross
  - a. Assist in identifying and assessing the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
  - b. Assist with the distribution of coordinated disaster relief supplies.
  - c. Per established agreements with private vendors, supplement United States Department of Agriculture food stocks.

- d. Provide meal counts, excluding snacks, by county, on a daily basis.
2. Department of Military Affairs
    - a. Assist in transporting water and food supplies into the disaster area.
    - b. Provide personnel and cargo handling equipment to assist in the operation of the Emergency Support Function 11 warehouse in staging area.
  3. Department of Health
    - a. Provide demographic information on the infant and elderly population in the potential impact area, if possible.
    - b. Provide demographic profiles of the Department of Health income eligible assistance programs in the impacted area
    - c. Provide current information on sources of infant formula.
  4. Department of Children and Families

Authorize and coordinate the issuance of emergency food stamps.
  5. Department of Education

Provide staff to assist with the calculations of serving portions based on menus; and the quantities/types of food in the inventory.
  6. Department of Elder Affairs
    - a. Provide demographic profiles of constituent programs.
    - b. Provide strategies for addressing elderly feeding concerns.
  7. Department of Corrections
    - a. Provide labor to load and unload shipments.
    - b. As soon as possible following an emergency, with resources available, respond to requests for labor support resources.
    - c. Assist with transportation of food stuffs.
  8. School Board Districts

- a. Provide inventories of available food supplies.
  - b. School Food Service Directors in the impacted counties will work with Emergency Support Function 6 agencies to provide available food to Emergency Support Function 11.
  - c. Provide support staff to assist with the monitoring of the number of people fed at a site and the quantities/types of food in the inventories.
9. Salvation Army
- a. Assist in identifying and assessing the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
  - b. Assist with the distribution of coordinated disaster relief supplies.
  - c. Per established agreements with private vendors, supplement United States Department of Agriculture food stocks.
  - d. Provide meal counts, excluding snacks, by county, on a daily basis.

#### **IV. FINANCIAL MANAGEMENT**

##### **A. DOCUMENTATION OF EXPENDITURES**

1. The Food Distribution Officer or designated representative (Shift/Team Leaders) will be responsible for approving all expenditures by Emergency Support Function 11 related to the incident.
2. With the activation of the State Emergency Operations Center at Level I, the Food Distribution Officer will appoint, in writing, an Emergency Support Function 11 Financial Officer. The Emergency Support Function 11 Financial Officer will have the following responsibilities:
  - a. Obtain from the Department of Agriculture and Consumer Services the budgetary organization code for the existing incident. Document all expenditures by the Emergency Support Function 11 using this organization code for cost recovery subsequent to the incident period.



- b. Supervise the maintenance of a personnel log that tracks the hours worked of all Emergency Support Function 11 personnel during the incident period.
- c. Every 24 hours during the incident period, prepare a report summarizing the dollar costs and personnel hours expended during the previous 24 hours, and during the incident to date. A copy of this report will be delivered to the Food Distribution Officer and to the Director, Division of Marketing on a daily basis.
- d. Obtain a copy, when issued, of the Governor's Declaration of Emergency for the incident and transmit to specific departmental personnel, as required.

**B. COMMUNICATING EXPENDITURES TO THE AGENCY**

The Department of Agriculture and Consumer Services, Division of Marketing, will be responsible for communicating the level of expenditures related to the incident to the Director, Division of Administration, Federal Department of Agriculture and Consumer Services.