

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b>		
Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVL01-0006**	<b>Revises Previous Effective Date:</b>
<b>Subject:</b> Emergency Feeding Plan/ <u>Mobile Field Kitchen</u>		12/15/02
<b>Authority:</b> Donald / Adams	<b>Effective Date:</b> 9/01/04	Page 1 of  <b>3</b>

**I. POLICY:**

- A. Each facility will develop an emergency feeding plan in accordance with operational procedures of the division under which the facility is administered. The warden or superintendent and the local food service administrator have mutual responsibility to insure that local food service staff are thoroughly familiar with the facility's emergency feeding plan.
- B. An emergency menu for use during short-term emergencies is provided by the Central Food Service Office and should be implemented during power outages, equipment failures, or other temporary emergencies.
- C. Prior to long-term and short-term kitchen renovations, the Dietitian Advisor will be contacted for menu changes.

**II. APPLICABILITY:**

All Department of Corrections feeding units operating under GDC management.

**III. RELATED DIRECTIVES:**

GDC SOPs: IIB01-0012, IVL01-0003.

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**IV. DEFINITIONS:**

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EMERGENCY MENU: An alternative menu that shall be prepared only during a short-term extreme emergency as declared by the Commissioner or the Warden or Superintendent of a facility.

**V. ATTACHMENTS:**

Attachment 1 - Emergency Menu

**VI. PROCEDURE:**

A. Feeding Plan

1. The food service director in charge at the facility will notify Food and Farm Services, Central Office, of the type of emergency.
2. The Food Distribution Unit will be notified if emergency menu items are not available in the facility food supply.
3. The menu, as written, will be incorporated ONLY during a short-term emergency situation. If the emergency continues longer than two (2) days, Food and Farm Services, Central Office, shall be notified for further action as needed. Arrangements can be made in some situations to deliver and set up portable field kitchens.
4. Separate Cook's worksheets and requisition sheets will be completed as documentation for the emergency situation.
5. If already prepared, a regular packout meal may be used.

B. Emergency Field Kitchens

1. Set up of emergency field kitchen will be conducted under the supervision of Food and Farm's Maintenance Advisors or the Regional Maintenance Engineer.
2. No changes can be made to the kitchen, it's energy sources or equipment without prior approval from

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Food and Farm's Maintenance Advisors or the Regional Maintenance Engineer.

3. A complete inventory of the trailer's equipment will be with the trailer at all times and checked prior to set-up and break-down of the kitchens by Food and Farm's Maintenance Advisors.
4. Sanitation in the mobile kitchens is to be maintained at the same level as normal kitchens. Sanitation will be checked prior to set-up and break-down of the kitchen by Food and Farm's Regional Food Service Advisors.

**VII. RETENTION SCHEDULE:**

Attachment 1 of this SOP will be kept locally until obsolete or replaced, then destroyed.