



## Food & Nutrition Services Emergency Feeding Plan

Updated 3/12/20

1. Post 5-Day Emergency Menu and serving time, date, and location on district website.
2. The Central Production Kitchen (CPK) will be the main production site.
3. If the CPK is not in operation as a result of a disaster, production will be moved to individual schools. CPK staff will be relocated per estimated meals of each school. San Gabriel HS kitchen will be the next main production site to receive food deliveries from vendors. If both CPK and SGHS kitchen are not in operation, Alhambra High School kitchen will be the main production site and the site to receive deliveries from vendors. When needed, ordering schedule will be changed to increase the frequency of smaller quantity deliveries to accommodate limited storage space. Work with Facilities to rent a mobile freezer container to store food items if needed.
4. If a school located in a disaster area is still in operation, meals will be delivered to the cafeteria or a designated area on campus to feed students.
5. If a school is not in operation due to a disaster, meals will be delivered to the nearest school in proximity to feed students. District may designate a second or alternate feeding location. District must make plans to notify or transport students to the feeding school or location. **Drive-up Grab 'n Go method may be used for meal distribution.**
6. If the school itself is in operation and is asked to be a disaster feeding site, follow USDA Disaster feeding guidance. Most of the time disaster organizations, such as Red Cross, request food assistance through State Agencies that administer the Food Distribution Program. Keep the following records:
  - Description of the disaster situation
  - Number of people affected
  - Period of time of the congregate feeding
  - Quantity and types of food used
  - Number and location of feeding sites.
7. Work with the relief organization, such as Red Cross, if a school kitchen or central kitchen is asked to be used during a disaster. Prior approvals are neither required nor necessary from the State Distributing Agency. Ask for ID to assure that the individuals requesting help are legitimate Red Cross workers.
8. Meals served to a student who has been rendered homeless because of a state or federally declared disaster can be reimbursed in the free category.
9. SFA may be permitted to serve meals that do not meet the menu planning or meal pattern requirements in disaster situations. **Follow CDE guidance.**
10. Schools that are closed due to a state or federally declared disaster may apply for reimbursement to offset fixed expenses, such as salaries. Applications should be submitted immediately after the disaster. However, payment is contingent upon available funding after the end of the State's fiscal year.
11. State disaster reimbursement is equal to the average daily participation multiplied by the average combined state and federal reimbursement rate, multiplies by the number of days the school or district is closed. Complete the [CDE Application for Meal Reimbursement During Disaster \(DOC\)](#).



# EMERGENCY MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Chicken Turkey Ham &amp; Two Cheese Sandwich</b>	<b>Anytimer Cheese Pizza Pack</b>	<b>Deli Turkey &amp; Cheese Sandwich</b>	<b>Soy Butter &amp; Grape Jelly Sandwich</b>	<b>Turkey Ham &amp; Cheese Lunch Kit</b>
Baby Carrots	Broccoli	Corn	Broccoli	Beans
Beans	Orange Juice	Lettuce & Tomatoes	Mixed Fruit	Lettuce & Tomatoes
Apple Sauce	Dry Cranberry	Dry Cranberry	Sour Watermelon	Apple Sauce
Raisin	WG Reduced Fat Brownie	Raisin	Raisels	Dry Cranberry
WG Choc. Chip Cookie		WG Choc. Chip Cookie		WG Reduced Fat Brownie

\*Milk is served every day. We may offer either shelf stable or frozen milk.

**Students with allergies or medical conditions needing meal accommodations must call and place your meal order one day in advance.**

**Contact Food & Nutrition Services at (626) 943-6590.**

**\*Menu is subject to change without notice**

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