

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Emergency Feeding Plan/Mobile Field Kitchen

Policy Number: 409.04.07

Effective Date: 1/18/2023

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Executive Division (Georgia
Correctional Industries - Food
and Farm Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All Georgia Department of Corrections (GDC) State Prisons, Residential Substance Abuse Treatment Centers, Transitional Centers, Pre-Release Centers, and Detention Centers which operate kitchens for preparation of the GDC Master Menu, will develop an emergency plan in accordance with operational procedures of the division under which the facility is administered. Exceptions may be made for contracted food service operations.

II. Authority:

A. GDC Standard Operating Procedures (SOPs): 409.04.03 Food Preparation, Service, and Transportation, 409.04.04 Cook's Worksheet, Portion Control, and Leftovers, and 409.04.10 Sanitation; and

B. Ga. Comp. R. & Regs. 511-6-1.

III. Definitions:

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

IV. Statement of Policy and Applicable Procedures:

A. Scope:

1. Both the Warden/Superintendent and the local Food Service Director are responsible for ensuring that local food service staff is thoroughly familiar with the facility's emergency feeding plan.
2. An Emergency Menu for use during short-term emergencies is provided by the Food and Farm Services Central Office and should be implemented during power outages, equipment failures, or other temporary emergencies.

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3. Prior to long-term and short-term kitchen renovations, the Food and Farm Central Office Registered Dietitian will be contacted for menu changes.

B. Feeding Plan:

1. The Food Service Director or designee in charge at the facility will notify Food and Farm Services of the type of emergency.
2. The Food Distribution Unit will be notified if emergency menu items are not available at the facility.
3. The menu will be incorporated as written **ONLY** during a short-term emergency. If the emergency continues longer than two (2) days, Food and Farm Services shall be notified for further action as needed. Arrangements for mobile field kitchen delivery and set up can be made in some situations.
4. Separate Cook's worksheets and requisition sheets will be completed as documentation for an emergency, using Attachment 1 of SOP 409.04.03, Food Preparation, Service, and Transportation and Attachment 2 of SOP 409.04.04, Cook's Worksheet, Portion Control, and Leftovers.
5. If a regular pack-out meal is already prepared, it may be used with approval from the Food and Farm Central Office Registered Dietitian.

C. Emergency Field Kitchens:

1. Set up of the emergency field kitchen will be conducted under the supervision of Food and Farm's Maintenance Advisor or the Regional Maintenance Engineer.

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2. No changes can be made to the kitchen, its energy sources, or equipment without prior approval from Food and Farm's Maintenance Advisor or the Regional Maintenance Engineer.
3. A complete inventory of the trailer's equipment will always be with the trailer. The trailer's equipment will be checked prior to set-up and disassembly of the kitchens by Food and Farm's Maintenance Advisor.
4. Sanitation in the mobile kitchens is to be maintained at the same level as normal kitchens. Refer to SOP 409.04.10 and Ga. Comp. R. & Regs. 511-6-1-.06.
5. Ga. Comp. R. & Regs. 511-6-1-.06 Sanitary Facilities and Controls will be reviewed prior to set-up and disassembly of the kitchen by Food and Farm's Regional Food Service Advisor.
6. All cost associated with set up of emergency Field Kitchens will be provided by Food and Farm Services, and GDC will be invoiced for expenses on one itemized invoice.

D. Employee Meals:

All staff will pay for all meals, beverages, and any other items prepared, served and/or consumed at each facility; however, free meals will be provided in the event that staff is working as a direct result of an emergency, and this emergency has been declared by the Commissioner, the Warden, or Superintendent. Documentation shall be completed in report form when free meals are warranted. This report will be forwarded to the Food and Farm Services for budget management and cost control and shall include the following information:

1. The duration of the emergency, including dates and times.

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2. Menu that is served during the emergency.
3. Number of meal periods (e.g., 2 Breakfast, 2 Dinners, 2 Suppers, etc.).
4. Number of persons served each meal; and
5. Cost of meals involved for the emergency.

V. Attachments:

Attachment 1: Emergency Menu

VI. Record Retention of Forms Relevant to this Policy:

Attachment 1 of this SOP will be maintained locally in the Food Service office until obsolete or replaced, then destroyed.