

# FOOD AND NUTRITION PROCEDURES

Number	B-11
Reviewed	July 2008
Effective	July 2006
Page	1 of 3

## Miami-Dade County Public Schools

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Subject:	EMERGENCY SHELTERS
For Action By:	PRINCIPALS, FOOD SERVICE MANAGERS, CASHIERS
Refer Questions to:	FOOD SERVICE ADMINISTRATORS, DEPARTMENT OF FOOD AND NUTRITION

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### EMERGENCY SHELTERS

School Board Rules permit the use of school facilities for emergency shelters. Red Cross Emergency Shelters are determined each year at the beginning of hurricane season. Any school site may be designated as a Red Cross Emergency Shelter when determined by the Superintendent to be in the best interest of the community.

### MEAL SERVICE

When a school is designated as an emergency shelter, the school food service program shall provide emergency meals for persons seeking shelter in the school. The school food service program will be responsible for providing a breakfast, lunch, and dinner meal for two (2) days. The Red Cross will provide food items after the initial two (2) day period and will assist in coordinating the delivery of milk, bread, etc. Satellite schools will receive all food items from the Red Cross.

If the shelter is opened in between meal service, the food service manager may offer beverages and crackers or cookies. In the event the Red Cross is unable to send additional food and/or supplies, the Shelter Principal and/or designee shall have the authority to obtain food and supplies from the closest local store. The Red Cross will prepare a voucher or other acceptable authorization for the principal and/or designee to purchase food and/or supplies on behalf of the Red Cross. The Shelter Principal and/or designee will contact the American Red Cross for authorization.

The Red Cross shall also assume responsibility to deliver any items required for shelter operations which are not normally supplied to the food service department, e.g., diapers, flashlights, special dietary and medical needs, baby food, formula and bottled water.

# FOOD AND NUTRITION PROCEDURES

Number	B-11
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Page	2 of 3

## Miami-Dade County Public Schools

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### EMERGENCY SHELTERS (continued)

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#### PERSONNEL

The school food service manager, or designee approved by the principal, shall be on duty as long as the shelter is open. The food service manager may employ personnel to assist with meal preparation using two (2) food service workers for every 500 participants (Food Service Emergency Shelter Payroll Record – [Attachment A](#)). The Red Cross and/or food service manager may also request volunteer assistance from those who have sought shelter in the school. The Department of Food and Nutrition will select an alternate food service manager or satellite assistant to be an alternate if the disaster lasts an extended time, or to relieve the regular food service manager. School food service employee will receive payment for service according to the current bargaining unit contract.

#### MEAL ACCOUNTABILITY

The school food service manager must keep a tally of the number of meals served utilizing the Emergency Shelter Tally Sheet ([Attachment B](#)). A tally of meal service must be taken for breakfast, lunch, and dinner meal.

#### FOOD AND NON-FOOD SUPPLIES

After reporting to the shelter, the food service manager should take inventory of all food supplies on hand prior to any meal service. In the event of widespread damage, the food service manager/designee will continue food service, using food and non-food supplies from the regular inventory until additional Red Cross food and supplies arrive. If damage should occur to equipment, record it on the Emergency Shelter Damaged Equipment List ([Attachment C](#)).

Commodity foods will be a part of the emergency inventory, to the degree that is practical, under an agreement between the United States Department of Agriculture and the Red Cross. Reimbursement of replacement of USDA commodities will be requested by the Department of Food and Nutrition.

The Red Cross Headquarters will be notified of additional supplies to be picked up after the shelter is closed. Leftover nonperishable emergency food and/or supplies provided and not picked up by the Red Cross within fifteen (15) days after the emergency should be disposed of by each individual school location.

#### INVOICES

Red Cross invoices should be submitted to the facility shelter manager to forward to the Red Cross. In the event the facility manager is unavailable, invoices should be submitted to the Department of

# FOOD AND NUTRITION PROCEDURES

Number	B-11
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Page	3 of 3

## **Miami-Dade County Public Schools**

Food and Nutrition within ten (10) working days of the emergency.

# DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
FOOD SERVICE ACCOUNTING SYSTEM

**EMERGENCY SHELTER TALLY SHEET**

SCHOOL LOC.# \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

SCHOOL NAME \_\_\_\_\_

DESCRIPTION	MEAL COUNT
<b>BREAKFAST</b>	
<b>LUNCH</b>	
<b>DINNER</b>	

TOTAL \_\_\_\_\_ B

TOTAL \_\_\_\_\_ L

TOTAL \_\_\_\_\_ D



