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| Disaster Feeding Guidance for Georgia School Food Authorities Using USDA Foods | |  |  |
| FY2020 |  |  |  |
| Introduction | |  |  |
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| The Georgia Department of Education - School Nutrition Program (GADOE) administers the Food Distribution Program (FDP), which coordinates the distribution of UDSA Foods to Georgia schools and institutions. This document helps School Food Authorities (SFAs) understand the steps to take before, during, and after a disaster response situation and how to successfully assist with disaster feeding response operations using USDA foods. Before the Disaster Before disasters occur, food service directors can take steps to ensure they are included in their county’s disaster response team, and briefed on their role if the SFA is needed as a congregate feeding site. Each SFA should….   * Develop a disaster plan * Establish and maintain a list of internal and external emergency contacts. This list should include:   + Your Immediate Supervisor (FS Director,  FS Coordinator, Asst. Superintendent, etc.)   + State Agency (SDA) = Food Distribution Program   + County/City Emergency Assistance Coordinator   + Local Disaster Feeding Coordinator * Compile USDA foods inventories and establish recordkeeping procedures.      * Establish recordkeeping procedures | |  | When a Disaster Hits  Your SDA or the local disaster feeding organization may let you know you have been selected as a congregate feeding site for disaster response.  You may have been pre‐designated as an approved response site but it's not always possible to know ahead of time exactly where disaster feeding will be needed most. The use of USDA Foods for congregate disaster feeding does not require USDA approval as long as USDA Foods originate from the State where the disaster occurred.  Your SDA must  be notified of any disaster feeding activity at your site  as soon as possible. |
| As part of initial disaster response, USDA can provide local disaster relief organizations with USDA Foods already being stored at schools and State Distributing Agency warehouses in the area. | |  |

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| **IMPORTANT!** **School Food Authorities should never give any disaster organization authority to take USDA Foods out of the schools on their own. ONLY the SFA has authority to distribute and/or use USDA Foods from their inventory. Additionally, please take care to request IDs or other documentation to ensure individuals requesting USDA Foods are legitimate Emergency Feeding Organization workers.** |