

Louisiana Workforce Commission’s (LWC) Emergency Support Function (ESF 6)– Mass Feeding in Shelters 2016

In the event of a state-declared emergency or disaster requiring the opening of shelters:

1. LWC will notify the LDOE by telephone and then email back-up of:

- a. Names and location/address of shelters that will open and the number of meals to be delivered at each meal.
*Note that the number of meals to be delivered by meal type will remain the same unless otherwise notified by LWC.
- b. Contact information for shelter(s) opening
- c. Date and time LDOE volunteers are requested to report to the shelter(s)

2. LDOE volunteer assistance will consist of:

- a. **Documentation and reporting to LWC the number of meals delivered to Shelters** - LDOE volunteers going to shelters are to notify shelter staff that they are there to verify that the vendor invoice for the number of meals/snacks delivered matches the number expected by LWC. This information will be immediately emailed to the LWC at lwcgohsep@lwc.la.gov for each meal/snack delivery observed including any MREs utilized, if any. Access to a computer will be available at the shelter to email meal information to LWC at lwcgohsep@lwc.la.gov . A copy of the email must be sent to the volunteer’s own work email account and also copy their designated coordinator’s work email address. **LWC staff may be reached by telephone at the GOHSEP Desk @ (225) 925-7371 or (225) 302-0283.**

The email report to LWC should include the: Date, shelter name/location, meal type(s) and time of delivery and number of meals delivered and any comments needed (such as appearance of food, failure to deliver # of meals expected by LWC, and any problems noted). If the number of meals anticipated to be delivered by LWC are not delivered and/or if any problems are noted, the LDOE volunteer should immediately contact the GOHSEP Desk at the number above. LDOE volunteers are not responsible for serving the meals and should NOT sign the invoice unless it matches the number of anticipated meals.

Example email to lwcgohsep@lwc.la.gov :

- 1. **August 8, 2016**
- 2. **PMAC**
- 3. **Supper / 150 meals delivered at 6:00 p.m.**
Portable meal / 100 snacks at 6:00 p.m. (number must equal 10% of the number of supper meals or 100, whichever is greater)
- 4. **Meals delivered late according to DHH or DCFS staff.**
- 5. **Any other problems noted**

- b. **Purchase card (P-card) purchases of food/snack items** – After an emergency declaration by the state, LDOE volunteers going to a shelter, who have P-cards, may purchase food/snack items not available when a shelter opens, for evacuees with special needs. Examples include:

Purchase Card (P-Card) food/snack items	
<ul style="list-style-type: none"> • POWDERED JUICES OR CANNED MILK • PUREED BABY FOOD • FRUIT JUICES – NO SUGAR • LOW SODIUM V8 or TOMATO JUICE • DRY PLAIN CEREAL such as CORNFLAKES, RICE KRISPIES and CHEERIOS 	<ul style="list-style-type: none"> • CRACKERS • ENSURE OR SUSTACAL for CARDIAC PATIENTS • GLUCERNA or CHOICE DM for DIABETIC PATIENTS • DIAPERS upon specification

LDOE volunteers may also be requested to assist in locating and obtaining emergency food/snack items for evacuees, not available after a shelter opens. Requests to purchase specific items for shelter residents should be obtained in writing and approved by the shelter administrator or an authorized member of the medical staff. Receipts for ANY P-card purchase, made by an LDOE volunteer, MUST be kept by the volunteer and submitted to LDOE purchasing staff upon return to work.