



Collaborating Agencies' Disaster Relief Effort
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FOOD NETWORK

The Food Support Network is one of 20 networks that CADRE intends to lead to provide a method for nongovernmental organizations in Santa Clara County to communicate throughout the disaster cycle. These networks are broken up by different community services and functions to allow for more focused communication. The networks function separately, each having their own leadership team who maintain their organizations' points of contact and their self-identified methods of communication (ex. Listserv, WhatsApp, Trello, etc).

CADRE is developing a resource map and password protected network webpages to support network communication, in addition to hosting annual meetings for all networks to convene. Meetings will be expanded during emergencies as appropriate and may include in-person meetings and regional meetings. Further, while networks are focused on nongovernmental organizations, CADRE will work closely with government agencies to ensure a clear line of communication and collaboration for the whole community.

CADRE's networks include:

- | | | |
|----------------------------------|------------------------------|-------------------------------|
| 1. Access & Functional Needs | 8. Employment | 15. Public & Community Health |
| 2. Advocacy & Equity | 9. Faith & Spiritual Care | 16. Seniors |
| 3. Animal | 10. Food System | 17. Transportation |
| 4. Business | 11. Housing Services | 18. Veterans |
| 5. Climate and Sustainability | 12. Immigrants | 19. Volunteers |
| 6. Communication and Information | 13. Mass Care | 20. Youth |
| 7. Donations | 14. Mental & Behavioral Care | |

These networks are subject to change as needed and most are still in the early stages of development. Aside from these networks, CADRE runs Long Term Recovery and AFN committees, and is exploring options for development of a communication and information committee, a mass care committee, a Volunteer and Donations Committee, and an Emotional & Spiritual Care Committee. Committees will be project focused, while networks are primarily aimed at facilitating streamlined and effective communication.

The Food Support Network will provide a means of communication and information sharing for organizations involved in the food system in Santa Clara County throughout the disaster cycle. This network can help organizations find funding for mitigation, conduct training and exercises for disaster readiness, strengthen communication during disaster response, and facilitate collaboration during disaster relief and recovery efforts, when food insecurity may be exacerbated and feeding capacity impeded. CADRE will develop the network by hosting the startup meetings, developing communication procedures and groups, identifying a leadership team, and conducting outreach to representatives from organizations throughout the food system, from production and transportation to food preparation, distribution, and disposal.

Network leadership and representatives:

According to the [County of Santa Clara Food Systems Workplan 2021](#), there are 4,773 businesses within the agricultural production, agricultural support, and food processing and distribution sectors, 539 restaurants, 694 permitted mobile food facilities, 146 cottage food operations (sell pre made foods to consumers), 586 food processors and manufacturers, and 890 farms. This does not include all the feeding operations conducted by nonprofit, community, and faith-based organizations. CADRE has started developing the network list, asking potential participants to fill out this questionnaire <https://forms.gle/DqzkursvG2L8aJca7>. Once the network is developed, organizations will be asked to maintain an up-to-date point of contact for their organization with the network's leadership.

Communication Procedures and Tools

The food network will develop a WhatsApp group to facilitate live chat communication, along with a Slack team as a backup communication tool. CADRE will develop both groups, along with a food network webpage; maintaining both with the help of the leadership team, once identified. The webpage will include a resource map, announcements and links to emergency information, a form where organizations can update actions and needs, a contact list for organizations, and a live calendar showing current feeding operations. Once the communication tools are developed, CADRE will develop training and an annual tabletop exercise to ensure the tools are effective and properly used.

During emergencies, CADRE will monitor and maintain these communication tools, with the help of the leadership team; along with facilitating communication within the food network, between the food network and other networks, and with local government. CADRE will use email blasts as a backup if live chat tools fail and will develop plans to utilize information centers, in person meetings and/or Ham radio in case of technological challenges during an emergency.

- a. **Meetings** – meetings are held quarterly for one hour and expanded by request through WhatsApp, phone, or email. The June 17, 2024 Meeting presented the draft communication procedures and tools, and the current network list for group input. The upcoming September 2024 meeting (date and time TBD) will finalize these communication tools and procedures.
- b. **WhatsApp (Email blast used as a backup)** – <https://chat.whatsapp.com/FSo880MjMGsLREFnS6jAZ8>
 - i. Used for major disaster announcements including meeting expansion, and urgent updates and requests (should be limited and linked to webpage for more info)
 - ii. Welfare checks (allows organizations to quickly share information about disaster impacts and immediate needs)
 - iii. Rapid coordination between organizations – can be started here then taken offline.
- c. **Forms** –
 - i. Food Network Questionnaire – Used to understand the current structure of the food system in Santa Clara County and to develop CADRE's Resource Map. Link: <https://forms.gle/Gh6nLh8iQdC1v6EVA>
 - ii. Disaster Impact Survey: Will provide a place to input and monitor unmet needs, current activities, and disaster impacts to help support disaster relief, response, and recovery efforts. <https://forms.gle/jLZfz1Vc5vKzTtFUA>
- d. **Webpage** – A one stop shop for important links, announcements, forms, resource map, and lists of unmet needs, resources, and partners. Link -<https://cadresv.org/food-network/>

THE FOOD NETWORK

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NETWORK MAINTANENCE

The food network leadership will maintain a point of contact list for all organizations in the network and will monitor and manage all communication methods for the network.

Organization representatives will be responsible for providing up to date points of contact to the leadership team.

During emergencies, network leadership will communicate network needs and updates with CADRE, who will serve as the communication link between all networks and local government.

NETWORK COMMUNICATION

Live Chat



WhatsApp will be the primary live chat platform; followed by email blasts and meetings as backups. Ham Radio and in person meetings will be alternatives during technology disruptions.

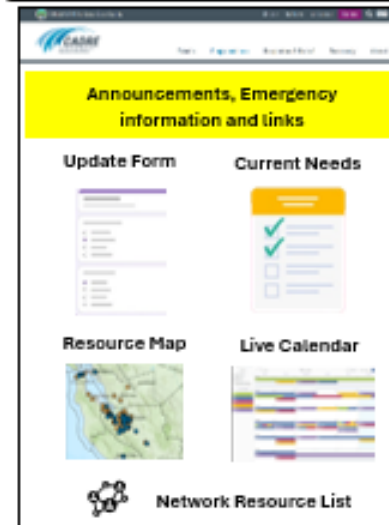
During day-to-day operations, live chat will be used to:

1. Welcome new network members.
2. Share network resources (ex. training, funding)
3. Provide a way for organizations to request collaboration on projects and develop partnerships.

During emergencies, the live chat will be used to:

1. Check in on impacted organizations & share urgent requests
2. Provide links to emergency information.
3. Request expansion of meetings or webpage to coordinate needs, resources, and relief efforts.

Webpage



The food network webpage will be used during blue and grey skies as a one stop shop for:

- Network Announcements
- Emergency information & links
- Current feeding activities, resources, and needs.
- Network points of contact.
- Providing organization updates

The webpage will require a password to access, which will be given to all network members.

Meetings



In person, virtual, and hybrid meetings will be held by the leadership team on a quarterly basis to bring the network together to:

1. Enhance communication tools, identify missing organizations, and get to know one another.
2. Discuss network organizations' needs, resources, and projects,
3. Review funding, training, and exercise opportunities.

During emergencies, at the discretion of the leadership team or by request of a network organization, meetings can expand to

1. Provide emergency updates.
2. Discuss needs, relief actions, and available resources.
3. Request support.

EMERGENCY COMMUNICATION PROCESS

