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**TO:** Hospital Emergency Preparedness Coordinators/Contacts  
Food Service Department Directors/Managers  
Hospital Dietitians  
Dietary Managers

**FROM:** Cheri Hummel, Vice President, Disaster Preparedness

**SUBJECT:** California Hospital Emergency Food Supply Planning Guidance and Toolkit

CHA is pleased to provide the “California Hospital Emergency Food Supply Planning Guidance and Toolkit”. This resource is the culmination of work completed by the California Hospital Association’s Hospital Preparedness Program (CHA-HPP) through a Hospital Emergency Food Advisory Group which included representation from the California Dietetic Association, Hospital Nutrition Managers and Directors, and Hospital Emergency Preparedness Coordinators.

This toolkit is intended to provide guidance and resources to hospitals in planning for and documenting emergency food supplies as mandated by regulatory requirements.

The newly released toolkit “California Hospital Emergency Food Supply Planning Guidance and Toolkit” includes the following:

- Planning guidelines and assumptions, regulatory references, and other resources intended to support planning efforts
- An Emergency Food Planning Calculation Tool which enables users to calculate facility-specific plans by inputting facility-specific data
- Instructional Power Point presentation
- Video presentation (which incorporates the PowerPoint)

To access the toolkit, go to [www.calhospitalprepare.org/foodplanning](http://www.calhospitalprepare.org/foodplanning). Users should first print all attachments prior to viewing the video presentation

These resources were developed for use by hospital Food Services directors and/or hospital dietitians and should be shared accordingly. Hospital Emergency planners should also review and become familiar with these documents for joint planning purposes.

A CHA-sponsored round-table session addressing use of the document and toolkit will be held at the California Dietetic Association Annual Conference, on April 4 in Pomona. Dietitians who attend the conference are encouraged to participate. Register at [www.dietitian.org](http://www.dietitian.org).

Please direct any questions to the CHA HPP main office at (916) 552-7672 or via email at [prepare@calhospital.org](mailto:prepare@calhospital.org).