

TITLE:	Emergency Menu & Response	POLICY #:	XVIII-R-10.00
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	July 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:			
CURRENT REVISION:	July 2022		

Emergency Menu & Response Policy #: XVIII-R-10.00

POLICY:

In the event of an emergency, the Home will have food and nutrition operations essential services planning, emergency supplies, alternate menus, infection control protocols, and team member education prepared. An emergency contingency and response plan will be in place with details of specific procedures to follow in the event of disasters such as earthquakes, floods, storms, and emergencies such as fire, power failure, loss of water supply, staff shortages, and road closures.

Emergency menus are time limited and require weekly re-assessment of need and items required.

PROCEDURE:

The Manager of Food and Nutrition or designate will:

- 1) In coordination with other leaders in the home, develop specific written plans and procedures for each emergency.
- 2) Purchase and set up all emergency supplies needed.
- 3) Review the procedures and update information at least annually, or as changes occur at the site home.
- 4) Outline roles and responsibilities for team members.
- 5) Conduct education on emergency menus and rotating use of supplies.
- 6) Implement the emergency menu when instructed by the Administrator.
- 7) Utilize all supplies on hand and make appropriate menu changes.
- 8) Stock a three-day non-perishable and a 24-hour perishable food supply.
- 9) Maintain a 72-hour supply of disposable dishes, cutlery, and aprons.
- 10) Maintain an emergency 72-hour supply of drinking water.
- 11) Ensure the Emergency Menu meets residents' nutritional needs with available supplies.
- 12) Re-assess need for emergency menus weekly and change according to weekly staffing patterns, supplies on hand, direction from external authorities, and status of emergency.
- 13) Ensure proper storage of food supplies to avoid damage.
- 14) Rotate emergency menu stock through the regular menu as required to prevent expiration of products.

Attachments: XVIII-R-10.00(a) Emergency Menu – No Utilities
XVIII-R-10.00(b) Emergency Menu – Therapeutic Diets
XVIII-R-10.00(c) Emergency Menu – Snacks