



MANUAL:	Emergency	Policy No.:	12-A-10
SECTION:	Provision for Food and Fluid in an Emergency		
SUBJECT:	Emergency Menus and Response		

POLICY:

The Home shall have Nutrition Services 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 natural disasters and emergencies.

PURPOSE:

To provide temporary direction to ensure the provision of nutrition and hydration for residents is adequate in the event of an emergency. Menus will require reassessment of need and items required based on the nature of the emergency and its duration. Emergency menus are time limited and require weekly re assessment of need and items required.

PROCEDURE:

The Director of Support Services/Registered Dietitian and/or Support Services Supervisor will:

1. In coordination with other members of the management team, develop specific written plans and procedures for each emergency.
2. Contact community partners and food supplier if the emergency is localized to see what they are able to assist with.
3. Purchase emergency supplies as needed.
4. Review the procedures and update information at least annually, or as changes occur at the Home.
5. Outline roles and responsibilities for team members.
6. Review equipment on Emergency Power, if power is available.
7. Conduct education on emergency menus and rotating use of supplies.
8. Depending on the nature of the emergency (i.e. no generator, no hydro), implement the emergency menu when instructed by the Administrator or designate.
9. Utilize all supplies on hand and make appropriate menu changes.
10. Stock a three-day non-perishable and a 24-hour perishable food supply
11. Maintain a 72-hour supply of disposable dishes, cutlery.
12. Maintain an emergency 72-hour supply of drinking water.
13. Ensure the Emergency Menu meets residents’ nutritional needs with available supplies.

SUBJECT:	Emergency Menus and Response	Policy No.:	12-A-10
-----------------	-------------------------------------	--------------------	---------

14. Re-assess the need for emergency menus weekly and change according to weekly staffing patterns, supplies on hand, direction from external authorities and the state of the emergency.
15. Ensure proper storage of food supplies to avoid damage.
16. Rotate emergency menu stock through the regular menu as required to prevent expiration of products.

Tips

- Keep walk in fridges/freezers closed as much as possible
- If water is available, use dishwashers in the Tower that are on emergency power to wash dishes and insert pans. Staff will need to bring dishes from GT/MT/DC to the Tower to wash.
- Wash pots manually in the main kitchen.
- In the event all generator power and water is not available: Switch to disposable dishes, cutlery, etc.
- Menu provides modified food service to residents, staff, volunteers and others to ensure nutritional and fluid requirements are met.
- Maintain safe infection control practices
- In the event the IT fails, use the printed snack notes on resident home areas for diet information.

Appendices Attached

Emergency menu –No Utilities (No hydro, No generator, Propane BBQ is available)

Emergency menu- Therapeutic diets

Emergency menu –Snacks

DATE APPROVED:	July 2008
DATE REVIEWED:	September 2023
DATE REVISED:	September 2022

APPENDIX 1

Emergency Menu

No Hydro, No Generator, Propane BBQ is available

Meal	Day 1	Day 2	Day 3
Breakfast	Choice of Juice Assorted Cold Cereal Milk (use fluid until its gone) Bread Margarine Boiled Egg (pailed) Assorted Jams/Jellies Diet Drink (Crystals) Water	Choice of Juice Assorted Cold Cereal Milk (use fluid until its gone) Bread Margarine Peanut Butter Assorted Jams/Jellies Diet Drink (Crystals) Water	Choice of Juice Assorted Cold Cereal Milk (skim milk powder) Bread Margarine Cheese Slice Assorted Jams/Jellies Diet Drink (Crystals) Water
AM Nourishment	Diet Drink (Crystals) Water	Diet Drink (Crystals) Water	Diet Drink (Crystals) Water
Lunch	Choice of Juice Tomato Soup/Crackers Cold Meat Sandwich Assorted Pailed Salad Pailed Fruit/Canned Fruit or Ice Cream Milk Cold Drink (Crystals) Water	Choice of Juice Vegetable Soup/crackers Cheese Sandwich Pickled Beets Canned Fruit or Rice Pudding Milk (use fluid until its gone) Diet Drink (Crystals) Water	Choice of Juice Chicken Noodle Soup/cracker Canned Fish Sandwich Pepper Slices Canned Fruit or Assorted Squares Milk (skim milk powder) Diet Drink (Crystals) Water
PM Nourishment	Diet Drink (Crystals) Water Assorted Cookies/Pudding Cup	Diet Drink (Crystals) Water Assorted Cookies/ Applesauce	Diet Drink (Crystals) Water Assorted Cookies/Pudding Cup
Supper	Choice of Juice BBQ Hamburger Patty Gravy Cold Cream Corn Bread/Margarine Canned Fruit or Yogurt Milk Diet Drink (Crystals) Water	Choice of Juice Baked Beans Weiners (BBQ)/Buns Stewed Tomatoes Bread/Margarine Canned Fruit or Assorted Cake Milk (use fluid until its gone) Diet Drink (Crystals) Water	Choice of Juice Sliced Ham Cold Diced Beets Bread/Margarine Canned Fruit or Tapioca Pudding Milk (skim milk powder) Diet Drink (Crystals) Water
HS Nourishment	Diet Drink (Crystals) Water Assorted Loaves/Yoghurt	Diet Drink (Crystals) Water Assorted Muffins/Yoghurt	Diet Drink (Crystals) Water Assorted Loaves/Yoghurt

EMERGENCY SNACK MENU DAY 1						
No hydro/No generator/Propane BBQ is available						
	Regular/NAS	Portion	Minced Meat	Minced	Pureed	Thick Fluids (check diet & texture)
AM	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
PM	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
	Assorted Cookies	2 each/tongs	Soft Cookie	Soft Cookie	Pudding cup	Pudding cup
HS	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
	Assorted Loaves	50g/1 slice/tongs	Y	Y	Plain Yoghurt	Plain Yoghurt

EMERGENCY SNACK MENU DAY 2 no hydro/no generator/propane BBQ is available						
	Regular/NAS	Portion	Minced Meat	Minced	Pureed	Thick Fluids (check diet & texture)
AM	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
PM	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
	Assorted Cookies	2 each/tongs	Soft Cookie	Soft Cookie	Applesauce individual	Applesauce individual
HS	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
	Assorted Muffins	50g/2 each/tongs	Y	Y	Plain Yoghurt	Plain Yoghurt

EMERGENCY SNACK MENU DAY 3 no hydro/no generator/propane BBQ is available						
	Regular/NAS	Portion	Minced Meat	Minced	Pureed	Thick Fluids (check diet & texture)
AM	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
PM	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
	Assorted Cookies	2 each/tongs	Soft Cookie	Soft Cookie	Pudding Cup	Pudding Cup
HS	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Cold Drink (crystals)	250ml/8 oz	Y	Y	Y	Thickened
	Water	250ml/8 oz	Y	Y	Y	Thickened
	Assorted Loaves	50g/2 each/tongs	Y	Y	Plain Yoghurt	Plain Yoghurt

Emergency Menu Day 1 No hydro/No generator/Propane BBQ is available						
	Regular/NAS	Portion	Minced Meat	Minced	Pureed	Thick Fluids (check diet & texture)
BREAKFAST	Apple Juice	125 ml/4 oz.	Y	Y	Y	Thickened
	Choice of Cold Cereals	175 ml / 6 oz.	Y	Y	Soaked cereal/Instant hot cereal	Instant hot cereal
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Bread	1 1/2 slices	Y	Y	Gelled bread	Y
	Boiled Egg (pailed)	30g/1 each	mashed	mashed	125mL yoghurt	Y
	Margarine	1 each	Y	Y	Y	Y
	Assorted Jellies/Jams	1 each	Y	Y	jelly	Y
LUNCH	Tomato Soup	175 ml / 6 oz.	Y	Y	Y	Thickened
	Crackers	2 crackers	Y	Y	none	Y
	Cold Meat Sandwich	60g/2 slices bread	Cut meat finely	Cut meat finely	mashed cottage chse #12/soaked bread	Y
	Assorted Pailed Salad	125ml/4 oz #8 scoop	Cut finely #12 scoop	Cut finely #12 scoop	125ml tomato juice	Y
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Pailed or Canned Fruit	125ml/4 oz #8 scoop	Cut finely	Cut finely	Applesauce	Strained fruit
	Ice Cream	125ml/4oz	Y	Y	Y	125ml yogurt
SUPPER	Tomato Juice	125ml/4oz.	Y	Y	Y	Thickened
	BBQ Hamburger Patty	90g/1 each	Cut finely #12 scoop	Cut finely #12 scoop	mashed cottage cheese #12	Y
	Gravy	30ml/1oz.	Y	Y	Y	Y
	Cold Cream Corn	125 ml/4 oz.	Cut finely #12 scoop	Cut finely #12 scoop	Mashed #12 scoop	Y
	Bread	1 slice	Y	Y	Gelled bread/Instant hot cereal	Y

	Margarine	1 each	Y	Y	Y	Y
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Canned Fruit	125ml/4 oz #8 scoop	Cut finely	Cut finely	Flavoured Applesauce	Flavoured Applesauce
	Yogurt	125ml/4 oz #8 scoop	Y	Y	Y	Y
Additional beverages offered each meal - 250ml/8oz cold drink (crystals) and water						
Emergency Menu Day 2 No hydro/No generator/Propane BBQ is available						
	Regular /NAS	Portion	Minced Meat	Minced	Pureed	Thick Fluids (check diet & texture)
BREAKFAST	Apple Juice	125 ml/4 oz.	Y	Y	Y	Thickened
	Choice of Cold Cereals	175 ml / 6 oz.	Y	Y	Soaked cereal/Instant hot cereal	Instant hot cereal
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Bread	1 1/2 slices	Y	Y	Gelled bread	Y
	Peanut Butter	30g/1oz 1 pkg	Y	Y	125mL Plain yoghurt	Y
	Margarine	1 each	Y	Y	Y	Y
	Assorted Jellies/Jams	1 each	Y	Y	jelly	Y
LUNCH	Vegetable Soup	175 ml / 6 oz.	Y	Y	strained / broth	Thickened strained/broth
	Crackers	2 crackers	Y	Y	none	Y
	Cheese Sandwich on Bread	60g/2 slices bread	Y	Y	mashed cottage cheese #12 scoop/gelled bread	Y
	Pickled Beets	125ml/4 oz #8 scoop	Cut finely #12 scoop	Cut finely #12 scoop	125ml tomato juice	Y
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Canned Fruit	125ml/4 oz #8 scoop	Cut finely	Cut finely	Applesauce	Strained fruit
	Rice Pudding	125ml/4oz	Y	Y	Pudding cup	Pudding cup
SUPP	Tomato Juice	125ml/4oz.	Y	Y	Y	Thickened

	Wieners	1 each	Cut finely #12 scoop	Cut finely #12 scoop	mashed wiener #12 scoop	Y
	Baked Beans	175 ml / 6 oz.	Cut finely #12 scoop	Cut finely #12 scoop	mashed beans #12 scoop	Y
	Stewed Tomatoes	125 ml/4 oz.#8 scoop	Cut finely #12 scoop	Cut finely #12 scoop	mashed tomatoes #12 scoop	Y
	Bread	1 slice	Y	Y	gelled bread/instant cereal	Y
	Margarine	1 each	Y	Y	Y	Y
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Canned Fruit	125ml/4oz #8 scoop	Cut finely	Cut finely	Flavoured Applesauce	Strained fruit
	Assorted Cake	1"X1" square/1 piece	Y	Y	pudding cup	Y
Additional beverages offered each meal - 250ml/8oz cold drink (crystals) and water						

Emergency Menu Day 3 No hydro/No generator/Propane BBQ is available						
	Regular/NAS	Portion	Minced Meat	Minced	Pureed	Thick Fluids (check diet & texture)
BREAKFAST	Apple Juice	125 ml/4 oz.	Y	Y	Y	Thickened
	Choice of Cold Cereals	175 ml / 6 oz.	Y	Y	Soaked cereal/Instant hot cereal	Instant hot cereal
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Bread	1 1/2 slices	Y	Y	gelled bread	Y
	Cheddar Cheese	30g/1oz 1 pkg	cottage cheese #12	cottage cheese #12	mashed cottage cheese #12	Y
	Margarine	1 each	Y	Y	Y	Y
	Assorted Jellies/Jams	1 each	Y	Y	jelly	Y
LUNCH	Chicken Noodle Soup	175 ml / 6 oz.	Y	Y	strained - broth	Thickened strained/broth
	Crackers	2 crackers	Y	Y	none	Y
	Canned Fish Sandwich on Bread	60g/2 slices bread	Y	Y	mashed fish #12 scoop/gelled bread	Y

	Sliced canned peppers	125ml/4 oz #8 scoop	Cut finely #12 scoop	Cut finely #12 scoop	125ml tomato juice	Y
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Canned Fruit	125ml/4 oz #8 scoop	Cut finely	Cut finely	Applesauce	Strained fruit
	Assorted Squares	125ml/4oz	Y	Y	gelled	Y
	Tomato Juice	125ml/4oz.	Y	Y	Y	Thickened
SUPPER	Ham	90g	Cut finely #12 scoop	Cut finely #12 scoop	mashed ham#12 scoop	Y
	Diced Beets	125 ml/4 oz.#8 scoop	Cut finely #12 scoop	Cut finely #12 scoop	mashed beets #12 scoop	Y
	Bread	1 slice	Y	Y	gelled bread	Y
	Margarine	1 each	Y	Y	Y	Y
	2% Milk	250ml/8 oz	Y	Y	Y	Thickened
	Canned Fruit	125ml/4oz #8 scoop	Cut finely	Cut finely	Flavoured Applesauce	Strained
	Tapioca Pudding	1"X1" square/1 piece	Y	Y	Pudding Cup	Y
Additional beverages offered each meal - 250ml/8oz cold drink (crystals) and water						



MANUAL:	Emergency	Policy No.:	12-A-20
SECTION:	Provision for Food and Fluid in an Emergency		
SUBJECT:	Nutrition Services Equipment on Emergency Power		

POLICY: The Home shall have Nutrition Services equipment on emergency power to ensure the ability to continue to provide service in the event of a power emergency.

PURPOSE: To allow the provision on nutrition and hydration for residents in the event of an emergency that affects the power supply to the Home.

PROCEDURE:

The facility is equipped with two generators which can maintain a supply of electricity to the Home.

1. In the main kitchen, the following equipment is on emergency power:
 - Walk in refrigerator/freezers (2)
 - Rational ovens (2)
 - Convection oven
 - Floor Mixer
 - Steam Kettle
 - Red Plug available for Blender

2. In each of the Tower serveries, the following equipment is on emergency power:
 - Refrigerator
 - Freezer
 - Dishwasher
 - Toaster
 - Hot Water Tower
 - Coffee Maker
 - Steam table

3. In GT/MT/DC serveries, the following equipment is on emergency power:
 - Refrigerator/Freezer

4. The elevator servicing the Tower and the Grand Terrace elevator will continue to run on emergency power. The Mohawk Terrace elevator will not.



SUBJECT:	Nutrition Services Equipment on Emergency Power	Policy No.:	12-A-20
-----------------	--	--------------------	---------

5. Staff on GT/MT/DC will prepare coffee/tea and wash dishes in the Tower serveries.
6. Nourishment fridges may not operate and staff should remove the contents from these fridges and place in a servery fridge. Provide shelf stable beverages and snacks in nourishment centres.
7. Staff in the main kitchen will manually wash pots and pans. Dishes from the main kitchen may be taken to Cockshutt Place to wash. Staff on GT/MT/DC will bring dishes to the Tower serveries to wash.
8. Lanterns are available in the locked cupboard in the Cooks store room for use on GT/MT/DC where emergency lighting in serveries may not be adequate.
9. All computers are on emergency generator power. There are emergency battery packs on all computers in the main kitchen and serveries so resident information will be accessible and no data will be lost. Paper copies of the resident information are available on the snack carts in the event there are issues with an individual computer.

DATE APPROVED:	September 2022
DATE REVIEWED:	September 2023
DATE REVISED:	