

<b>Section:</b> Emergency Planning Manual	<b>Subsection:</b> Internal Disaster	<b>Policy Number:</b> EPP-1062
<b>Subject:</b> Dietary Emergency Supplies		<b>Reviewed Date:</b> June 2022, March 2013
<b>Standard:</b>	<b>Authority:</b> Dietary manager	<b>Supercedes:</b> December 2008 May 2007 February 2012
		<b>Page 1 of 1</b>

**Policy**

The Dietary Department will maintain sufficient inventory of food products and supplies, to be used in the event of an emergency situation, or when delivery of food to the facility is not possible.

**Procedure:**

1. Based on 101 residents, the dietary inventory will be maintained as follows:

<u>Product</u>	<u>Inventory</u>
Dry/canned goods	5 days
Frozen products	5 days
Produce	3-4 days
Milk	7 days
Bread	7 days

2. All inventory is rotated throughout menu cycle to prevent expired product.
3. Emergency menu's such as 3 day disaster and 3 day pandemic menus are made and ordered in advance.
4. All items are inputted into Dietary outlook calendar with expiration dates that flag staff when to pull and rotate into regular menu.
5. All items are reordered and replace in designated area to ensure no waste of supplies or food.

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Authorized Signing Authority

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Date