

Section: Emergency Planning Manual	Subsection: Code Grey Internal Disaster	Policy Number: EPP-1069
Subject: Dietary Contingency Plan during Reception from Outside Community		Reviewed Date: June 2022, July 2016
Standard:	Authority: Dietary manager	Supercedes: Nov 2015 May 2007, Dec 2008 Mar 2013
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Policy

The Dietary Department shall clearly outline the roles and responsibilities of the dietary staff, and the procedures to be implemented, in the event that the facility is in a position to receive additional individuals in an emergency situation.

Procedure

1. The Dietary Manager/designate is responsible for co-ordinating the provision of nourishment for additional individuals who have been relocated to the facility during an emergency situation.
2. The Dietary Manager/designate is responsible for assessing the impact of additional individuals on routine services provide, and shall determine the manner in which provisions for these individuals are provided.
3. Depending on the number of additional individuals, in the facility, the following actions will be taken
 - Assessment of current status of recipients i.e. last nourishment time of recipients
 - Menu will be simplified to provide adequate nourishment to residents, staff and recipients
 - Meal time adjustment may be required
 - Location of meal service may be adjusted to use existing dining rooms or alternative locations i.e. fireside lounge, auditorium etc.
4. A comprehensive record of individuals receiving nourishment, including time and area of service shall be recorded by a dietary staff member, for the purpose of ensuring that all residents, staff and recipients are provided with adequate nourishment. This task will be delegated by the Environmental Services Manager.
5. Depending on the impact and duration of the reception period, disposable dish ware and cutlery may be used, and meals may be rationed.

Authorized Signing Authority

Date