

Section: Emergency Planning	Subsection: Evacuation/Relocation Code Green	Policy Number: EPP-1090
Subject: Dietary Emergency Relocation Plan		Effective Date: June 2022, Nov 2015
Standard:	Authority: CEO	Supercedes: Apr 2009, Apr 2013
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Policy

The Dietary Services Relocation Plan shall clearly outline the roles and responsibilities of the Dietary Staff and the procedures to be taken in the event that residents and staff have been relocated to another facility during an Emergency situation.

PROCEDURE:

1. The Dietary Manager/Delegate is responsible for determining the requirements of the Dietary Staff at the relocation site.
2. Contact with the relocation facility shall determine the direction to be taken for staffing and the provision of nourishment. The Dietary Manager/Delegate is responsible for determining number of staff required.
3. If circumstances determine the necessity for removal of essential supplies and equipment. Useful items include: disposable food service items, paper supplies, canned foods, dietetic foods, insulated urns, large cooking pots, ladles tongs, and large serving spoons.
4. Some equipment may be available from within the evacuating institution (i.e. blender) and others can be obtained on a short term donation, rental or loan basis from other institutions or local food service establishments such as restaurants, hotels, catering firms, schools or industrial cafeterias.
5. If adequate space cannot be found at relocation site and/or production equipment is not attainable, arrangements should be made for the delivery of prepared food at specified intervals from other institutions, local food service establishments or the Home itself if kitchen facilities are operational.
6. For immediate feeding, a hot beverage is the first consideration. Especially instant coffee, hot chocolate, cocoa, powdered milk, dehydrated soups. In cases where shock has to be counteracted, sugar and milk should be added directly to the beverage.

Authorized Signing Authority

Date