

Emergency Plan

Subject:	Emergency Plan: Food, Fluid and Drug Provision
Emergency Code:	N/A

Plan Activation:	In the event there is an unforeseen disaster in or in the vicinity of SJCCC.
Lines of Authority (Chains of Command):	<p>Food and Fluid Provision:</p> <ul style="list-style-type: none"> ● The Executive Director in conjunction with the Director of Information and Support Services ● Leadership Team ● Food Service Manager/Supervisor and/or delegates Registered Dietitian ● Dietary Staff - Cooks/Dietary Aides ● Manager of Environmental Services <p>Drug Provision:</p> <ul style="list-style-type: none"> ● Chief Nursing Executive ● RN
Communications Plan:	<p>Food and Fluid Provision: TBD - Dependant on Disaster - Fire/Flood/Natural Disaster/Loss of Services</p> <p>To be communicated to residents/patients, staff and SDM's that SJCCC will be implementing an Emergency Menu due to an unforeseen disaster and the Emergency Menu may not meet all nutrition and diet standards associated with Dietary Reference Intakes (DRI's) and/or Canada's Food Guide, but that all texture modified, allergen, and Enteral nourishment needs will be met.</p> <p>Drug Provision: The Registered Nurse will contact the Pharmacy or the Pharmacist at any time when emergency drugs or drug information is required.</p>
Staff Roles and Responsibilities:	<p>Food and Fluid Provision: The Director of Information and Support Services in collaboration with the Information Technology Department will print the following:</p> <ul style="list-style-type: none"> ● Names, numbers and email addresses for all employees. ● Listing of residents' names, room numbers, dietary requirements and Nutrition Care Plan <p>The Director of Information and Support Services in conjunction with the Food Service Manager, Supervisor, Registered Dietitian, Dietary Staff and Manager of Environmental Services will:</p> <ul style="list-style-type: none"> ● Ensure a supply of potable water 3.5 - 4 Litres/ per resident/per day See Boil Water Plan ● Ensure that staff know which outlets are serviced by the generator ● Contact suppliers - Sysco, Gordon Food, Cardinal, Canada Bread, Matrix - See attached, to ensure continued deliveries as well as off day deliveries as needed as well as order guides if no internet access

	<ul style="list-style-type: none"> ● Purchase from local vendors if necessary, heat and serve food, ready made, and/or ready to eat food as determined by events surrounding the disaster. ● The Food Service Manager is to ensure that there is a minimum of 3 days supply of non perishable food items, supplements, Enteral Nutrition and disposable serving ware on hand at all times. ● Ensure that (1) Perishable Food Items, (2) Frozen Food Items and (3) Non Perishable Food Items are used in that order by adjusting the menu to utilize food on hand ● Adjust menu, simplify in the event of staff shortages - Utilize frozen, ready-made, heat & serve regular and texture-modified products provide puree texture to minced if necessary ● Ensure that disposable containers and OTU cutlery is brought to home units 3- 7 day supply ● Ensure that Enteral Nutrition and Dietary Supplements are adequate and on hand 3-7 days supply ● Ensure that hand mixers food grinders are available if needed ● A plan anticipating how foodservice would proceed without utilities or personnel. <p>Drug Provision:</p> <ol style="list-style-type: none"> 1. The Registered Nurse shall: <ol style="list-style-type: none"> 1.1. call the Medical Arts Pharmacy for drug service or drug information during pharmacy hours; 1.2. use the Emergency Drug Box located in the Second Floor in McNeil House (in Long-Term Care) and Macdonell House (in Complex Continuing Care) for immediate administration of a medication; 1.3. call the Pharmacist's cell phone in the event the Pharmacy is closed.
Plan for Recovery:	<p>Ensure that all perishable food was maintained in the food safety zone during the emergency, if unable to verify discard</p> <p>Replenish all items that were depleted during the emergency to previous par levels</p> <p>Review all policies and procedures, menus etc. following the emergency and adjust/correct deficiencies as necessary</p>

References:	1. <i>Fixing Long-Term Care Act, 2021, Ontario Reg. 246/22</i>
Reviewed:	<u>25 November 2025</u>
Revised:	<u>05 November 2024</u>