NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE DIRECTIVE

SUBJECT: MENU PLAN AND DISASTER OR EMERGENCY MENU PLAN

NUMBER: NN-PC-NS-03

ORIGINAL DATE: 03/27/95

REVIEW/REVISE DATES: 11/12/98, 11/28/01, 10/28/04, 11/01/07, 8/19/10

APPROVAL: Rosalyne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to establish standards of practice and to ensure that adequate food and nutrition is provided to the consumers during a disaster or an emergency. Meal Service shall meet the nutritional requirements of the consumers.

II. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) and the contracted Food Service Department to provide meals and adequate nutritional care to the consumer's during a disaster or emergency. In the event of a disaster or emergency, an emergency menu plan shall be implemented. Inoperable equipment shall be reported and repaired within a reasonable timeframe. Alternative equipment may be supplied.
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III. PROCEDURE

1. MENU PLANNING

A. A menu consisting of three (3) meals per day or equivalent shall be employed. A simple snack or nourishment, such as fruit, juices, milk, crackers, dry fruit and other packaged food products may be offered to the consumers on the Northern Nevada Adult Mental Health Services (NNAMHS) units or other onsite locations.

B. Quarterly seasonal, cycle menus consisting of at least three (3) weeks shall be planned by the contracted Food Service Director. Menus shall be approved by the Registered Dietitian contracted by NNAMHS prior to serving dates.

C. The menus shall be carefully planned to conform to the NRC recommendations and adherence to specified meal patterns.

D. Menu changes shall be made when deemed necessary. Food availability, specific individual and regional preferences, food habits and meal patterns shall be considered. If possible, menu substitutions of similar nutritional and caloric value shall be submitted to a dietitian for approval prior to serving. Other agencies receiving meal service shall be notified of the food substitutions by the Food Service Director.

E. Menus shall be retained on file for a period of six (6) months by the contracted food service company, and Food Service Director.

2. DISASTER OR EMERGENCY MENU PLAN

A. The Food Service Department shall follow procedures outlined in the NNAMHS Fire and Disaster Plan. The Food Service Director and a dietician shall be responsible for any changes in the food

service operation and shall coordinate with other departments and staff.

B. Meals shall be provided in the case of an emergency. The emergency menu-feeding plan shall be revised and implemented with regards to the particular hospital emergency or disaster and available supplies.

   At least one-week supply of staple foods and a one-week supply of perishable foods shall be maintained on the premises as part of the disaster or emergency-feeding plan.

C. The emergency menu shall provide all the minimum daily requirements for consumers, and shall offer as much variety as food storage, equipment availability, and product procurement allows. Menus shall be planned with items that normally are stocked and maintained. Food will be served with minimum preparation, and limited use of energy consuming equipment.

D. The emergency menu shall be posted in the kitchen area.

E. If water or dishwashing service is disrupted, disposable plates and plastic utensils shall be used.

F. If gas or electric service is disrupted, cold beverages and food items such as sandwiches shall be served. Kitchen refrigerators shall be placed on emergency generators. If emergency generators are not available, dried, non-perishable food products shall be substituted.

G. All perishable foods on hand (milk, eggs, and fresh vegetables) shall be used as soon as possible within the limits of safe temperature controls.

H. Emergency food supplies should be rotated every six months.

I. Agreements should be made with vendors to ensure uninterrupted service to the consumers.

J. Refer to the contract food service company and Food Service Director for further details regarding policies, procedures and menu plans.

3. EMERGENCY SITUATION PROCEDURES

A. Pot and Pan Machine Out:

1. Wash small dishware by hand using proper sanitizing method and chemical sanitizing solution.

B. Freezer Out:

1. Cook and use any meat or other food items immediately that have defrosted.
2. Cook and use any vegetables that defrost immediately.
3. Store in refrigerator any defrosting meats and use immediately or within three days.

C. Coffee Machine Out:

1. Pour beverages for immediate use or discard if signs of spoilage.

D. Juice Machine Out:

1. Pour juice for immediate use or discard.

E. Reach-In Refrigerator Out:

1. Take temperature of all food; if over 40°F, discard.
2. Store useable food in other refrigerators, unit or consumer refrigerators or refrigeration truck unit if necessary.
3. Discard leftovers immediately.

F. Steam Table Out:

1. Serve prepared food from the stove or rent a steam table for consumer service, or shut down steam table depending on the disaster and available food.

G. Patient and Unit Refrigerator Out:

1. Discard spoiled food.
2. Unit staff shall pass snacks immediately as received from the Food Service Department.
3. Unsealable food shall be stored in the Food Service refrigerator units or provide non-refrigerated snacks if necessary.

4. EMERGENCY MENU PLAN

A. Fresh produce shall be used first and within safe time and temperature limits:

B. Include the following for one weeks use:

1. Assorted breads and individual cereals.
2. Fresh or canned vegetables.
3. Convenience or assorted meats.
4. Sandwiches and sandwich fillings.
5. Fresh fruit, canned fruit, juices.
6. Two percent and fat free milk, yogurt, sliced cheese, and other dairy products; observe expiration dates.
7. Canned puddings or Jello

8. Crackers, individually wrapped
9. Peanut butter or canned meat
10. Individual Salad dressings
11. Beverages, coffee, sugar and meal condiments
12. Paper plates with covers
13. Styrofoam cups with lids
14. Plastic utensils
15. Napkins
16. Can opener
17. Dehydrated food products
18. Dried fruits and nuts