



# NUTRITION, FOOD SERVICE & DINING IN LTC

The best practices within this document are recommendations to support regulatory compliance to Ontario LTC legislation, promote optimal nutrition and hydration care and support person centered care. It is important to note, however, that residents' rights and preferences are paramount and should be respected regardless of legislation or best practice. The best practice document is based on resources and expertise from industry professionals and where applicable, are evidence-based. This is a living document that will transition with the evolution of the industry over time.

<b>SUBJECT: EMERGENCY PREPAREDNESS</b>	<b>Revised: 2023-12-10</b>
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**ONTARIO REGULATION 246/22 made under the FIXING LONG-TERM CARE ACT, 2021**

**Food Service Management and Nutritional Services**

**Table of Contents:**

1. [Purpose & Scope](#)
2. [Key Concepts](#)
3. [Practice Recommendations:](#)
  - a. [Emergency Menu](#)
  - b. [Emergency Food Supplies](#)
  - c. [Emergency Dishes/Utensils](#)
  - d. [Resident Information](#)
  - e. [Communication and Documentation](#)
  - f. [Equipment](#)
4. [Home Specific Policies, Roles & Responsibilities](#)
5. [Resources & Tools](#)
6. [Evidence & References](#)

## 1. Purpose & Scope

- In the event of an emergency, food services and food and fluid provision may be impacted. As a result, the department must have a plan readily available to maintain these essential services during this time.





# NUTRITION, FOOD SERVICE & DINING IN LTC

## 2. Key Concepts

- Emergency situations may include, but are not limited to, reduction in power and/or water, water source contamination, outbreak, pandemic, natural disaster, fire, flood, ice storm and insufficient staffing and available resources.
- Include Infection Prevention and Control (IPAC) in emergency preparation.
- Emergency menus and supplies must be always available considering all the different diet types, textures, fluid consistencies and supplemental needs of the residents living in the home.
- The interdisciplinary staff should receive training on emergency procedures to ensure that they are able to respond to emergency situations as required.

## 3. Practice Recommendations

### a. Emergency Menu

- To prepare the emergency menu:
  - Simplify meal service to accommodate the emergency service
  - Ensure that a simplified emergency menu is available (minimum 3 days in length)
  - Plan menu using shelf stable foods if possible
  - Prepare to adjust the menu often to minimize food waste due to unplanned defrosting
  - Utilize perishable foods and fluids first
  - List all food and fluid inventory to aid in menu planning
  - Keep records of meals served and food/fluid items used
- The menu should include 3 meals, morning beverage pass, afternoon and evening snacks and beverage pass, including texture modified foods and thickened fluids.
- The Nutrition Manager (NM) must maintain a current hard copy of the emergency menu and all associated tools required for food production including production sheets, standardized recipes, therapeutic extensions, ordering guides, etc.
- It is recommended that the emergency menu package be saved on a flash drive and stored in a predetermined location along with emergency supplies.





# NUTRITION, FOOD SERVICE & DINING IN LTC

## Sample Emergency Menu:

Breakfast	AM Snack	Lunch	PM Snack	Dinner	HS Snack
Juice or fruit Hot or cold cereal Yogurt/peanut butter/cooked eggs/cheese Bread or toast Butter, jam Milk Coffee/tea Water	Cold drink	Canned soup Sandwich Side dish Dessert Milk or juice Coffee/tea Water	Baked good/ fruit cup Cold drink	Meat or casserole Potato or other starch Vegetable Dessert Milk or juice Coffee/tea Water	Pudding cup/ yogurt Cold drink

### b. Emergency Food Supplies

- Manage emergency food supplies by the following:
  - Purchase food and fluid provisions for minimum 3 days of emergency time
  - Label these items and store in a secure location
  - Ensure a supply of potable bottled water is always available for cooking and individual consumption if water sources should become contaminated
  - Establish an inventory of emergency supplies and review on a regular basis
  - Establish a system to monitor “best before dates” on emergency provisions and utilize them during non-emergencies to prevent wastage. Replenish as needed.

### c. Emergency Dishes/Utensils/Cleaning Supplies/PPE

- Keep a minimum 3-day supply of disposable dishes, cups, utensils, cleaning supplies and personal protective equipment (PPE).

### d. Resident Information

- Maintain a current hard copy of the following resident information to be able to provide the individuals needs at meal and snack service in an emergency:
  - Names, room numbers
  - Diets, textures, fluid consistencies
  - Allergies/intolerances
  - Oral nutritional supplement requirements (as applicable)





## NUTRITION, FOOD SERVICE & DINING IN LTC

- Enteral feeding regimes (as applicable)
- Any additional nutrition interventions required

### e. Documentation and Communication

- Maintain a current hard copy of the following information in an accessible secure location:
  - Internal and external contacts for food service decisions
  - Staffing plan and contact information
  - Supplier emergency response plans and agreements
  - Communication plan to residents and their family members
  - Contact list of suppliers to provide portable food storage units
  - All menus, order information, production sheets, recipes for emergency menus
  - Inventory of emergency supplies

***Continuously update staff to inform of changes in situation and/or emergency plan.***

### f. Equipment

- Determine equipment powered by generator, and as needed plan/arrange for:
  - As much food storage and preparation equipment to be powered by generator as possible.
  - An assortment of gas and electric powered equipment.
  - One or more emergency outlets in kitchen and in home areas for enteral feeding pumps.
  - Portable texture modification equipment e.g.: Robocoupe

## 4. Home Specific Policies, Roles and Responsibilities

- Ensure emergency policy and procedures are updated to reflect emergency plans.
- Re-evaluate and adjust regularly based on lessons learned.
- Contact local public health department to review emergency plan for any gaps.
- Utilize these best practices to guide your home specific policies, roles and responsibilities. Home specific policies take precedence over this document.

## 5. Resources & Tools

1. [Emergency Supply List](#)





## NUTRITION, FOOD SERVICE & DINING IN LTC

2. [Emergency Checklist – Pre, During, Post](#)
3. [Potential Emergency Scenarios](#)

### 6. Evidence & References

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