Alexander Milne Home for Women- Dietary in House Emergency Plan

Effective Date: November 01.2013

Due to the recent events that happened in the Dietary department in the past month, a new “in-house” emergency policy will take place immediately to ensure complete care and guidance among our clients and our staff members at Alexander Milne. I, as Dietary Manager, in compliance with all company policy and procedures take full responsibility in developing an “in- house” emergency plan, specifically for the dietary department, of action to ensure, develop and stabilize a safe environment for staff members and the clients of Alexander Milne.

Following the events of one of our clients falling last week in the dietary dining room, I immediately realized there needs to be a plan of action in distributing responsibilities among the dietary staff members in case of future situations of emergency that might occur. In the following paragraphs, a specific amount of information will be directed to you as a better understanding of what to do in emerging emergency situations.

In case of an emergency within the dietary department, (i.e. Client suddenly becomes ill, Client falls, Any Major Emergency, Death, Etc.) there will be a list of procedure to follow to ensure complete safety and guidance for every individual at Alexander Milne. Please, be sure to understand and distinguish between a major emergency and a minor emergency. Any minor emergency will need to be reported to the DCW or nurse on duty. This plan is for any emergency that happens within the dietary department and dietary dining hall.

In-House emergency Plan of Action:

* (Emergency Situation: A client falls in the dining room as lunch is being served. Several other clients are already in the dining room ready to eat, and some are still coming in. Food has not been fully served yet, and is in the process of being served.)
* Emergency Happens!!!
	+ Staff members need to immediately consult with Dietary Manager and Assistant Dietary Manager, or any other department head about the problem, as well as the DCW that is assigned to the specific individual(s) that is within the emergency.
	+ Staff member will call 9-1-1 immediately.
	+ Staff member will turn off all kitchen appliances (i.e grills, ovens, steam tables, etc.) and close all doors(3) to the kitchen, portable warmers, etc.
	+ If the emergency happens during the time of breakfast, lunch, dinner, snacks, or even recreational time for the clients, and other clients are within the dining room, then the staff members will need to immediately have the DCW escort all of the clients out excluding the individual(s) in the emergency.
	+ After all clients have left the dining room, a staff member will close all doors to the dining room and kitchen until the dietary manager has approved to re-open the doors.
	+ If client has fallen or the emergency has happened around a table, chair, or etc., immediately remove any possible items that can make the emergency worst. Remove all objects or people that could be a hazard to the victim.
	+ Dietary Staff members are NOT allowed to touch or move a victim unless it is an emergency of a fire, flood, or etc. This does not mean that we cannot do the most of our abilities to ensure the victim’s safety, or state of mind. Do all that you can to help complete the process of getting the victim out of danger, or in a hazardous condition, and into a safe environment until further help arrives.
	+ Staff members must keep everything closed, shut down, and turned off until all emergencies have been cleared and you have been directed to continue with daily routines, and any meals may be served after the situation is solved.

Even though an emergency can happen at any time, the actions of your potential help should not be limited to just these procedures if need to be to protect any individual from a hazardous condition until further help had arrived. There will be drills following this meeting and throughout the next couple of months to insure everyone knows how to properly to effective actions against any individual in an emergency situation within the dietary department.