



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: M  
Section: .2300  
Title: Emergency Plan  
Issue Date: 06/01/2020  
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**POLICY AND PROCEDURE**

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**.2301 PURPOSE**

Each facility shall have in writing emergency plans that include Food Management procedures. A hard copy should be available in the Food Service Department. In the event of a facility emergency, Food Management staff shall follow the Division of Prisons Security Policy and Procedure Manual and facility Security SOPs.

**.2302 ADVANCE PLANNING/EMERGENCY PROCEDURES**

- (a) The Food Service Manager/Supervisor shall be aware of the location and capacity of the emergency generator. Generator capacity shall be identified in the Food Management Emergency Plan.
- (b) The Food Service Manager/Supervisor shall make contingency plans for an alternate water source. Contingency plans shall be documented in the Food Management Emergency Plan.
- (c) The Food Service Manager/Supervisor shall keep adequate supplies of disposable service items on hand. The location and inventory of supplies shall be indicated in the Food Management Emergency Plan.
- (d) The Food Service Manager/Supervisor shall keep a current list of staff and vendor phone numbers. A current phone list will be attached to the Food Management Emergency Plan.
- (e) The Food Service Manager/Supervisor shall keep adequate supplies of non-perishable items on hand such as peanut butter, juice and canned foods.
- (f) The Food Service Manager/Supervisor shall refer to the Emergency Feeding Reports in FMS during the immediate onset of the emergency for menu assistance.

**.2303 FOOD BORNE ILLNESS OUTBREAK**

If a food borne illness outbreak is suspected the facility Food Service Manager/Supervisor shall notify the Warden or designee, the Food and Nutrition Management Office, and the Region Dietitian.

The local Health Department shall be notified. The facility shall have the following available for the authorities:

- (a) Test trays from the meal(s) in question.
- (b) Menu from the meal(s) in question, including any menu substitution information.

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- (c) HACCP and/or temperature charts from the meal(s) in question.
  - (d) Names and phone numbers of the staff on duty during the meal(s) in question.

**.2304 FMS EMERGENCY FEEDING AND EMERGENCY MENU REPORTS**

The emergency reports are to be used in emergency situations when asked to provide bagged meals to the offender population. The emergency feeding reports will allow printing by housing area, and all offender diet information that must be followed in the event of an emergency. During an emergency situation, therapeutic and allergy diet orders as well as approved menu accommodation requests must be followed.

The emergency menu report is a list of what shall be provided in the meal bags. The emergency meal bag will not be a menu in FMS that requires forecasting. Therefore, no production reports will be available in the system. The emergency menu should be used only in emergency situations and never for more than two consecutive meals. The Region Dietitian should be contacted if there will be more than two consecutive meals of emergency feeding needed.



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Commissioner of Prisons  
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June 1, 2020  
Date