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B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

### **PURPOSE:**

1. To provide convenient and readily available food supplies for in-patients and other priority groups.
2. To provide a sufficient amount of food and maintain a feeling of security for front liners and staff.

### **OBJECTIVES:**

1. To ensure that the patient meals are prepared according to their prescribed diets.
2. To respond immediately to the nutritional needs of the patients, front liners and staff.
3. To secure sufficient food supplies.


### **RESPONSIBLE PERSONS:**

Dietary Department Personnel, Mancom, Human Resource Department, Finance Department

### **DEFINITION OF TERM:**

**NUTRITION IN EMERGENCIES** – refers to essential nutrition services that are components of emergency preparedness, response and recovery phases aimed at preventing death and worsening of malnutrition in the affected population, particularly in the most nutritionally vulnerable groups: Infants, Children, Pregnant women, Breastfeeding mothers, and Older persons.

This Health Emergency Feeding Plan is to guide the Dietary Department to ensure effective food service response and execution in planning and organizing food service during disasters but will depend on the availability of resources.<sup>1</sup>

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### **GENERAL GUIDELINES:**

- 1 Dietary Department shall prepare a Health Emergency Feeding Plan for the hospital in case of disasters.
- 2 Dietary Department shall ensure that the services of in-patient clients are provided according to their needs.
- 3 Dietary Department shall prepare a 3 days' budget allocation for meals and approved by ManCom, Human Resource & Finance Department for the staffs and employees of the hospital.
- 4 Dietary Department shall give meals according to the importance of the group.
  - 4.1 Patients
  - 4.2 Doctors
  - 4.3 Staffs/Employees
  - 4.4 Watchers
- 5 Dietary Department shall base the personnel census in the HRPIS- Headcount Breakdown found in the Bizbox.


### **Emergency Contingency Plan:**

- 1 Food
  - 1.1 Patients - The department will make use of the remaining stocks for patients and other needs until delivery supplies resumes. A 3 days' supply of staple food minimum and one week maximum, based on the menu cycle will be served.
  - 1.2 Hospital Employees - The menu should consist of at least the 3 major nutrients the body needs. The budget includes the number of recipients and other materials needed such as:
    - 1.2.1 Disposable paper meal box
    - 1.2.2 Disposable sporks
    - 1.2.3 Disposable paper bowls
  - 1.3 Dietary Department shall ensure that there is an adequate stock and storage facility for the estimated 1413 meals for the staffs and employees
    - 1.3.1 Ready to eat canned goods:



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- 1.3.1.1 Luncheon Meat (350 grams) – an average of 283 cans
- 1.3.1.2 Pork & Beans (230 grams) – an average of 707 cans
- 1.3.1.3 Vienna Sausage (135 grams) – an average of 354 cans
- 1.3.1.4 Tuna in Water (1705 grams) – an average of 95 cans
  
- 1.3.2 A reserve of 8 sacks 50kg of rice good for a day's consumption
- 1.3.3 Freezers and chiller for storage of meats and poultry
- 1.3.4 Availability of commercial tube feeding formulas:
- 1.3.5 Standard, Elemental and Specialized Formulas
  
- 1.4 Dietary Department shall request an Inter transfer of supplies from MAB Groceries and Purchasing Department when needed such as:
  - 1.4.1 juices, milk and chocolate drinks in tetra packs
  - 1.4.2 instant noodles – 5-7 cases of 48 pieces per case monthly
  - 1.4.3 assorted cookies, biscuits/crackers – 5 cases of 300 pieces per case monthly
  - 1.4.4 bottled water – 100 cases of 35 pieces per case on hand
  
- 2 Gas tanks. Dietary has a reserve of 4 cylinders good for one week's use
- 3 Water. RMCI has a R.O. System which can supply clean drinking and cooking water to dietary
- 4 Manpower
  - 4.1 Personnel living closest to the hospital will extend duty
  - 4.2 Request for recall leaves of staff when necessary
- 5 Loss of Electricity. RMCI has standby generators
- 6 Unexpected rise of patient census. Request for additional cash fund to compensate for the need of the patients

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## **PROCEDURE:**

1. Meals will be delivered to the patients by the food servers in their assigned stations.
2. Dietary Department will seek help from Housekeeping and Ancillary Department for food delivery purposes when needed.
3. Meal coupons will be released for hospital staffs and employees prior to distribution.
4. Food for hospital employees will be released in the main entrance of the dietary department.

## **List of Credited Supplier**

<b>Names</b>	<b>Contact Numbers</b>
Bahamas Meat Shop	709-1587 / 473-0248
Uberas Meat Shop	09209685499
Buenaflor (Vegetable Vendor)	700-4792 / 0998-4961169
MMKS Food Industry	464-7939 / 0922-3813817
CMC 417	445 -1034
Lopue's Mandalagan	441- 0412
K 5 Distribution Inc.	433-8196 / 707-5354
Negros LPY Corporation	09303528179
PO's Gasul Negros Occ., Inc.	435-1798 / 434-0088
Miss Serj Salazar c/o Purchasing Department	09985003924





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3 Days Sample Menu for Patients			
Day	1	2	3
Breakfast	Corned Beef w/ Potatoes	Fried Chicken Hotdog	Scrambled Egg
	Mini Cinnamon Roll	Mayonnaise	Sandwich Spread
	American Bread	American Bread	American Bread
	Powdered Milk	Powdered Milk	Powdered Milk
	Banana	Banana	Banana
Lunch	Cream of Corn Soup	Chicken Miswa Soup	Cabbage w/ Ground Pork
	Fried Chicken	Carne Frita	Tuna Picadillo
	Sautéed Carrots & Sayote	Sautéed Ubod w/ Carrots	Cooked Rice
	Cooked Rice	Cooked Rice	Banana
	Banana	Banana	
Dinner	Chicken Sotanghon Soup	Beef Macaroni Soup	Pancit Guisado
	Pork Adobo	Roast Chicken	Fried Chicken
	Calabasa & Balatong Sauté	Singamas & Cucumber Pickles	Cooked Rice
	Cooked Rice	Cooked Rice	Fruit Cocktail in Cups
	Banana	Banana	

3 Days Sample Menu for Health Care Workers			
Day	1	2	3
Breakfast	Corned Beef	Fried Chicken Hotdog	Scrambled Egg
	Arroz Caldo	Arroz Caldo	Arroz Caldo
	American Bread	American Bread	American Bread
Lunch	Fried Chicken	Carne Frita	Tuna Picadillo
	Sautéed Carrots & Sayote	Sautéed Ubod w/ Carrots	Cabbage Guisado
	Cooked Rice	Cooked Rice	Cooked Rice
Dinner	Pork Adobo	Roast Chicken	Fried Chicken
	Calabasa & Balatong Sauté	Singamas & Cucumber Pickles	Pancit Guisado
	Cooked Rice	Cooked Rice	Cooked Rice






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Department						
1	ACCREDITATION & DOCUMENTATION SECTION	0	31	HOUSEKEEPING	3	61
2	ADMIN/TOP	12	32	HUMAN RESOURCES	1	62
3	ADMITTING	22	33	ICU	12	63
4	AMBULANCE	0	34	INFECTION CONTROL	5	64
5	AUXILIARY	42	35	INFORMATION TECHNOLOGY	5	65
6	BILLING	8	36	INVENTORY AND COST	3	66
7	BUDGET AND COST	4	37	LABORATORY	50	67
8	CARDIOVASCULAR OPERATING ROOM	0	38	LICENSING	1	68
9	CASHIER	15	39	LINEN	1	69
10	CATHETERIZATION LABORATORY		40	MARKETING	0	70
11	CENTRAL SUPPLY ROOM	6	41	MATERIALS MANAGEMENT	12	71
12	CHIEF RISK	1	42	MATERIALS PLANNING AND INVENTORY CONT.	0	72
13	CLIENT RELATIONS AND CORPORATE COMM.	11	43	MEDICAL AFFAIRS	2	73
14	CLINICAL CHART AUDIT	5	44	MEDICAL ARTS BUILDING (MAB)	0	74
15	CREDIT AND COLLECTION	15	45	MEDICAL RECORDS	11	75
16	DELIVERY ROOM	24	46	MEDICAL SOCIAL SERVICES	2	76
17	DIETARY	20	47	MOLECULAR LABORATORY	5	75
18	DOCUMENTATION	4	48	NICU	10	76
19	DRUG TESTING	0	49	NON-INVASIVE CARDIO IMAGING SCIENCES	7	77
20	EDP	5	50	NURSING SERVICE OFFICE	38	78
21	EMPLOYEES' COMPENSATION SERVICES	5	51	OPD/ER	41	79
22	EMPLOYEES' RELATIONS	4	52	OPERATING ROOM	68	80
23	EMPLOYEES' SERVICES	0	53	OUT-PATIENT PHARMACY-3RD FLOOR MAB	0	81
24	ENGINEERING AND MAINTENANCE	38	54	OUT-PATIENT PHARMACY-DELIVERY	0	82
25	ETHICS	1	55	OUT-PATIENT PHARMACY-LOBBY	0	83
26	FACILITIES MANAGEMENT	5	56	OUT-PATIENT PHARMACY-MAB	33	84
27	FINANCIAL AUDIT	5	57	PAYROLL	2	85
28	GENERAL ACCOUNTING	14	58	PEDIA	14	86
29	HEMODIALYSIS	37	59	PHARMACY INVENTORY SECTION	0	87
30	HEMODIALYSIS	37	60	PHARMACY	19	
						<b>Total</b>
						<b>893</b>

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**Estimated number of meals to be served according to priority:**

Patients	<b>235 – licensed bed capacity</b>
Doctors	50 – physicians on duty in a daily basis
Staffs/Employees	893 – number of employees on duty daily
Folks/Watchers	235 – one watcher per patient is allowed
<b>Total:</b>	<b>1413 Doctors/Staffs/Watchers</b>

**Estimated Budget for the 235 Patients**

Based on the costing/per meal


Breakfast ₱ 100.00	Php 23,500.00
Lunch ₱ 130.00	30,550.00
Dinner ₱ 130.00	30,550.00
<b>Total Daily</b>	<b>Php 84,600.00</b>

**Estimated Budget for the 1413 Doctors/Staffs/Watchers**

Based on a Php 50.00 per meal (price is subject to change)

Breakfast	Php 70,650.00
Lunch	70,650.00
Dinner	70,650.00
<b>Total Daily</b>	<b>Php 211,950.00</b>




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Disposable paper meal box	<b>Php 29,216.25</b>
Disposable sporks	<b>2,940.00</b>
Disposable paper bowls	<b>3,742.38</b>
<b>Total Daily</b>	<b>Php 35,898.63</b>


Sample Menu for Various Situations				
	Breakfast	Lunch	Dinner	Snack
<b>NO FUEL, NO WATER</b>	Canned/tetra pack/ bottled fruit juice/water Crackers/Biscuits	Canned/ tetra pack/bottled fruit juice Canned Pork & Beans Crackers	Canned Vegetables Sardines Crackers/Buns	Biscuits Canned/tetra pack/bottled fruit juice
<b>FUEL AVAILABLE, NO WATER</b>	Canned/tetra pack/ bottled fruit juice/water Bread, if available or Crackers/Biscuits	Canned Vegetables Sauteed Corned Beef Buns Canned/ tetra pack/bottled fruit juice	Canned/tetra pack/bottled fruit juice Sauteed Tuna Bread w/ margarine Canned/tetra pack/bottled fruit juice	Biscuits Canned/tetra pack/bottled fruit juice
<b>WATER AVAILABLE, NO FUEL</b>	Canned/tetra pack/bottled fruit juice/ milk/ chocolate drink Biscuits	Canned Soup Luncheon Meat Bread Candies	Canned Vegetables Canned Tuna Bread Canned/tetra pack/bottled fruit juice	Bread if available with liver spread or Biscuits Canned/tetra pack/bottled fruit juice
<b>WATER AND FUEL AVAILABLE</b>	Champorado Fried Fish Coffee/tea/milk/chocolate drink	Noodle Soup Chicken Adobo Rice Fruit Cocktail	Pork Nilaga Rice Banana or Canned Fruit	Bread/Margarine Fruit Juice



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## **REFERENCES:**

<sup>1</sup>Marshall, A. I., Lasco, G., Phaiyarom, M., Pangkariya, N., Leuangvilay, P., Sinam, P., Suphanchaimat, R., Julchoo, S., Kunpeuk, W., & Zhang, Y. (2021, June 20). *Evidence on child nutrition recommendations and challenges in crisis settings: A scoping review*. MDPI. Retrieved July 11, 2022, from <https://doi.org/10.3390/ijerph18126637%E2%80%8C>

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA GARILAO</b> Dietary Manager	<i>Ma. Pamela Garilao</i>	7/12/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	7/14/2022
Recommending Approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer	<i>[Signature]</i>	7/14
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division	<i>[Signature]</i>	7/15/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	7/10/22






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KEY TASKS	PERSON RESPONSIBLE
1. Meals will be delivered to the patients by the food servers in their assigned stations.	Food Servers
2. Seeks help from Housekeeping and Ancillary Department for food delivery purposes when needed.	Dietary Department Manager
3. Meal coupons will be released for hospital staffs and employees prior to distribution.	
4. Releases food for hospital employees in the main entrance of the Dietary Department.	

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**APPROVAL:**

	Name/Title	Signature	Date
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Recommending Approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer	<i>Engr. Noel P. Garbo</i>	7/14/22
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division	<i>Frederic Ivan L. Ting</i>	7/15/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>Genesis Goldi D. Golingan</i>	7/10/22



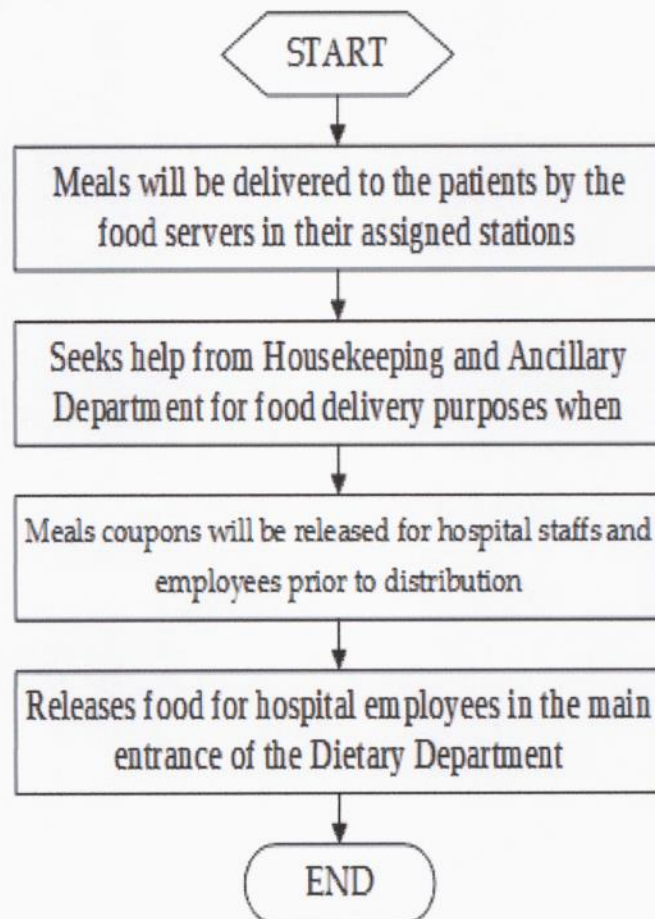



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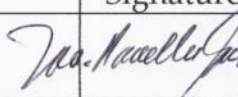




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## FLOWCHART



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**APPROVAL:**

	Name/Title	Signature	Date
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Recommending Approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer		7/14
	<b>FREDERIC IVAN L. TING, MD</b> OIC-Total Quality Division		7/15/22
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