LONG TERM CARE AND SENIORS SERVICES EMERGENCY RESPONSE PLAN

July 11, 2022

COUNTY OF SIMCOE

TABLE OF CONTENTS

PREFACE 6
SCOPE AND IMPLEMENTATION AUTHORITY 7
Scope of Plan 7
Implementation 7
Authority During An Emergency 7
Communication 7
Communication with Family: 7
Media Communication/release of information to public 8
Emergency Exercises and training 8
Exercise 8
Training 9
GENERAL INFORMATION 10
Resident Accomodations 10
Georgian Manor 10
Georgian Village Community Housing 10
Simcoe Manor 10
Simcoe Village 10
Sunset Manor 11
Sunset Village 11
Trillium Manor 11
LTCSS Vehicle Fleet 11
ROLES AND RESPONSIBILITIES 12
Incident Lead – Most Senior Person on Site 12
Unit/Area Lead – RPN or Designate 12
Staff Responder – All Other Staff 12
Safety Officer – Manager of Facilities 12
EMERGENCY COMMUNICATION AND NOTIFICATION 13
Resident emergency contact information 13
Master Resident Lists 13
Resident's Emergency Lanyards – Contact Information 13
Updating and Keeping Information Current 13
Staff Emergency Notification/Fan Out Procedures 13
Back Up Phone System 14
EMERGENCY CODES 15
Code Black – Bomb Threat/Suspicious Package 15

Introduction 15
Notification of a bomb threat 15
Suspicious Mail or Packages 16
Indicators of suspicious mail 17
Site Search 17
Site Search Meeting 17
Reoccupation of the building 18
Documentation 18
Code Blue 18
Code Brown – Hazardous Spill 19
Introduction 19
Notification of a Chemical Spill 19
Emergency Procedures for all Staff 19
Emergency procedures for Maintenance/ESS Staff, Administrator and/or RN 20
Emergency Procedures for ESS/Maintenance/Utility Staff 20
Chemical Storage 21
Spill Control Supplies 21
Incident Investigation 21
Code Green 22
Introduction 22
External Relocation 22
Transportation 23
Notification of Residents' Families: 23
Staff Duties During Code Green 23
Documentation 24
Code Grey 24
Introduction 24
For all Code Grey incidents 24
Emergency Procedures for Management 25
Emergency Procedures for Nursing 25
Emergency Procedures for Maintenance Staff 25
Fire Alarm System 25
Emergency Lighting 25
Elevator Failure 25
Phone or Computer System Failure 25
Boil Water or Drinking Water Emergency 26

Emergency Procedures for Incident Lead (i.e.Administrator/RN) 27
After a Boil Water Advisory is Lifted 27
Code Orange 27
Introduction 27
Notification 28
Announcement 28
Admitting Evacuees 28
Staff Roles 29
Discharge Planning 29
Incurred Costs 30
Code Orange - Earthquakes 30
Emergency Procedures for all Staff 30
Emergency Procedures for ManagEment 30
Code Orange – Severe Storms 30
Emergency Procedures for All Staff 31
Emergency Procedures For Administrator/Charge Nurse 31
Code Orange – Biological or Chemical Threat 31
HAZMAT 31
Warning Signs that a Biological/Chemical Incident Has Occurred 32
Emergency Procedures for All Staff 32
Emergency Procedures for Management 32
“Shelter in Place” Procedures 33
External Chemical Spills 33
Emergency Procedures for Administrator/Charge Nurse 33
Code Purple 33
For staff who are involved in a hostage-taking situation: 34
For staff who become aware of a hostage-taking situation 34
For staff in other areas of the building 34
RN/DRC/Administrator 34
Code Red 34
Annual Building Inspections 35
Fire Drills 35
Approved Staffing Levels 36
Code Red Procedure 36
Code Silver 38
Emergency Procedures for All Staff 38

Code White 39
Code White Procedure 39
Intrusive Threat From Outside the Home 39
Code Yellow 40
Emergency Procedure for All Staff 40
Documentation For All Emergency Codes 41
RECIPROCAL AGREEMENTS 41
Review County of Simcoe Home's Reciprocal Agreement 41
Update Partnership Reciprocal Agreements with home's in your area 42
SUPPLIES AND LOGISTICS 42
Pharmacy and Medication Supplies 42
Emergency Supplies 43
Emergency Supplies - Nursing 43
Emergency Kits 43
Emergency Kit Contents 43
Potable Water Supplies 44
Food 44
RECORD OF CONSULTATIONS 45
EMERGENCY PLAN REVIEW 45
EMERGENCY PLAN APPENDICES 46

PREFACE

The Ministry of Long Term Care, under the Fixing Long Term Care Act, 2021 (FLTCA) and Ontario Regulations 246/22 (O. Reg. 246/22) outlines the requirements for all Long Term Care Home licensees to have a comprehensive Emergency Response Plan to ensure the safety and security of residents, their visitors, staff, and volunteers. Licensees are responsible for ensuring compliance with the requirements of the FLTCA and its regulations.

The requirement for long-term care homes (LTCHs) to have written emergency plans for specified emergencies began in 2010, under the Long-Term Care Homes Act, 2007 (LTCHA). In response to the COVID-19 pandemic, third party reviews such as Ontario's Long-Term Care COVID-19 Commission and Auditor General's reports, sector feedback, and an increasing frequency of extreme weather, the emergency planning requirements were expanded in the FLTCA and O. Reg. 246/22. Fire safety planning continues to be required under the Ontario Fire Code.

The emergency management process includes identifying and avoiding or reducing risks, preparing for those that cannot be avoided, activating an emergency plan to respond to an emergency, and returning to normal functioning. The five components of emergency management are:

1. Prevention: actions taken to stop an emergency or disaster from occurring;
2. Mitigation: actions taken to reduce the adverse impacts of an emergency or disaster that cannot be reasonably prevented;
3. Preparedness: actions done in advance to ensure the organization is ready to manage a disaster should it arise;
4. Response: measures taken immediately before, during, or immediately after an emergency for managing the consequences;
5. Recovery: the process of restoring an affected community to a pre-disaster or higher level of functioning.

The Emergency Management Plan supports a framework of legislation, regulation and standards. These statutory documents are in place to ensure a minimum level of emergency management activities are taking place across Long Term Care Homes.

Key applicable legislation includes the:

- ✓ Fixing Long Term Care Act 2021
- ✓ Ontario Regulations 246/22
- ✓ Retirement Home Act, 2010
- ✓ Emergency Management and Civil Protections Act, 1990
- ✓ Occupational Health and Safety Act, 1990
- ✓ Fire Protection and Prevention Act, 1997

The intention of this guide is to support Emergency Response activities within the County of Simcoe's Long Term Care and Seniors Services (LTCSS) buildings. It is a compendium to the Corporate Emergency Response Plan under the auspices of the Corporate Emergency Management Department. The Emergency Management Department provides support and guidance to the LTCSS division and is responsible for the Incident Management System deployment for incidents of significance that are outside of the departmental plan.

SCOPE AND IMPLEMENTATION AUTHORITY

SCOPE OF PLAN

The Emergency Plan is used to direct staff in LTCSS, communicate resources and ensure safety in the event of a disruption of service or threat to person(s) and property.

The Emergency Plan is issued under the authority of the General Manager of Health & Emergency Services in collaboration with the Manager, Emergency Planning on behalf of The Corporation of the County of Simcoe. Any additions, deletions or revisions to this plan will be communicated to and disseminated through the General Manager of Health & Emergency Services. The Emergency Plan will be reviewed in its entirety for accuracy of information at least annually.

The Emergency Plan is in effect for the following Long Term Care Services and Seniors Services:

- Georgian Manor and Georgian Village
- Simcoe Manor and Simcoe Village
- Sunset Manor and Sunset Village
- Trillium Manor

Emergencies in LTCSS are supported by the Corporate Municipal Emergency Control Group as required.

IMPLEMENTATION

The Emergency Plan, in whole or in part, will be implemented immediately on receipt of information of imminent harm to people or property. Notice to implement could be received in the following ways:

1. Sounding of the fire alarm
2. Public address announcement of imminent risk (using established emergency codes)
3. Decision of the Charge Nurse
4. Decision of the Administrator or designate
5. Decision of the General Manager of Health & Emergency Services or designate
6. Notification from external alerts (i.e.: Tornado, External Disaster, Extreme Temperatures)

AUTHORITY DURING AN EMERGENCY

The person implementing the emergency response shall maintain responsibility for all stakeholders and all property owned or operated by The Corporation of the County of Simcoe until relieved by a more senior person within the Long Term Care and Seniors Services Division.

The person implementing the emergency plans shall work in collaboration with Emergency Services (Fire, Police, and Paramedics) to ensure all appropriate measures are taken to ensure the safety of people and property.

COMMUNICATION

During an emergency, staff communicate to key personnel internally using the P.A. System, telephones and/or messengers are also used depending on availability and need.

COMMUNICATION WITH FAMILY:

Communication is initiated and maintained with the families of all residents evacuated from or admitted to County of Simcoe homes in the event of a disaster in order to provide current, factual information regarding evacuees and admissions and to relieve anxiety and concern on the part of families. Communication is initiated after the immediate emergency has been addressed and it is safe to do so.

MEDIA COMMUNICATION/RELEASE OF INFORMATION TO PUBLIC

Staff do not communicate directly with media at any time. Media inquiries are directed to the Home Administrator, who in turn would only communicates with media as directed by the County of Simcoe Communications Department / Director of Public Affairs.

Confidentiality is to be maintained by all employees in accordance with the policy and directives of the County of Simcoe.

EMERGENCY EXERCISES AND TRAINING

County of Simcoe LTC Homes ensure that the emergency plans are tested, evaluated, updated and reviewed annually.

EXERCISE

Practice drills are conducted at least once per year on the Emergency Response Plan including fire procedures, evacuation procedures and codes.

Homes are required under ss. 268(10) of O. Reg. 246/22 to test emergency plans, including arrangements made with emergency providers. Required testing frequency is as follows:

Annually	**Every three years:**
• Outbreaks of communicable diseases, outbreaks of a disease of public health significance, epidemics, and pandemics • Fires • Situations involving a missing resident, • Loss of one or more essential services, • Medical emergencies, • Natural disasters or extreme weather events • Boil water advisories, and • Floods	• Community disasters (tornado, flooding) • Violent outbursts • Bomb threats • Chemical spills • Gas leaks • Evacuation

TRAINING

All new staff are instructed on the Emergency Response Plan as part of their orientation training and are given copies of their specific duties for the Emergency Response Plan including fire procedures, evacuation procedures, emergency codes and are responsible for understanding their responsibilities during an emergency. Oversight of Code Drills to the Manager of Facilities to ensure all codes are tested and reported to the Administrator

Annually			
Outbreaks of communicable diseases, outbreaks of a disease of public health significance, epidemics, and pandemics	NA	Nursing, IPAC	Report on COVID Measures, Pandemic Plan
Fires	Code Red	M&F, ESS	Observed Fire Drill (evac. 1 unit with Fire)
Situations involving a missing resident,	Code Yellow	Nursing	Actual
Loss of one or more essential services,	Code Grey	Mrg Facilities	Tabletop
Medical emergencies	Code Blue	Nursing	Drill if no actual
Natural disasters or extreme weather events	Code Orange	M&F, ESS	Tabletop
Boil water advisories, and	Code Grey	M&F, ESS	Tabletop
Floods	Code Orange	M&F, ESS	Tabletop
Community disasters	Code Orange	M&F, ESS	Drill and or tabletop
Violent outbursts	Code White	Nursing	Drill if no actual
Bomb threats	Code Black	Administration	Tabletop
Chemical spills	Code Brown	M&F, ESS	Tabletop
Gas leaks	Code Brown	M&F, ESS	Tabletop
Evacuation	Code Green	Nursing, M&F, ESS	Link with Code Red drill and tabletop for other units.

GENERAL INFORMATION

RESIDENT ACCOMODATIONS

The following content describes the physical space and resident accommodations for the four (4) locations providing residential care and services within the LTCSS department. Please refer to the Floor Plans for each building in the appendices.

GEORGIAN MANOR

Address: 101 Thompsons Road, **Block A, B, C & D**
Penetanguishene, ON L9M 0V3
Main Entrance off Thompson Road
(See Appendix A – Georgian Manor Floor Plans)

Floor/Level	Resident Home Area (RHA) Name	Private	Basic	No. of Beds
Block D, Level 1	RHA 1: Willow (secure RHA)	13	14	27
Block C, Level 1	RHA 2: Sumac	14	14	28
Block D, Level 2	RHA 3: Tamarack	14	14	28
Block C, Level 2	RHA 4: White Pine	14	14	28
Block C/D, Level 3	RHA 5: Silver Birch	12	20	32
Total	143 beds			

GEORGIAN VILLAGE COMMUNITY HOUSING

Address: 101 Thompsons Road, **Block E, F, G**
Penetanguishene, ON L9M 0V3
Main Entrance off Thompson Road
See Appendix B – Georgian Village Floor Plan

Building	Housing	# Units	Guest Suites
Block E	Georgian Terraces	40	
Block F	Georgian Suites	40	1
Block G	Georgian Residences	42	1

Unit occupancy varies depending on number of persons occupying units

SIMCOE MANOR

Address: 5988 8th Line
Beeton, ON L0G 1A0
Main entrance off County Road #1
See Appendix C – Simcoe Manor Floor Plans

Unit			
Adjala	16	2	20
Essa	16	2	20
Tosorontio	18	3	24
Innisfil	25	3	31
Nottawasaga	25	3	31
Total	126 beds		

SIMCOE VILLAGE

Address: 5988 8th Line
Beeton, ON L0G 1A0

Main entrance off County Road #1
See Appendix D – Simcoe Village Floor Plans

29 one-bedroom and 3 two-bedroom apartments. Building occupancy varies as some one-bedroom apartments are shared by couples.

SUNSET MANOR

Address: 49 Raglan Street
Collingwood, ON L9Y 4X1
Main Entrance off Raglan Street
See Appendix E – Sunset Manor Floor Plan

Unit	Private Rooms	Semi-Private Rooms	No. of Beds
Georgian 1	19	8	35
Georgian 2	19	8	35
Collingwood 2	24	4	32
South Simcoe	16	4	24
West Simcoe	16	4	24
Total	150 beds		

SUNSET VILLAGE

Address: 49 Raglan Street
Collingwood, ON L9Y 4X1
Main Entrance off Raglan Street
See Appendix F – Sunset Village Floor Plan

10 one-bedroom and 30 2-bedroom apartments. Building occupancy varies as some one-bedroom apartments are shared by couples.

TRILLIUM MANOR

Address: 12 Grace Avenue
Orillia, ON L3V 2K2
Main Entrance off Grace Avenue
See Appendix G – Trillium Manor Floor Plan

Unit	Private Rooms	Semi-Private Rooms	No. of Beds
Ramara	20	6	32
Oro-Medonte	20	6	32
Orillia	19	8	35
Severn	15	4	23
Total	122 beds		

LTCSS VEHICLE FLEET

Location			
Georgian Manor	Bus	16 ambulatory, 7 w/c, 18 max capacity	F license required
Georgian Village	Van	10 ambulatory passengers	G license required
Simcoe Manor	Van	5 ambulatory, plus driver (seats can be removed for w/c)	G license required
Simcoe Manor	Bus	6 ambulatory, 6 w/c, 17 max capacity	F license required
Sunset Manor	Bus	6 ambulatory, 6 w/c, 17 max capacity	F licence required
Trillium Manor	Bus	10 ambulatory, 5 w/c, driver, 17 max capacity	F license required

ROLES AND RESPONSIBILITIES

INCIDENT LEAD – MOST SENIOR PERSON ON SITE

Responsible for:

- Coordination and direction of response to emergency
- Responsible to ensure safety of residents, staff and visitors
- Communication with Emergency Services/Responders
- Communicating with or delegating communication to families
- Ensuring Codes are announced
- Liaise with County Emergency Management (EM), General Manager (GM) HES to activate additional resources as required

UNIT/AREA LEAD – RPN OR DESIGNATE

Responsible for:

- Ensuring safety of the residents/staff/visitors on the unit
- Updating Incident Lead on the unit status
- Following or taking action as directed by Incident Lead
- Oversight of staff activities on the unit
- Monitoring resident response to emergency and providing support, treatment as required
- Coordinating movement of residents off units for safety as required and tracking locations
- Removal of critical supplies from the units if safe to do so

STAFF RESPONDER – ALL OTHER STAFF

Responsible for:

- Respond to emergency as outlined in the Codes
- Follow direction of Unit/Incident lead
- Provide support to residents
- Notify Unit/Area lead of any resident needs or safety concerns

SAFETY OFFICER – MANAGER OF FACILITIES

Responsible for:

- Overall safety and Security of the physical premises
- Safety and Maintenance of critical systems (HVAC, communication systems)
- Oversight of the Emergency Response Plan (ERP)
- Ensure all drills are conducted as required by the Act
- Reporting and communication of ERP response to Administrator
- During an emergency, responsible for the safety of the site and staff, residents and visitors within the site.
- Code specific roles (See Emergency Codes)

EMERGENCY COMMUNICATION AND NOTIFICATION

The Emergency Notification Protocol for the LTCSS Department is as follows:

1. First call is always to 911 in emergency situations
2. RN to notify Administrator/On Call Administrator and Manager of Facilities of emergency through the on call process

   1-866-267-2279
3. Administrator will notify General Manager, Health and Emergency Services and Manager, 911 and Emergency Planning
4. Emergency Management will activate County resources if required

   1-705-719-7139

RESIDENT EMERGENCY CONTACT INFORMATION

The Homes' emergency contact information must be accurate in the event of an emergency situation to ensure the Home has accurate resident medical and family contact information. The contact information will always be up to date in the event of an emergency at the Home.

MASTER RESIDENT LISTS

The two evacuation boxes include a master list of all residents and room numbers but no contact information. This information is used in the event a checklist is needed to account for all residents during an evacuation.

RESIDENT'S EMERGENCY LANYARDS – CONTACT INFORMATION

When residents are admitted into the Home their medical information, family contact information and any other pertinent personal information is entered into PointClickCare. All emergency lanyards include the resident's picture once available following admission. The admission record is then printed and stored in the resident's emergency lanyard. Once completed, the resident's emergency lanyard is placed into the small emergency evacuation lanyard box located in the medication cart on the unit in which they reside.

The resident's emergency lanyard are organized alphabetically for easy access. During an emergency requiring evacuation, the RPN/designate (HSW in Retirement Home) grabs this box and works with the care team to place the resident's emergency lanyard around their neck as they are evacuated from the building.

UPDATING AND KEEPING INFORMATION CURRENT

The Administrative Assistants are responsible to keep this information current and up to date.

If any of the above lists or resident information changes (admissions, transfers or discharges) at any time, the Administrative Assistants update the master lists and/or the resident's emergency lanyard information, print and remove and/or replace the previous documents.

STAFF EMERGENCY NOTIFICATION/FAN OUT PROCEDURES

In the event of an emergency where staff need to be contacted, the primary method of communication is through SEND WORD NOW. The Nurse Manager and Administrator are the only staff who currently have

access and authority to initiate the emergency notification and access to SEND WORD NOW. As required, the Nurse Manager and Administrator (or designate) can ask for support to initiate SEND WORD NOW by contacting the Community Emergency Management Coordinator (CEMC), at:

705-719-7139

In the event that an emergency at the Home occurs, a notification will be sent out to communicate with as many staff members as quickly as possible. The end result is assembling as many people at the Home as possible in the shortest amount of time to assist with the emergency.

The Incident Lead (Administrator/delegate) has the full responsibility for making the decision to initiate the fan-out list, the number of staff to be called and the instructions to be given to them. The Incident Lead can delegate the actual act of initiating the notification protocol to another member of the team; for instance, the Director of Resident Care may notify the Incident Lead of the emergency who will direct initiation of the fan-out. See Appendix H – Send Word Now – Quick Reference Guide

In the event that SEND WORD NOW is not available, then a manual fan-out list will be utilized.

Important Reminders

- Do not discuss the emergency or situation with anyone other than the person you are attempting to contact.
- Remind staff to not make any statements to the press/media.

BACK UP PHONE SYSTEM

Emergency backup phone lines are in place at every nurse station and on the main floor at Georgian Residences. These phone lines are not connected to the phone system. Should the situation arise that the phone systems at each of the Manors fails, there is a way for incoming and outgoing phone calls to be made. This would be for emergency and scheduling purposes.
This information would need to be filtered down to staff and other outside critical parties that need to maintain contact, i.e. Doctors.

Georgian Manor/Residences	705-549-1009
Simcoe Manor	905-729-2014
Sunset Manor	705-446-9043
Trillium Manor	705-329-5827

EMERGENCY CODES

Emergency codes are used in Long Term Care and Senior Services programs to denote to staff various kinds of emergency situations. The use of codes is intended to convey essential information quickly and with a minimum of misunderstanding to appropriate staff, while minimizing stress and preventing panic among residents and visitors to the Homes. They enable a concise means of ensuring staff receive a common message, signaling the need for an urgent response without unnecessarily alerting or alarming residents or visitors.

Staff are expected to use the specific code procedures in the event of an emergency and participate in code training exercises when they occur to ensure that everyone is prepared in the event of an emergency.

CODE BLACK – BOMB THREAT/SUSPICIOUS PACKAGE

INTRODUCTION

1. A Code Black is called when there is a bomb threat. All bomb threats are treated seriously, and all staff shall respond according to the Code Black Plan.
2. The purpose of a Code Black is to respond quickly to such threats to ensure the safety of our residents, tenants, staff and visitors while minimizing disruption to the normal operations.
3. Staff shall refrain from using the word "bomb" during a code black.
4. The threat may include a pre-positioned suspicious object, possibly a bomb, or some other explosive device or other type of threat.
5. There are two basic types of threats:
   a) **Non-specific threat** is the most common type of threat, usually with little information given other than, “there is a bomb in your building”; and
   b) **Specific threat** provides more detail, often referencing the exact location of the device, or the time it will detonate.
6. The site search is the responsibility of emergency personnel (i.e., police); however, County of Simcoe staff may assist emergency personnel only as directed.
7. Staff shall not provide or release any information to the media about any bomb threat.
8. During a Code Black, staff will direct people to quietly leave the premises, using tact and power of suggestion in an effort to maintain control and avoid panic.

NOTIFICATION OF A BOMB THREAT

If you receive notification, whether by telephone or in writing, advising there is a bomb on the premises, you should:

1. Signal a colleague to call 911 immediately. If not possible, call 911 as soon as the call has ended.
2. Keep the caller on the line for as long as possible. **Do not hang up the telephone until they do.**
3. Remain calm and obtain as much information from the caller as possible. Ask the questions on the small, laminated cards located by each telephone, named: “Bomb Threat Questions” (See Appendix I) and record the answers, if possible, on the larger copy located in the code black folder.
4. Bomb Threat Form includes the following questions:
   - ✓ When is the bomb going to explode?
   - ✓ Where is the bomb?
   - ✓ What kind of bomb is it?
   - ✓ What does it look like?
   - ✓ Why did you place a bomb in the home?

- ✓ What group do you represent?

5. Report the situation to the RN who will then report it to the Administrator. The RN will announce a “Code Black” and then “Code Green” for the Manor.
6. Announce calmly to all visitors and staff a “Code Black” three times.
   “Code Black (location). All visitors and staff, please turn off all cell phones and other wireless devices immediately. Thank You”
   “Code Black (location). All visitors and staff, please turn off all cell phones and other wireless devices immediately. Thank You”
   “Code Black (location). All visitors and staff, please turn off all cell phones and other wireless devices immediately. Thank You”
7. Then initiate an evacuation of the identified floor first if known, followed by the entire Manor by announcing:
   "Code Green (location)"
   "Code Green (location)"
   "Code Green (location)"
8. As this is not a fire, the elevators may be used for the evacuation (always evacuate to a lower level but not below ground level.)
9. Record all information obtained during the call on the larger copy of the form called “Telephone Bomb Threat Checklist” located in the code black folder by unit/main office telephones (See Appendix J).
10. Remain available for questioning by police, as required.

SUSPICIOUS MAIL OR PACKAGES

If you find a suspicious package, you should:

1. Do not attempt to move or handle it; call 911 immediately and provide police with the following information:
   - ✓ Location of the object
   - ✓ Reasons suspected
   - ✓ Description of the object
   - ✓ Any other useful information
   - ✓ Evacuation intentions
2. Do not open the package. If you suspect a chemical or biological substance, cover the package with a plastic sheet.
3. Isolate the package
4. Evacuate the room
5. If a bomb is suspected leave doors and windows open to minimize blast effects
6. If a chemical or biological hazard is suspected, close all doors and windows to minimize dispersion of the substance
7. If you touched a package that possibly contains a harmful substance and the substance transferred onto your clothes:
   - ✓ Wash your hands well
   - ✓ Shower with your clothes on then undress and seal your clothes in a plastic bag
   - ✓ Shower again and dress in fresh clothing
8. Report the situation to the RN who will then report it to the Administrator. The RN will announce a “Code Black” and then “Code Green” for the Manor.
9. Announce calmly to all visitors and staff a “Code Black” three times.
   “Code Black (location). All visitors and staff, please turn off all cell phones and other wireless devices immediately. Thank You”
   “Code Black (location). All visitors and staff, please turn off all cell phones and other wireless devices immediately. Thank You”
   “Code Black (location). All visitors and staff, please turn off all cell phones and other wireless devices immediately. Thank You”
10. Then initiate an evacuation of the identified floor first if known, followed by the entire Manor by announcing:

"Code Green (location)"
"Code Green (location)"
"Code Green (location)"

11. As this is not a fire, the elevators may be used for the evacuation (always evacuate to a lower level but not below ground level.)

INDICATORS OF SUSPICIOUS MAIL

Staff should familiarize themselves with the types of packages usually received by mail. Any package that arrives that appears out of the ordinary should be treated as suspicious mail that could contain a bomb or a harmful chemical, biological, radioactive or nuclear substance. If you are suspicious that a letter or package may contain a harmful substance, you may refuse to accept it.

Examples of suspicious packages include:

- ✓ Excessive weight for the size of the package
- ✓ Rigid or lopsided packaging
- ✓ Small holes with or without protruding wires, string or metal foil
- ✓ Package feels springy or seems to contain metal
- ✓ Oily or greasy stains or discolouration
- ✓ Unusual odour
- ✓ Excessive tape or string used to close the package
- ✓ Excessive postage
- ✓ Addressed to title only or the wrong title with a person's name
- ✓ Hand-written or poorly typed address
- ✓ Indecipherable or no return address
- ✓ Unusual or unexpected point of origin
- ✓ Misspelling of common words
- ✓ Restrictive marking e.g., Confidential, Personal, or Only to be Opened By

SITE SEARCH

1. A complete building search will be conducted and controlled by police.
2. Police will manage the search with the assistance of County of Simcoe LTC home staff, as they cannot readily identify items or objects that are foreign or out of place.
3. If the bomb is not found immediately, a full site search may be initiated and conducted by Police with the assistance of County of Simcoe Manor/LTC staff.
4. Areas which are accessible to the public require special attention during a search.
5. During a site search, staff are looking for something that does not belong, or is out of the ordinary or out of place.

SITE SEARCH MEETING

1. Under police direction, a site search meeting may take place in a designated area. Police will assume responsibility for conducting the site search meeting.
2. The Administrator and the RN will work together with the Police to complete the site search. The Police Department will ultimately be in charge and County of Simcoe LTC Home employees will follow their lead and instructions.
3. The Administrator /designate or RN brings copies of the Search Reports to the site search meeting. Each search team completes a "Code Black Search Report" of their area assigned if requested by the Police and may include searches of both the interior and exterior of the building with extra effort being given to all public areas.
4. Remember, if a suspicious object is located **DO NOT TOUCH IT; INFORM THE POLICE!**

REOCCUPATION OF THE BUILDING

Re-occupation of the building is a decision that will be made by the police. The RN will guide the reoccupation of staff and residents back into the home once police give the “all clear”.

DOCUMENTATION

1. The Administrator ensures that a detailed report is completed for each Code Black and that staff meetings are held in response to improvements or areas requiring policy and procedure changes.
2. The Administrator ensures that all appropriate agencies are informed of the Code Black incident (e.g., Home and Community Care, Ministry of Health).
3. A copy of the report and all associated documentation will be maintained in the home.

CODE BLUE

The goal is to provide high quality of care for residents/staff in the timeliest manner, while ensuring appropriate protection of the LTCSS staff. Cardiopulmonary resuscitation (CPR) is considered a high-risk aerosol generating medical procedure (AGMP). There is a risk of generating potentially infectious particles into the air associated in performing CPR which will require additional precautions to be taken. The Code Blue procedure below reflects the most recent recommendations from Heart & Stroke Foundation.

It is important to note that a Do Not Resuscitate (DNR) order is applicable in a cardiac arrest, but does not pre-empt the application of CPR in reversible conditions such as choking. Choking is a reversible condition and Heimlich procedure and CPR should be initiated until paramedics arrive.

In the event that a Code Blue occurs in the home involving a resident, the following actions are to take place:

If a resident has a **WITNESSED** cardiac arrest, the registered staff on the affected location are to be contacted immediately.

1. The first registered staff member arriving on the scene becomes the lead.
2. The lead will assess the resident for a pulse and respirations
3. A surgical/procedure mask should be placed over the resident/staff’s face immediately to prevent any fluid spread while assessing for a pulse and breathing.
4. The 2nd responder will review the Advanced Directive on file for the resident.
5. If the Advanced Directive requires resuscitation, the registered staff member with the resident will commence chest compressions.
6. The 2nd responder will retrieve the AED and Code Blue Response kit located in the resident dining room on each unit and deliver it to the room and then call 911.
7. When the AED arrives, the lead nurse will apply it and follow the prompts. Remove the surgical mask from the resident and provide BVM ventilations as per the BLS Health Care Provider CPR training. If a third responder is available, they will assist the first responder with CPR and ventilation.
8. The lead nurse will continue resuscitation efforts until the paramedics arrive.
9. On arrival of paramedics, control of the code will be handed off to them.
10. The lead nurse will remain to provide a report. If paramedics terminate resuscitation and death is expected, they will ask to contact the primary care prover to pronounce death. If death is not expected, police will be contacted and the coroner notified.
11. The next of kin/POA will be notified and funeral home contacted. (See Delegated Acts Policy – Nurse Pronouncement of Death procedure).
12. Following a Code Blue, the nurse completes the Code Blue Report Form, and gives a completed copy to the ADRC/DRC and a copy to the Administrator.

If the victim is a staff member or essential visitor

Lead nurse will cover the victims face with a surgical/procedure mask, perform hands only CPR (chest compressions)
The 2nd responder will retrieve the AED and the responder kit and call 911

CODE BROWN – HAZARDOUS SPILL

Any spill or leak of a chemical is treated as being a potential hazardous material incident until the chemical can be identified.

INTRODUCTION

As part of the W.H.M.I.S. Program, County of Simcoe LTC Homes provides for the handling of hazardous spills.

Material Safety Data Sheets (M.S.D.S.) include information on the safe and proper handling of a spill for each chemical used in each department within the Manor.

It is the responsibility of each Supervisor to ensure:

a) that all chemicals are stored safely,
b) that there is a current MSDS Sheet for every chemical used in the department,
c) that every chemical is clearly identified, especially if it has been transferred from its original container.
d) that staff are properly trained on the safe use of all chemicals, and
e) that staff are trained on how to report a spill.
f) that the lease noxious chemical is chosen where ever possible.

NOTIFICATION OF A CHEMICAL SPILL

All County of Simcoe LTCSS home staff is responsible for immediately reporting a chemical or mercury spill to either a Supervisor or RN in charge.

The RN or person first finding the spill announces three times over the P.A. system that there is a ***"Code Brown***" and informs staff of the location of the spill and requests staff cooperation in avoiding this area until the spill is contained.

EMERGENCY PROCEDURES FOR ALL STAFF

1. Immediately evacuate all persons from the danger area.
2. Determine the name of the spilled or leaking chemical from the label on the container.
3. Determine if the chemical or material is one of the following:
    - Explosive material
    - Flammable gas
    - Poisonous gas
    - Corrosive gas
    - Flammable or combustible liquid
    - Flammable solid
    - Oxidizer
    - Poisonous or infectious substance
    - Reactive material or
    - Corrosive material

4. If the type of spilled/leaking substance cannot be determined, then it must be assumed to be the most dangerous substance stored in the facility.
5. In the event someone is negatively affected First Aid based on M.S.D.S. may be provided and Emergency Response (911) is called.
6. Provide emergency personnel with name of the chemical or material involved when known.
7. Eliminate ignition sources.
8. Prevent all non-emergency persons from entering the spill area.
9. Follow the instructions of the RN.

EMERGENCY PROCEDURES FOR MAINTENANCE/ESS STAFF, ADMINISTRATOR AND/OR RN

1. Establish:
   - ✓ Health hazard
   - ✓ Fire hazard
   - ✓ Hazard to the environment
   - ✓ Procedure for containing the spill/leak
   - ✓ Procedure for disposing of the spilled chemical/leak
2. Notify Fire Department (Call 911), if you think the hazard cannot be dealt with by maintenance or utility staff.
3. With WHMIS information determine the need to evacuate the building or part of the building.
4. If it is determined that an evacuation or partial evacuation is necessary, meet with Department Heads and then initiate the evacuation procedure for fire emergencies.
5. If the material is flammable, eliminate ignition sources.
6. Prevent all non-emergency persons from entering the spill area.
7. Call ESS/Maintenance.
8. Ensure appropriate PPE and follow proper procedures for containment, neutralization and cleanup of chemical spills.
9. If any substance has entered, or is believed to have entered, a drain or water course, notify the following:
   - ✓ The Ministry of the Environment
   - ✓ The Local Spills Coordinator
   - ✓ The Local Public Works Department
10. No matter how small, all spills are to be documented. A record is to be kept of:
    - ✓ the name of the spilled material
    - ✓ the quantity involved
    - ✓ the names of persons involved in the spill and clean-up
    - ✓ the names of anyone requiring medical treatment
    - ✓ Any outside agencies or contractors that were involved
    - ✓ How the spill material was disposed of
11. If there is an injury, then the MOL is notified (and a Form 7 completed).

EMERGENCY PROCEDURES FOR ESS/MAINTENANCE/UTILITY STAFF

1. Contain and clean up the spill by:
   - ✓ Ensure you are wearing the appropriate protective clothing and equipment to safely clean up the spill.
   - ✓ Stop any on-going leak
   - ✓ Protect drains in the immediate area by covering them with rubber sewer drain covers, or surrounding them with spill socks.

- ✓ Scrape up the bulk of the material and put it in an appropriate container.
- ✓ Soak up the remainder of the material using an absorbent substance (e.g. sawdust, absorbent pads). This material must be compatible with the spilled material.
- ✓ Place the waste material in an appropriate container.
- ✓ Follow disposal instructions as established with the hazardous waste removal contractor.
- ✓ Clean the spill/leak area with an appropriate cleaning solution.
- ✓ Contact the hazardous waste removal contractor to have the waste removed.

CHEMICAL STORAGE

Chemicals are stored by individual departments in their own storage facilities, in a location and containers appropriate for the chemicals being stored.

SPILL CONTROL SUPPLIES

Chemicals
All protective equipment and materials needed to address any spill within a County of Simcoe LTC Home is located in the area most needed and identified as “chemical spill clean-up kit”.

Mercury
There is currently no hazardous mercury items in the buildings. Mercury Spill kits are available to buy but not required at this time.

Other Spill Control Supplies (gasoline, motor oil, hydraulic oil)
Separate spill kit containers containing all necessary protective equipment and supplies is available located in the mechanical pump rooms for the purposes of containing and cleanup of “other” type spills such as motor oil, gasoline and hydraulic oil.

Disposal
The Environmental Services Supervisor is responsible for arranging the correct disposal through hired service contractors for all chemical spills in accordance with required disposal standards and municipal by-laws.

Restock of Supplies:
Upon completion of any clean up, the Maintenance or Utility Staff who performed the clean-up informs the Environmental Services Supervisor who immediately replaces all spill clean-up supplies, including absorbent material and protective clothing.

INCIDENT INVESTIGATION

The Manager/Supervisor (s), Environmental Services Supervisor, and the Administrator meet as soon as possible after the incident to complete the Hazardous Spill Incident Report Form (Appendix K). The form is reviewed and recommendations made to prevent further incidents of hazardous spills.

The Department Supervisor(s) implement all action plans identified, according to the recommendations of this investigation analysis.

CODE GREEN

INTRODUCTION

Code Green is used to evacuate the residents from the home either partially or totally. A requirement to enact Code Green develops from either internal or external conditions. Depending on the degree of warning and time available the evacuation may be considered either precautionary or emergency:

Precautionary Evacuations

1. A precautionary evacuation is a move from an area that is currently safe but is threatened by an approaching emergency. An evacuation is necessary to prevent injury or loss of life.
2. Precautionary evacuations usually occur as a result of an external event such as a natural disaster (e.g. flood, chemical leak, or prolonged major mechanical or electrical failure).
3. For precautionary evacuations there is sufficient time (hours, days) to plan a controlled and safe evacuation of residents of the home.

Emergency Evacuations

1. Emergency evacuations are precipitated by a clear and immediate threat.
2. In emergency evacuations, an immediate and swift response is required.

EXTERNAL RELOCATION

When a full evacuation of the Home is necessary, the following actions must be taken:

1. The IMS (Incident Management System) will be immediately initiated.
2. Each department/unit is to follow procedures already in place to shut down equipment, close windows and area. After areas have been properly secured, staff are to take direction from the RN/Operations Chief (typically DRC/designate) under the IMS.

If it is deemed necessary to relocate residents and staff to another facility:

1. A predetermined location will be arranged as per established/signed reciprocal agreements.
2. Inside each RHA medication cart, is a small emergency box containing an emergency evacuation tag for every resident. The Administrative Assistant is responsible for ensuring that each of these emergency boxes have up to date tags for every current resident in the home – at time of admission and to remove tags when residents no longer resident in the home.
3. Resident identification tags will include:
    - Name
    - Photo
    - Diagnosis
    - Allergies
    - Emergency contact information (next of kin/POA's)
    - Date of birth
    - And any other important information
4. Prior to evacuation, and to check attendance, staff place the resident's evacuation identification tag on them.
5. If possible, staff will ensure that the following items are also retrieved from the Home safely:
    - ✓ All resident aids (hearing, mobility, dentures)
    - ✓ Chart cart
    - ✓ Applicable Medications/Medication Cart
    - ✓ Necessary Medical supplies
    - ✓ ESB (Emergency Supply Box)-box
6. If it is deemed unsafe to re-enter the building to obtain the above supplies, continue the evacuation and transportation to external facility.

TRANSPORTATION

1. In an emergency evacuation, an assessment of the transportation requirements will be conducted to include:
    a. Internal Resource Capacity (all internal resources)
    b. Specific transportation requirements
    c. External vehicles required
2. The Administrator/Director of Seniors Services in consultation with the General Manager will identify to the County CEMC (Community Emergency Management Coordinator) that additional transportation requirements are required.
3. The County CEMC in consultation with other community partners will coordinate additional transportation needs.

NOTIFICATION OF RESIDENTS' FAMILIES:

Notifying the next of kin will be done after all residents/staff have been safely re-located to the evacuation location.

STAFF DUTIES DURING CODE GREEN

ALL STAFF

1. It is the responsibility of all staff to ensure the safety of residents at all times.
2. Upon hearing the **"Code Green - Prepare to Evacuate"** announcement, nursing and other staff will congregate all residents in one central location close to an exit on their designated floors.
3. Work with the RPN to place the emergency evacuation tag on each resident prior to evacuation and ensure all residents are accounted for.

REGISTERERED NURSE (RN)

1. Announce the first stage of evacuation **"Code Green - Prepare to Evacuate"** and announce the procedure for evacuation.
2. Ensure that staff are responding to the announcement properly and assign additional staff to assist where necessary.
3. Announce the **"Code Green - Evacuate"** announcement to staff giving the details of the area to be evacuated and routes to be used.
4. Ensure that in the event that residents are evacuated to a location other than the agreed upon relocation site, that an RPN or designate and ambulance supervisors are jointly logging each resident being loaded for transfer using Code Green Relocation Tracking Form at the front door (located in the emergency kit).
5. Check to ensure that all rooms being evacuated and marked accordingly.
6. Implementation of SEND WORD NOW/ fan-out will be done in consultation with the Home manager/On call manager.
7. Liaise with arriving Emergency Services and coordinate with them throughout the evacuation.

REGISTERED PRACTICAL NURSE (RPNs)

1. RPN or designate logs each resident using an Evacuation Transfer Record Forms prior to evacuation.
2. Ensure that the medication carts and EMARS for all residents residing on their respective floor are taken to the relocation site. If not able to take the medication carts, contact Medical Pharmacies to inform them of the evacuation, and they will arrange medications and EMARS for each resident to be delivered to the relocation site.
3. Direct the staff response for their area.
4. Determine the order of residents to be evacuated.
5. Determine if there is any essential equipment or records required for the continuing care of the residents elsewhere and to contact the Administrator/Director SS concerning their removal.
6. Secure the area in a safe manner prior to leaving.

ADMINISTRATIVE ASSISTANT

1. Ensure that the Resident Emergency Evacuation Lanyard is available for each resident and located in the evacuation box in the RHA medication carts.
2. Ensure that the Code Green Relocation Tracking Forms are up to date and located in the two Emergency Kits.
3. Ensure staff emergency telephone lists are current and up to date.
4. Audit the 2 Emergency Kits to ensure they are stocked as required.

SUPERVISORS

1. Ensure adequate stock of emergency supplies.
2. Keep supplier telephone lists current.
3. Take charge of their respective department in an emergency or disaster situation.

DRC / ADRC

1. Implement SEND WORD NOW if required.
2. Work with Procurement Department to update suppliers and pharmacy commitment letters annually.

ADMINISTRATOR/DIRECTOR OF SENIORS SERVICES

1. Take charge in an emergency and implement the IMS as required.
2. Ensure reciprocal agreements are in place.

DOCUMENTATION

Documentation of resident relocation during a Code Green evacuation will be done using the Code Green Relocation form (Appendix L)

CODE GREY

INTRODUCTION

Code Grey is the disruption or loss of critical services in the building including:

- Elevators
- Phones
- Computer network or software
- Water
- HVAC Heating/Cooling system
- Electricity (e.g. power outage)

FOR ALL CODE GREY INCIDENTS

1. Continued resident safety and care and staff safety is a priority.
2. Immediately notify your supervisor and senior manager on-site.
3. The on-site senior manager is required to notify the LTCSS Administrator, Maintenance Manager and Environmental Services Supervisor.
4. The LTCSS Administrator or senior manager will notify other LTCSS Managers from the home as needed, depending on the service which has failed.
5. The LTCSS Administrator or senior manager will also notify and activate support as needed, depending on the service which has failed:
    - ✓ General Manager, Health and Emergency Services
    - ✓ Director, Procurement, Fleet & Property
    - ✓ Community Emergency Management Coordinator: 705-719-7139 (24/7)
    - ✓ For critical IT/ or phone system loss after hours IT Support: 705-915-1311
6. The Maintenance Manager and/or Environmental Services Supervisor will take immediate steps to have the disrupted system repaired and mitigate harm or damage by making repairs on-site and/or notifying the appropriate repair service or utilities provider.

7. Shut off all non-essential electrical equipment to avoid power surges and to reduce electrical ignition sources
8. If it is safe to do so, remain on your floor and wait for instructions from the Charge Nurse
9. If there is a door on your floor that is normally on mag lock, monitor it so all residents do not have access

EMERGENCY PROCEDURES FOR MANAGEMENT

1. Assign maintenance staff to ensure the generators are operating fully.
2. Assign maintenance staff to ensure that the fuel supply is monitored and to arrange for delivery before fuel supply is depleted.
3. Contact the local hydro utility to inform them of the situation.

EMERGENCY PROCEDURES FOR NURSING

1. Ensure that all electronic medical equipment is provided with power through the emergency power system using the red electric sockets (generator powered).
2. Ensure electrical specialty mattresses used on residents beds are either powered into a generator socket or replaced with a standard mattress

EMERGENCY PROCEDURES FOR MAINTENANCE STAFF

1. After power outages and/or fire alarms all Mag-Locks on exit doors must be reset.
2. Ensure that the generators are operating properly.
3. Monitor fuel supply and notify your supervisor if fuel supply is running low.

FIRE ALARM SYSTEM

1. The system has two sources of power, Normal and Emergency generator.
2. When the normal source of power fails, the emergency power source will take over automatically (power outages).

EMERGENCY LIGHTING

1. When the normal power system fails auxiliary lighting is provided by the diesel generator.
2. Dark red switches and outlets are on auxiliary power.

ELEVATOR FAILURE

1. If someone is trapped in the elevator, notify supervisor or the RN who will notify Maintenance to contact the repair company and determine an estimated response time.
2. Do not attempt to force open the elevator doors; wait for repair service.
3. If any person is in distress, call the Fire Department for assistance.

PHONE OR COMPUTER SYSTEM FAILURE

1. Contact IT to report. Weekdays during business hours call extension 1311.
2. The IT After Hours number (705-915-1311) is for loss of critical IT phone systems. It is monitored weeknights: 4:30-10:00 p.m. & weekends 9:00 a.m.-9:00 p.m. (Outside of these hours contact the Director of IT, IT Manager of Infrastructure & Operations by cell phone or the CEMC 24/7 line: 705-719-7139.)

BOIL WATER OR DRINKING WATER EMERGENCY

The local Public Health Unit issues advisories when there are conditions that indicate drinking water may not be safe for consumption. These advisory notices are to help prevent possible water-borne illness.

The following advisories may be issued depending on the type of contamination in the drinking water:

- boil water advisory
- do not drink
- do not use advisory

Information on Water Advisories Provided by the Simcoe Muskoka District Health Unit

1. Boil Water Advisory (BWA)
    - Issued when are issued when conditions or concerns may adversely affect the quality or safety of your water supply. A BWA is put in place to protect you from harmful organisms such as bacteria or parasites that may be in the water.
    - The extent of restrictions on water use depends on the situation and the reason for issuing a boil water advisory. Boiling of the water is required as a short-term solution to rectify the problem found in the water.
2. If a BWA has been issued, it is important that you properly boil or treat all the water in your home.
3. During a BWA, it is not safe to use water directly from your tap. Only boiled, treated water or an alternate water source (i.e. bottled water) should be used for drinking, preparing food, making beverages or ice cubes, washing foods, or brushing your teeth. Pets can get some of the same illnesses as people so they should be given bottled water or boiled water that has been cooled.
4. To boil water:
    - Heat the water until bubbles come from the bottom of the pot to the top.
    - Once the water reaches a rolling boil, let it boil for one minute.
    - Turn off the heat source and let the water cool.
    - Pour the water into a clean container with a cover for storage.
5. Do Not Drink or Do Not Use drinking water advisories are issued during situations when boiling the water or disinfecting the water will NOT get rid of the problem with the water supply. If there is a chemical contamination in the water, boiling the water may actually INCREASE the concentration of chemical in the water. It is not safe to drink this water. Example: drinking water sample results are in exceedance of the Ontario Drinking Water Quality Standards for lead.
6. A Do Not Drink advisory is issued when an alternate water source such as bottled water should be used for consuming, food preparation, preparing infant formula, gargling, brushing teeth, washing dishes, making ice and beverages, and for pets to drink. However, the water may still be used for bathing, showering, and performing hand hygiene.
7. An example of when a Do Not Drink advisory is issued includes when drinking water sample results are in exceedance of the Ontario Drinking Water Quality Standards for lead.
8. A Do Not Use advisory is issued when an alternate water source such as bottled water should be used for bathing, showering, hand hygiene, consumption, food preparation, preparing infant formula, gargling, brushing teeth, making ice and beverages, washing dishes, for pets to drink, and washing fruits and vegetables. A Do Not Use drinking water advisory is issued when drinking water becomes contaminated with chemicals.

EMERGENCY PROCEDURES FOR INCIDENT LEAD (I.E.ADMINISTRATOR/RN)

1. Notify all staff to stop using water for drinking, cleaning and food preparation based on the type of advisory.
2. Direct the Manager of Maintenance and Facilities to procure a supply of potable water or contact the Community Emergency Management Coordinator (705-719-7129) to coordinate the delivery of water through the Director of Procurement, Fleet & Property (Logistics)
3. The County of Simcoe Emergency Response Plan contains a Resource Directory which contains suppliers who can deliver of potable water.
4. Identify where water-use can be reduced in order to adjust to the limited supply of water available

AFTER A BOIL WATER ADVISORY IS LIFTED

Following a drinking water advisory, it is important to flush water systems in the facility to ensure there is no ongoing risk of contamination. Contact the Simcoe Muskoka District Health Unit (SMDHU) for specific directions on restoring the system based on the nature of the advisory at: 705-721-7520

System restoration steps may include:

- Running cold water faucets for a minimum of 10 (ten) minutes before using the water.
- Running drinking fountains for 10 (ten) minutes before using the water.
- Run water softeners through a regeneration cycle.
- Reverse Osmosis (RO) units: Replace pre-filters and follow the manufacturer's instructions.
- Replace other water filters, as they are disposable and may be contaminated. This applies especially to carbon filters and others that are near the end of their life.
- Flush, clean, and sanitize appliances with water line connections (e.g. fridges with water and ice dispensers) following the manufacturer's instructions.
- Drain and refill hot water heaters if set below 45°C (113°F). Normal setting is 60°C (140°F).
- Drain and flush all ice-making machines and soda fountain machines.
- Dispose of any ice made during the advisory.
- Note: run water taps to ensure the water is not cloudy.

SMDHU Website

For all other Code Grey disruptions, managers and supervisors will direct staff on actions to take.

CODE ORANGE

INTRODUCTION

Code Orange refers to external disasters in the community where the Home may be required to accommodate victims. County of Simcoe Long Term Care and Seniors Services have formal reciprocal relocation plans in place with various other homes/facilities. In the event that any of these homes/facilities need to be evacuated, they may send their residents/patients/clients to our homes for care/housing in an emergency situation. The Registered Nursing Staff and PSW's from these homes would accompany and stay with their residents at any of the County of Simcoe homes where possible.

It is important all County of Simcoe staff be familiar with the procedure for the reception of evacuees in an emergency. The County of Simcoe homes will provide immediate care and shelter to those impacted.

County Council has delegated signing authority to the General Manager of Health and Emergency Services to sign reciprocal agreements on behalf of the Health and Emergency Services division.

NOTIFICATION

Notification of a Code Orange will be provided by an external Authority or the Community Emergency Management Coordinator or alternate. The Manager, 911 and Emergency Planning must be advised of the situation in the event the information comes from outside the organization.

On notification, the number of individuals being transferred to the homes will be identified. After hours and on weekends, the call will go directly to the RN. The RN will update the Administrator or designate of the situation and the expected number of individuals to be provided care and shelter. Where possible the evacuating organization will provide any resources required to support those individuals who will arriving at the home. Where that is not possible the home will need to seek. A review would be required prior to approval of accepting individuals.

Criteria includes but is not limited to:

- FRI Screening (most current version from Public Health)
- Infection control requirement
- Number of individuals
- Physical status
- Term (length of stay)
- Internal capacities
- Staffing requirements
- Supplies & agreements
- Transportation needs

Approval is made by Administrator in conjunction with General Manager and Emergency Planning Department. There would be coordination with the County Emergency Management Coordinator to facilitate additional support services as needed (ie. Red Cross).

ANNOUNCEMENT

1. The RN or delegate makes a Code-Orange announcement over the PA system.
2. Prior to making a code orange announcement over the P.A. System, the RN staff calls the fire monitoring company to notify them that the system will show trouble.
3. The RN makes the Code-Orange announcement over the PA System as required, stating very clearly **“Code Orange, Prepare for the reception of patients”.** This message is repeated 3 times.

ADMITTING EVACUEES

1. The reception of persons seeking temporary refuge takes place in the main lobby through the front doors. All evacuees are admitted through the front entrance. A staff member is assigned to the front door to meet them at this location and keep a running tally of the evacuees.
2. All evacuees are admitted using the FRI Screening Form or other required screening tools in place.

3. Identibands are attached to the wrist of evacuees where there it is identified as a need depending on the situation.
4. If the Kardex or a medical chart has arrived from the sending agency, this can be used to verify information.
5. The original admission form, plus the Card and/or medical chart accompanies the evacuee to the admitting area they are assigned within the home.
6. A copy of the admission form will be kept for handling all inquiries concerning evacuees on completion of the admitting procedure.
7. Evacuees will be escorted to the admitting area and oriented to their surroundings.
8. If Nursing staff from the sending agency are available, they are encouraged to assist in the admitting procedure and accompany evacuees to the admitting area.
9. Once the capacity of the home has been reached, the staff member informs the Administrator.
10. Beverages are made available by Dietary staff whenever possible.
11. Staff refer all medical information requests to the DRC/Administrator.
12. In the event that a large number of people are admitted at one time, the largest area with the Manor will be used as the holding area until the people are properly registered and then escorted to their admitting area.

STAFF ROLES

There are written duties that shall be carried out in the event of an external disaster to provide direction for County of Simcoe LTC Home staff to make appropriate provisions for the care of residents received. The Administrator will provide oversight of activities and make necessary notifications to the MLTC, CEMC and General Manager

DIETARY STAFF

1. The Supervisor of Dietary Services organizes to accommodate the influx of people.
2. Existing inventories of fresh and frozen food supplies are assessed and additional supplies acquired as soon as possible.

ENVIRONMENTAL SERVICES AND MAINTENANCE STAFF

1. Making up beds for the temporary residents.
2. Providing sufficient linens necessary for distribution.
3. Provide beds/mattresses as required.
4. Move unnecessary furniture out of the admitting area rooms and move these items to a non-resident storage area.

PROGRAM AND SUPPORT SERVICES STAFF

1. Activation Staff support the home where required.

REGISTRED NURSE

1. The RN accepts the call from the sending facility, the IMS Coordinator and confirms the number of patients we are able to receive.
2. The RN contacts the DRC and/or Administrator for authorization to initiate Code Orange.
3. The RN informs the Medical Director of the Home of the situation.

DISCHARGE PLANNING

There is a coordinated and organized discharge of evacuees, to the care of next-of-kin, legally authorized representatives, and other facilities. This is coordinated with other community agencies such as the Local Integrated Health Network (LHIN). Records are maintained as to the location/person to whom evacuee is discharged.

INCURRED COSTS

All costs and requirements to be documented utilizing the Additional Cost Tracking Form (Appendix M)

CODE ORANGE - EARTHQUAKES

Although other parts of the world experience more earthquakes than Ontario, historically earthquakes with a magnitude in excess of 5 have been experienced.

EMERGENCY PROCEDURES FOR ALL STAFF

1. Stay calm and do not run outdoors.
2. Take shelter under tables, beds, desks, in shower stall or anything that will offer protection against flying glass and debris.
3. Stay away from windows, skylights and large overhead light fixtures.
4. Protect your face and head with your arms.
5. Stay under cover until shaking stops.
6. Be prepared for aftershocks.
7. If instructed to evacuate, follow fire evacuation procedures. Watch for falling debris or electrical wires upon leaving the building
8. If fire occurs, sound the alarm.

EMERGENCY PROCEDURES FOR MANAGEMENT

1. Warn residents to expect the fire alarms and sprinklers to go off during an earthquake.
2. No one should leave the building.
3. Seek cover under a heavy desk, table, etc. or stand in inside doorway away from windows.
4. DO NOT USE ELEVATORS.
5. If outside when earthquake strikes, stay in clear area if possible away from trees, buildings, etc.
6. Do not enter building after quake as it could collapse.
7. After the shaking has stopped, decide with other supervisors present as to the requirement to evacuate the building.
8. If evacuating outside, ensure everyone is moved away from the building to prevent injury from fallen debris.
9. If necessary, arrange transport of residents to another health care facility.
10. Put out small fires quickly if this can be done without endangering personnel.
11. Clean up flammable liquid spills as soon as possible.
12. Expect aftershocks.
13. Do not re-enter the facility until emergency personnel (i.e. Fire Department) determines that the building is structurally safe

CODE ORANGE – SEVERE STORMS

Severe weather conditions such as tornadoes, hurricanes, hail, blizzards, ice storms and heavy rain are monitored by Environment Canada 24 hours a day, 7 days a week. If a severe storm is on the horizon, the weather service issues a “Weather Watch” and then if more severe a “Weather Warning”.

“Weather Watch”: broad category issued up to six hours in advance to alert public for a specified forecast region of Ontario that there is a high potential for dangerous thunderstorm weather, which may be accompanied by winds, hail and/or a tornado.

“Weather Warning”: dangerous winds, severe thunderstorm with possibility of tornado imminent which could cause injury to life and property (i.e. severe thunder storm is in progress or expected to occur within two hours). If Environment Canada had confirmation of a Tornado, they would issue a "TORNADO WARNING".

EMERGENCY PROCEDURES FOR ALL STAFF

1. Stay calm and do not run outdoors.
2. Move residents to the corridor or to an inside room (away form the outer walls of the building).
3. Keep at least 15 feet away from windows to avoid flying glass.
4. Keep away from skylights and large overhead light fixtures.
5. Take shelter under beds, desks, in shower stalls or such that offers protection against flying glass and debris.
6. Protect your face and head with your arms.
7. Stay under cover until the severe weather condition has subsided.
8. Identify persons with injuries and provide medical assistance as appropriate.

EMERGENCY PROCEDURES FOR ADMINISTRATOR/CHARGE NURSE

If you receive information from weather forecasters that a severe weather condition is imminent, you will make the decision to:

1. Close the building to non-essential personnel.
2. Notify Day Program and other facility users to move everyone in their area away from windows and outside doors.
3. Close doors to all rooms with outside walls. Stay low and protect head with pillow or blanket.
4. Provide safe accommodations for staff that are on duty and cannot leave.
5. If the building is affected by a severe weather condition:
    a. Identify persons with injuries and provide medical assistance.
    b. Check exit stair wells to ensure they are safe and available to use in the event of an evacuation.

CODE ORANGE – BIOLOGICAL OR CHEMICAL THREAT

HAZMAT

Characteristics of a Biological Agent:

1. Generally in liquid or powder form.
2. No odor or colour.
3. Symptoms may be delayed for days.
4. Inhalation most likely and effective route but could also be through food/water contamination or skin absorption.
5. Many likely agents are heavier than air and tend to stay close to the ground.
6. Most will break down fairly rapidly when exposed to sun, diluted with water, or dissipated in high winds.

Characteristics of a Chemical Agent:

1. Generally in liquid form and often aerosolized (fine mist).
2. Has a unique odor and colour. Common odors for chemical agents include bitter almonds, peach kernels, fresh mown hay, mustard, onion, garlic, geraniums or green grass.
3. Most result in immediate symptoms or are delayed for a few hours at most.
4. Inhalation is the most likely route but could also be through food/water contamination or skin absorption.
5. Many likely agents are heavier than air and tend to stay close to the ground.
6. Some will break down fairly rapidly when exposed to sun, diluted with water, or dissipated in high winds.

WARNING SIGNS THAT A BIOLOGICAL/CHEMICAL INCIDENT HAS OCCURRED

1. Droplets of oily film on surfaces.
2. Unusual dead or dying animals in the area.
3. Unusual liquid sprays or vapors.
4. Unexplained odors.
5. Unusual or unauthorized spraying in the area.
6. Multiple victims displaying symptoms of nausea, difficulty breathing, convulsions, disorientation, or patterns of illness inconsistent with natural disease.
7. Low-lying clouds or fog unrelated to weather, clouds of dust, suspended or coloured particles.
8. People dressed unusually (long-sleeved shirts or overcoats in the summertime) or wearing protective breathing protection particularly where large numbers of people tend to congregate, such as the auditorium.

EMERGENCY PROCEDURES FOR ALL STAFF

1. Protect your breathing airway. Distance yourself from the contamination source, cover your mouth and nose with a handkerchief, clothing, etc.
2. Evacuate as many residents from the contaminated area as possible if this can be done without becoming a victim yourself.
3. Persons without proper training and equipment do not attempt to rescue anyone who is overcome by the biological/chemical agent. They will only become another victim
4. Notify the Site Administrator or designated Charge Nurse immediately.
5. If you have been in contact with an agent, immediately wash it off with soap and water. Do not use bleach.
6. Inform charge nurse if you may have been in contact with a biological/chemical agent.
7. Seal off your area by closing doors and windows.
8. Maintenance staff to shut down the HVAC equipment.
9. Follow directions of charge nurse.

EMERGENCY PROCEDURES FOR MANAGEMENT

1. If you believe that a biological/chemical threat has occurred, immediately ensure that all residents and everyone else are relocated to an area away from the release.
2. Call 911 immediately and inform them of the nature of the incident.
3. Assign staff to secure entrance to the facility. No one other than emergency personnel or facility staff is to be allowed into the building until the incident is resolved.
4. Everyone should be relocated to the adjacent fire compartment.
5. If it is suspected that the agent can spread to the next fire compartment, then everyone is to be moved upwards to an interior room on a higher floor. (Many agents are heavier than air)
6. When everyone has been evacuated the area is sealed off as much as possible by closing doors and having maintenance shut down the HVAC equipment.

7. Record the names of everyone in the area who may have been in contact with the agent for appropriate follow-up treatment.
8. Quarantine those who may have been in contact with the agent, so as not to affect anyone else in the facility.
9. Ensure that anyone who has been in contact with the agent washes it off with soap and water immediately.

"SHELTER IN PLACE" PROCEDURES

If it is not possible or advisable to evacuate the building implement the following:

1. Move residents, staff and everyone else upwards to an interior room on a higher floor since many agents are heavier than air or to an adjacent fire compartment is not practical.
2. Seal off the affected area.
3. Seal the building or room so contaminants cannot enter.
4. Close all windows and doors.
5. Have maintenance staff turn off all air exchanges. See Section C-4 (Building Resources Controls Locations). Then have the maintenance staff seal gaps under doorways, windows, and other building openings.
6. Monitor radio or television stations for further updates and remain in the shelter until authorities indicate it is safe to come out.

EXTERNAL CHEMICAL SPILLS

1. Any external chemical spills (i.e. from highway accident, gas leaks, fire, etc.) falls under the jurisdiction of the local Fire Department.
2. Immediate action is required to prevent the entrance of contaminated external air into the facility.
3. Notify the Site Administrator or designated Charge Nurse to determine if the Fire Department should be contacted immediately. If they are unable to clean up the spill themselves, they have a firm that they can contact to do this.

EMERGENCY PROCEDURES FOR ADMINISTRATOR/CHARGE NURSE

1. Inform residents and staff that they are not to exit the facility. (PA announcement)
2. Account for all residents and staff. If they are outside, have them return indoors and instruct them to stay inside.
3. Close all doors and windows.
4. To exclude outside air, in lounges, activation rooms, dining rooms, family rooms and other common areas switch "occupied switch" to "off" position.
5. Have maintenance shut down all fresh air intake fans and exhaust fans.
6. Designate one entrance and exit to the facility. Have staff member monitor to minimize unnecessary access/egress.
7. Lock all other exits/entrances.
8. Confer with Fire Department, Ministry and other Authorities to determine the need to relocate.

CODE PURPLE

Code Purple is used in situations where a staff member, resident and/or visitor are forcibly confined or held against his/her will, with the threat of a weapon or threat of violence

FOR STAFF WHO ARE INVOLVED IN A HOSTAGE-TAKING SITUATION:

1. REMAIN CALM.
2. Pay close attention to everything you see and hear.
3. Cooperate and follow the instructions of your captor(s).
4. Speak when spoken to.
5. DO NOT try to escape unless your life is in immediate danger and you have no other option.
6. If anyone needs special medication (e.g. insulin, nitroglycerin) or medical attention, inform your captor(s)
7. If you believe a rescue is taking place, or you hear noise or shooting, stay down. Keep your hands on your head. Do not make any sudden movements. Follow all instructions from the police.

FOR STAFF WHO BECOME AWARE OF A HOSTAGE-TAKING SITUATION

1. If it is safe to do so, attempt to isolate the hostage taking area. Evacuate all staff, residents and visitors not involved in the situation from the immediate vicinity of the hostage taking to a safe place and prevent people from entering the area. Engage other staff to assist as needed.
2. Call 911 to activate police response and provide information above.
3. Maintain a safe distance from the area to ensure you do not become a hostage as well.
4. Attempt to obtain the following information:
    - ✓ Location of hostage taker(s) and hostage(s)
    - ✓ Injury to any individual(s)
    - ✓ Emotional state of hostage taker(s) and hostage(s)
    - ✓ Demand(s) made by the hostage taker(s)
    - ✓ If weapon(s) are involved and type of weapon(s) if known
5. Notify a supervisor or manager
6. Announce a Code Purple and location three times over the PA System
7. Do not attempt to disarm or threaten the hostage taker.

FOR STAFF IN OTHER AREAS OF THE BUILDING

1. Follow the instructions of management until police arrive and then follow police direction
2. Take steps to protect resident safety

RN/DRC/ADMINISTRATOR

1. Go to the LTCSS Home Command Centre or alternate Command Centre if it is safe and retrieve the emergency kit box
2. Assume command of the situation
3. Ensure 911 has been called
4. Ensure that a Code Purple has been announced
5. Meet, or designate a staff member, to meet police at a safe location when they arrive
6. Take steps to ensure safety of residents, visitors and staff outside of the hostage taking area. Initiate a Code Green to move people to safer areas of the building or out of the building if necessary.
7. Take steps to prevent people from entering the building
8. Notify County General Manager of Health and Emergency Services and other LTCSS supervisory staff who are not on-site
9. Maintain an incident log of the actions taken
10. Follow police instructions when they arrive on-scene

CODE RED

A Code Red is called when there is a fire or smoke from an unknown origin. All County of Simcoe Homes have partnerships with their local fire departments to test and action a Code Red emergency. Due to the nature of the residents in our Homes, LTC Homes are designated as Vulnerable Occupancy dwellings.

Each Home will have an approved fire plan developed in consultation with their local fire department that is maintained by the Manager of Maintenance and Facilities.

ANNUAL BUILDING INSPECTIONS

1. Registration – All COS Homes are registered with Fire Services as a “Vulnerable Occupancy” (effective 2014).
2. The Facilities Manager contacts the local Fire Services annually (by September if they have not been contacted by the local Fire Services) to invite them to complete a fire safety inspection of the long term care home building. Based on the results of this inspection, the Facilities Manager undertakes to have all deficiencies repaired and rectified as soon as possible.
3. The Facilities Manager provides written confirmation to their local Fire Services once all deficiencies have been rectified and invites them to re-inspect for compliance.
4. Records and documentation regarding the inspection and fire drill are maintained by the Facilities Manager

FIRE DRILLS

Fire safety training is part of probationary as well as annual staff training. The purpose of doing fire drills is to simulate a fire situation to enable all staff and residents to know what to do in the event of a real fire.

1. In keeping with Ontario Fire Code and Vulnerable Occupancy legislated requirements, all County of Simcoe Long Term Care Homes practice an annual fire drill and inspection conducted by the local Fire Department.
2. Once a year: A horizontal or vertical evacuation beyond two fire separations will be undertaken by the Long Term Care Homes.
3. Once every three years: An external evacuation will be undertaken by the Long Term Care Homes.
4. Regular Fire Drills – The Facilities Manager or delegate (generally an ESS/maintenance staff person) ensures three fire drills are performed each month on all three shifts, as required by Ontario Regulation 213/07 of the Fire Code and the Ministry of Health and Long Term Care.
5. Fire Drills are held on all three shifts monthly (i.e. days, evenings, and night shifts) and staff attendance is documented.
6. Fire drills on evenings and nights may be silent.
7. Each fire drill is conducted and documented by the Facilities Manager (or designate) by use of the Fire Drill Report Form. (Appendix N)
8. The 3 monthly fire drills are not reported to the Fire Department, but are documented and recorded internally by Environmental Services.
9. The designated maintenance staff running the fire drill notifies the fire monitoring company, 15 minutes before the fire drill is conducted, and provides them with information about the approximate length of time the drill will require.
10. After the fire monitoring company is notified, the designated person activates a smoke detector or alarm pull station in the chosen area. For training/drill exercises, a flashing light may also be used to serve as the fire for silent drills. This light is placed in the chosen room/area.
11. A bright orange FIRE Captain vest is worn by the person in Charge (i.e. Administrator or ESS Supervisor) / Fire Captain / Charge Nurse / PSW etc) corresponding to the home’s Fire Safety Plan and staff fire assignments. Staff follow the directions given to them by the person wearing the orange FIRE Captain vest until the Fire Department arrives, at which time the Fire Department takes charge. Change to the home will follow the approved fire plan.
12. When the bells sound, all staff initiate the Code Red Procedures
13. At the conclusion of the fire drill, designated staff reset the fire panel, and maglocks and call the fire monitoring company to inform them the drill in now over.
14. All door holders and mag-locks are reset by staff.

15. At the conclusion of the fire drill, the fire drill report (Appendix N) is completed, noting any deficiencies noted and communicated to the Facilities Manager and Administrator

APPROVED STAFFING LEVELS

In accordance with Vulnerable Occupancy Legislation (Ontario Regulation 150/13), all County of Simcoe homes maintain a minimum staffing level approved by the local Fire Department as per their annual Fire Department observed drill. The following are the approved staffing levels at each of the four homes:

HOME	RN	RPN	PSW	LAUNDRY	OTHER: SPECIFY	TOTAL
SUNSET MANOR	1	1	7	2	0	11
TRILLIUM MANOR	1	1	5	1	0	8
GEORGIAN MANOR	1	1	6	1	0	9
SIMCOE MANOR	1	1	5	1	0	8
GEORGIAN RESIDENCES					1 HSW 1 Security	2

**** The above staffing levels do not change unless approved by the Fire Department****

The County of Simcoe Scheduling Department reports daily on the end of day report to ensure that minimum staffing levels on night shifts are flagged as per Fire Marshall's expectation.

All County of Simcoe homes PRACTICE the fire drill scenario and supervisory duties prior to fire service observations to ensure time requirements are obtained with minimum staffing levels.

CODE RED PROCEDURE

Treat every alarm as if it is real

If you discover a fire, you are the Fire Coordinator until relieved by a senior staff member, and will follow the actions outlined in the acronym REACT.

1. Remove persons from immediate danger if it is safe for you to do so
2. Enclose the fire – close windows and doors
3. Activate the fire alarm system – use the nearest pull station
4. Call 9 911 (if a real fire) and announce the location using PA system if it hasn't already been done
5. For Code Red AP announcement: Calmly and clearly identify the location of the fire, repeating it 3 times. i.e.: "Code Red (Home Area), Room #" 3 times
6. Treat all fires as a serious occurrence

IF THE FIRE IS NOT IN YOUR AREA

1. Listen to the PA announcement for the location
2. Remain calm
3. Close all the windows and doors
4. Follow your department specific duties
5. Turn off the oxygen cylinders until given the all clear
6. Account for staff, residents and volunteers
7. Reassure residents

8. If assigned, meet arriving fire department and provide them with any necessary information (i.e.: location of the fire
9. The RPN in your area will identify a staff member to go assist
10. Await the All Clear announcement before returning to your normal duties
11. If you are sent to assist
    a. Proceed to the fire doors outside of the fire area to assist as directed by the fire coordinator unless otherwise directed in the Home's fire plan
    b. Do not take any fire extinguishers from another unit to the area of the fire
12. If you hear the fire alarm, remember:
    a. Check your work area to make sure there is no fire in your immediate area
    b. All staff are to return to their work area upon hearing the alarm, even if on breaks or not on duty
    c. Elevators are not to be used at any time during the fire situation
    d. You have specific responsibilities according to your department

EVACUATION OF THE FIRE ZONE

The goal must be to evacuate all endangered occupants from the fire area and confine the fire as quickly as possible

1. Upon direction from the fire department or the fire coordinator, residents are to be moved horizontally (sideways) to a staging area beyond the fire doors
2. If safe for you to do so, evacuate the room of the fire origin first
3. Next evacuate the rooms on either side of the room of fire origin and the room directly across the hall
4. When a room has been evacuated, open the magnetic evacuation tag found on the door and attach it to the doorframe as you close the door. Proper evacuation tag use can be a matter of life or death for residents
    a. **If the room is empty:** The tag is in the "open position" and will show the reflective side. This indicates the room has been checked and evacuated
    b. **If the room is occupied:** The tag remains in the "closed position" indicating to others that the room is occupied and in need of evacuation.
    c. **Note:** Georgian Manor/Village has a REMAR System, a circular disc on the door, that is turned to identify vacant or occupied.
5. Visitors, volunteers and residents capable of self-evacuating should be instructed to leave the fire area on their own or with some assistance. Residents are to remain in the staging area.
6. Visitors could provide assistance if give suitable instructions
7. Evacuate ambulatory residents next. They should be moved in a group whenever possible
8. Residents and others in wheelchairs are moved next
9. Other non-ambulatory residents are then moved when adequate manpower is available
10. If you are unable to evacuate a bedridden resident, close the door, but do not open the magnetic evacuation tag
11. Reassure residents that are left in their rooms that they will be evacuated as soon as possible
12. Report to the fire coordinator which residents/rooms that need to be evacuated with assistance
13. The fire coordinator will report to the fire department residents that still require evacuation

CODE SILVER

In an active attacker situation, personal safety is important. Staff who are hurt or injured will not be able to assist others. Take steps to protect residents, visitors and other staff if you able; however, staff should protect their own safety first.

EMERGENCY PROCEDURES FOR ALL STAFF

1. There are three actions to take in the following order: **RUN, HIDE, DEFEND**.
2. If you can run or hide, **do not** attempt to engage the assailant. This includes verbal or physical attempts to de-escalate the situation.
3. If it is safe to do so, lock or secure immediate areas where you are to help protect others; however do not do this if it endangers your personal safety.

RUN
If you have the opportunity, run away from the attacker. Don't let indecision slow you down. If the attacker stands between you and an exit, move quickly to safety and find a place to hide. **Call 9-1-1 from a safe location to activate police response.**

- ✓ if you have the chance, run to safety
- ✓ leave your belongings behind
- ✓ help others stay out of harm's way
- ✓ call 9-1-1 from a safe location
- ✓ Announce **"Code Silver" and location 3 times** over the paging system

HIDE
If you cannot run to safety, make it difficult for the attacker to see, hear or find you. Move quickly but remain calm. If you are in a group, scatter so that you don't make an easy target.

- ✓ lock doors and barricade yourself
- ✓ turn off any lights
- ✓ turn off phone sounds and vibrations. Do not turn off your phone
- ✓ be prepared to run or fight if you are found
- ✓ do not attempt to return to your place of work

DEFEND
Despite attempts to run and hide, you may find yourself face to face with the attacker.
Defending yourself may be your last resort, but it may also afford you the chance to run or hide.

- ✓ be prepared to defend yourself
- ✓ team up with others
- ✓ identify defensive skills and tools
- ✓ your actions before police arrive may save your life

When Police Arrive
Remain calm and follow instructions. Put down any items in your hands that could be mistaken for a weapon and avoid making quick movements.
Provide police with information you have about:

- ✓ The location of the attacker
- ✓ The number of attackers, if there is more than one
- ✓ A physical description of the attacker
- ✓ The number and type of weapons being used by the attacker
- ✓ Potential victims and their location

CODE WHITE

County of Simcoe LTC Homes have established guidelines to follow in the event of a potential or actual occurrence of a security threat or aggression by another person. The other person could be a stranger (a person unknown to staff), visitor, family member, volunteer, co-worker, resident/client, and/or relative of a worker etc.

In an attempt to defuse the situation, Gentle Persuasive Approach (GPA) or other de-escalation strategies may be implemented.

In the event a staff member worker, resident or visitor feels threatened or at risk of harm by another person as listed above, and is unable to defuse the situation, the following actions shall be taken:

First and foremost, try to remain calm!

Depending on the seriousness of the threat, staff have several options to consider:

1. If possible, signal a second person to assist.
2. If appropriate, ask the person to stop the behavior which is causing you concern and/or ask the person to leave.
3. If in immediate danger obtain assistance:
   - ✓ verbally call out
   - ✓ use portable phone
   - ✓ pull the emergency nurse call pull-cord
   - ✓ use a screecher
   - ✓ activate closest fire alarm pull station
4. If resistance is met, and you feel threatened, ask a staff member to initiate a Code White.

CODE WHITE PROCEDURE

1. Once notified by a staff of a security concern and their request for a Code White, staff immediately make an announcement on the Public Address (P.A) system stating very clearly: **"Code White", and identify the EXACT location of the individual in need of assistance**. i.e..: "Code White, 3rd floor south dining room." Repeat the Code White announcement three times.
2. Once the Code White announcement is made, all available staff stop what they are doing and immediately report to the area identified ensuring that at least one staff member remains on the unaffected RHA's.
3. Additional staff assist by removing uninvolved individuals to a safe area, and follow the directions of registered staff.
4. In an emergency **any** staff member can call 911. Give location of the Manor, describe emergency and provide other information as requested
5. Once situation is resolved, advise the Administrator/delegate of situation as soon as possible.
6. The County of Simcoe's **Violence in The Workplace** policy and any other required procedures are to be implemented and followed.

INTRUSIVE THREAT FROM OUTSIDE THE HOME

A staff member who becomes aware of an intrusion by an armed person, a violent act (shooting, stabbing or physical assault) or hostage taking incident takes the following actions:

1. Do **not use the P.A. System.**
2. Keep calm and do nothing that will attract the intruder's attention.
3. Immediately evacuate as many people as possible from the area.
4. Prevent other people from entering the area.

5. Call 911. Give them the details: how many people have been injured, how many intruders, what weapons they have.
6. If you are not able to leave the area, barricade yourself in the most secure room available.
7. Notify RN/Managers/Supervisors of the situation.
8. Ensure that any injured victims receive medical treatment, if this can be provided without putting anyone else in danger.
9. Provide police with any information they require, including floor plans of the area in question, a list of staff and residents in the building.
10. Follow instructions from the RN and then the police once they arrive.
11. Assign someone to notify other areas of the home in person regarding the situation.

CODE YELLOW

An established procedure for search and rescue will be implemented if a resident is missing or has not returned to the Home as expected (according to past patterns or communication). There is a process in place to identify all residents who are potential wanderers and at risk for elopement. All residents at risk are identified in their Plan of Care and chart.

EMERGENCY PROCEDURE FOR ALL STAFF

Ensure complete documentation of all details in the resident's record. Nursing Management are required to complete a Critical Incident Report and file it with the Ministry of Health if resident is missing for more than 3 hours

LEVEL 1: INTERNAL SEARCH

1. When a resident is thought to be missing, the RPN of the Resident Home Area (RHA)/ Retirement Home (Home) shall be notified
2. The RPN will ascertain the following:
    - ✓ Resident has not gone off the RHA/Home accompanied (appointment, hairdresser, activities with family)
    - ✓ Resident has not been signed out on an LOA
3. If resident is confirmed absent through above process, the LTC RPN will page the resident to return to the RHA/Home.
4. Staff shall search the resident's usual areas. If not located in any of those areas, the resident will be considered missing.
5. Notify the RN on duty immediately.
6. The RN (or designate) shall page "**CODE YELLOW**, **(resident's name) please return to (RHA/Home)**. This will be repeated 3 times. A photo of the resident and clothing description will then be given to the RN. Check with staff to see if there have been any unexplained door alarms.
7. The RN will notify the DRC and Administrator in LTC homes/RPN will notify the supervisor at Georgian Residences.
8. Following a "**CODE YELLOW**" announcement, staff in other RHAs and departments shall check their areas.
9. The RN will be located at the main nursing unit and assign staff a search area, using the provided internal floor plans.
10. The RPN will act as Search Coordinator(s) and will report back to the RN in charge.
11. Staff shall do the following:
    - ✓ Conduct a systematic search of the assigned areas, including anywhere a resident might be able to hide.
    - ✓ Initial each section of the floor plan as searched; sign and date the floor plan when completed. Add the time and a staff signature to the search document once completed.

12. Once their areas are checked, all available staff will report to the RPN Search Coordinators on the affected RHA/Home of the missing resident.
13. The RPN Search Coordinator will then update the RN in charge.

LEVEL 2: EXTERNAL SEARCH (ON-SITE)

1. The RN will assign staff a search area, using the provided external search area maps of the immediate grounds. Conduct a thorough search of facility grounds.
2. The substitute decision maker or family member shall be notified.
3. Nursing coverage in the LTC Homes/Retirement Home must be sustained to ensure the safety of the other residents, with a minimum of one staff member at each RHA.

LEVEL 3: EXTERNAL SEARCH (COMMUNITY)

1. If resident is still not located, the RN (or designate) will **call police (OPP) at 911.**
2. Home staff are not to leave the Home to conduct external searches into the community
3. Ensure that a detailed description of the resident, a picture, and point last scene (PLS) are available for the police when they attend the facility. Provide any other information that might be helpful.
4. The Administrator/Director of Seniors Services will notify the HES GM and County CEMC at 705-719-7139.
5. Home staff will follow the direction of the Police and be prepared to respond or provide additional information as required
6. RN will maintain regular communication with the family of the missing resident

DOCUMENTATION FOR ALL EMERGENCY CODES

1. At the completion of any code, actual or drill, an Emergency Code Debriefing form (Appendix O) will be completed and used to document the code exercise to provide evaluation feedback on the code called
2. The Emergency Code Debriefing forms will identify any concerns with any code, actual or drill, with suggested mitigation strategies identified and actioned;
3. The Facilities Manager will retain the copies of the Emergency Code Debriefing form and provide regular updates at the Home Senior Management meetings
4. In the moment corrections or questions arising from staff will be included in the Debriefing form.
5. Opportunities for re-education to staff is explored when knowledge gaps are identified.

RECIPROCAL AGREEMENTS

Every three years the County of Simcoe updates their Emergency Planning Information and negotiates reciprocal agreements with local area homes. County Council has delegated signing authority to the General Manager of Health and Emergency Services. (Appendix P – List of Current Reciprocal Agreements)

REVIEW COUNTY OF SIMCOE HOME'S RECIPROCAL AGREEMENT

The Homes Administrative Assistants review the Homes' reciprocal agreements to ensure that it is up-to-date:

- ✓ Update managers names
- ✓ Ensure that description of potential Residents that can be accepted to the home
- ✓ Complete form ensuring that all are up-to-date

- ✓ Ensure supplies that would be made available are current
- ✓ Review the updated Home Reciprocal agreement with the Administrator
- ✓ Attach a map to the home and save as PDF in the folder
- ✓ Send to Research and Project Coordinator for General Manager sign Develop

UPDATE PARTNERSHIP RECIPROCAL AGREEMENTS WITH HOME'S IN YOUR AREA

1. Email homes using the standard email and attach
   - ✓ A blank agreement
   - ✓ County of Simcoe Home completed and signed PDF agreement
2. Follow up with Homes as appropriate
3. File received Reciprocal agreements in A24
4. Update home's tracking form

WHEN PARTNERSHIPS ARE REQUESTED

1. Respond with the signed County of Simcoe Home Reciprocal Agreement form and ask for one in return
2. Attach a blank agreement or receive their form

SUPPLIES AND LOGISTICS

According to the FLTCHA and RHRA, all County of Simcoe LTCSS Homes will ensure that resources, supplies and equipment vital for the emergency response are set aside and readily available at the home.

PHARMACY AND MEDICATION SUPPLIES

Medisystems Pharmacy Care Home Disaster Plan (CL-P20)

1. In the event of a disaster, fire or other forced evacuation at the home, Pharmacy will work closely with the home to provide the following in a timely manner:
   - ✓ Replacement and dispensing of all required medications
   - ✓ Delivery of required medication to alternative locations
   - ✓ Delivery and Printing of MAR Sheets and/or Prescriber's Medication Review
   - ✓ Provide ongoing refills to the alternate location for the duration of the evacuation
2. Contact the pharmacy immediately and inform them of the transfer of residents to any temporary facilities. Please call the following people in this order:
   a. Medisystems Pharmacy: (705)722-7440
   b. After Hours Pharmacist: 1-888-630-6334
3. Communicate which resident(s) require replacement medications and delivery location. Pharmacy will prepare replacement medications in blister cards, vials, or multi-dose packages for the required length of time.
4. Medications will be prepared and delivered to the temporary facilities once prepared and verified. Any pharmacy supplies, equipment, and documentation records (e.g. MAR sheets) will also be delivered at that time.

In the event the home receives residents evacuated from another home or the community:

1. Request that all medications and MAR Sheets & TAR Sheets accompany the resident if possible.
2. MediSystem would require the following information in order to fill and dispense medications to these residents:

- ✓ Resident's first and last name as it appears on their Health Card.
- ✓ Health Card Number and Version Code
- ✓ Allergy information, if known
- ✓ List of all current medications
- ✓ Name, address, telephone number of prescribing doctor OR
- ✓ Name and telephone number of pharmacy supplying current medications

3. Pharmacy will make arrangements to dispense medications to these residents in blister cards, vials, or multi-dose packages for the required length of time.

EMERGENCY SUPPLIES

Each Department maintains an adequate 3 day supply of "stock items" that would be required in the event of a building evacuation or lack of ability to evacuate or ability to get supplies due to a larger community type disaster. If a code green is called and the building is to be evacuated, these items are brought to the Emergency Disaster site by designated staff.

EMERGENCY SUPPLIES - NURSING

If a code green or evacuation is called, and whenever possible, all medication carts are transported to the evacuation site. In the event that this is not possible, Medical Pharmacy is immediately contacted, and they will deliver a supply of medication and EMARS for each resident to the relocation site(s) as soon as possible.

EMERGENCY KITS

Each LTC Home will stock and maintain 2 emergency kits to be used in the event of any type of emergency and the Retirement Home will maintain 1 emergency kit. There is an emergency kit checklist that is to be audited monthly by Seat Two (2) Administrative Assistant

Emergency Kit Locations				
Sunset	**Simcoe**	**Georgian**	**Georgian Residences**	**Trillium**
Physiotherapy	Boardroom	Auditorium	Clean Utility Room	Hillcrest Hall
Georgian 1 Report Room	Maintenance Shop	Tamarack Nursing Station		Oro-Medonte RHA

EMERGENCY KIT CONTENTS

Each time the "Emergency kit" is opened, the contents must be reassessed to ensure it is fully stocked at all times, **READY FOR EMERGENCIES**. Supplies are not to be removed unless for use in an emergency.

Contents of Kit						
Gloves (box)						
Hand sanitizer (one bottle)						

VESTS for Incident Management System (IMS) – with ROLES clearly identified						
Fluorescent vests (orange) – extra for staff as needed (3)						
2 Crank Flashlights						
Stethoscope and Blood Pressure cuff						
Masks (box)						
Mouth-to-mouth mask						
1 pair of Scissors						
Foil warming Blankets (one per resident)						
Basic first aid supplies (gauze and tape), non-stick dressing (telpha)						
I box - Pens						
1 - Pad of Paper						
1 Crank Radio (located in RN office)						
2 extension cords						
10 identification bands (code orange)						
List of Staff Contact Numbers (fan out)						
List of residents, by RHA and unit						
Code Green Relocation Tracking Forms						
Emergency Kit Contents Audit Form						
Emergency Transfer Forms						
Floor Plans						
Date and Initial →						

Note: Resident Lanyards for each RHA are in the nursing station medication carts in a small emergency box and is maintained by Administrative staff.

POTABLE WATER SUPPLIES

Potable water will be provided through suppliers and are listed in the Resources Annex of the County of Simcoe Corporate Emergency Response Plan

In the event that potable water is required, the Administrator/designate will contact Emergency Management if supplies are required.

FOOD

Dietary staff prepares for a disaster by following a pre-planned 3-day menu, and ensures an adequate supply of those food items required to prepare the food listed on the 3-day menu plan.

(Refer to Appendices Q, R, S – Emergency Menu Order Guide, Recipes and Nutritional Spreadsheets)

RECORD OF CONSULTATIONS

Consultations with external partners is imperative in the review of the County of Simcoe LTCSS Emergency Plan. The table below lists the consultations on the development of the plan and subsequent reviews

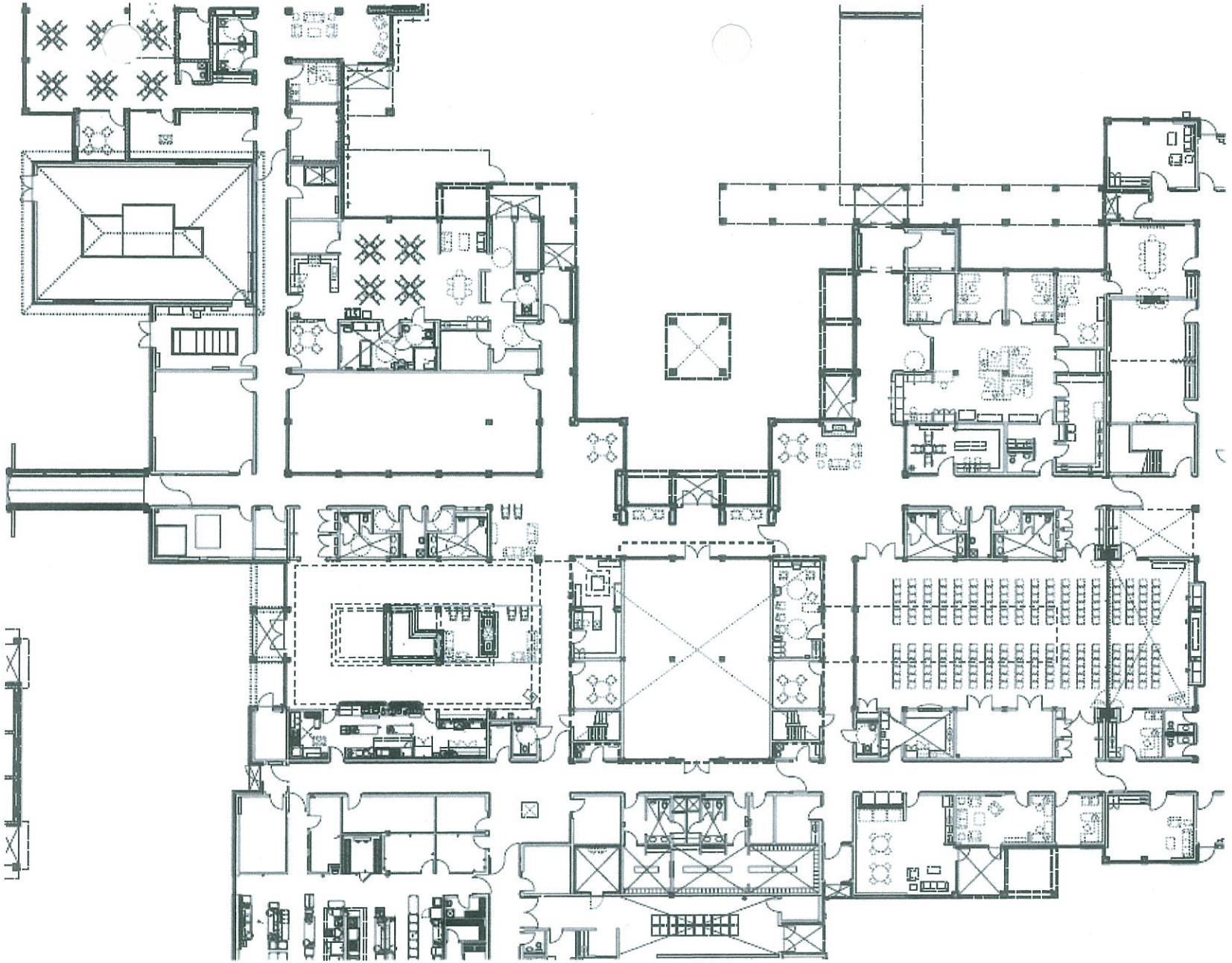
Date	Partner Consultation	Recommendations	Date Plan revised
2022/05/13	P. Browne, Inspector Tactics & Rescue/ Emergency Response Commander, OPP	Coordination with police during Code Yellow	2022/05/16
022/05/18	Mgrs. Maintenance & Facilities & ESS Supervisors	Planning for annual exercises and tabletop drills	022/05/18
2022/06/28	St. Sgt. M. Perry, ERT Team, Coordinator, OPP	Coordination with police during Code Silver, Purple	2022/06/28
2022/06/28	S. Emergency Management Coordinator, SMDHU	Procedures to restore system after a BWA	2022/07/07
2022/07/06	Jeff Gage, Fire Prevention Inspector	Evacuation procedures during a gas leak	2022/07/07

EMERGENCY PLAN REVIEW

Revision	**Date**	**Description of Revision**	**Updated By**
v1	July 2022	ERP Guide Developed – retired policy manual	L. Garratt, R. Heffernan, C. Simpson, R. Swift

EMERGENCY PLAN APPENDICES

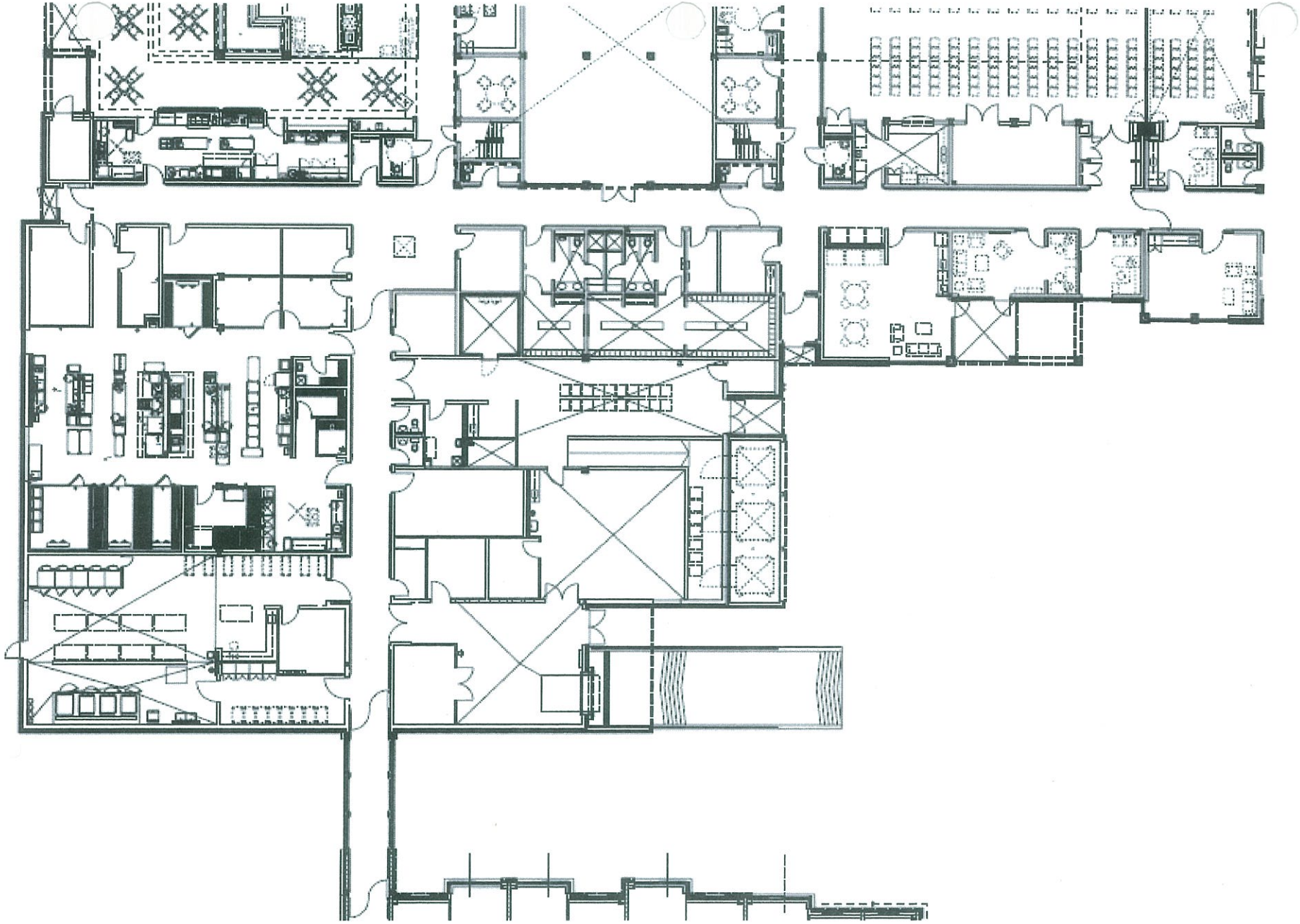
Appendix #	Document Name
A	Georgian Manor Floor Plans
B	Georgian Village Floor Plans
C	Simcoe Manor Floor Plans
D	Simcoe Village Floor Plans
E	Sunset Manor Manor Floor Plans
F	Sunset Village Floor Plans
G	Trillium Manor Floor Plans
H	Send Word Now – Quick Reference Guide
I	Code Black - Bomb Threat Questions
J	Code Black - Checklist
K	Hazardous Spill Report Form
L	Code Green Relocation Form
M	Additional Cost Tracking Form
N	Fire Drill Report Form
O	Emergency Code Debriefing From
P	Reciprocal Agreements tracking form
Q	Emergency Menu – Recipes



LTC - BLOCK A - LEVEL 1

COUNTY OF SIMCOE
For the Greater Good

Georgian Village
Village Center

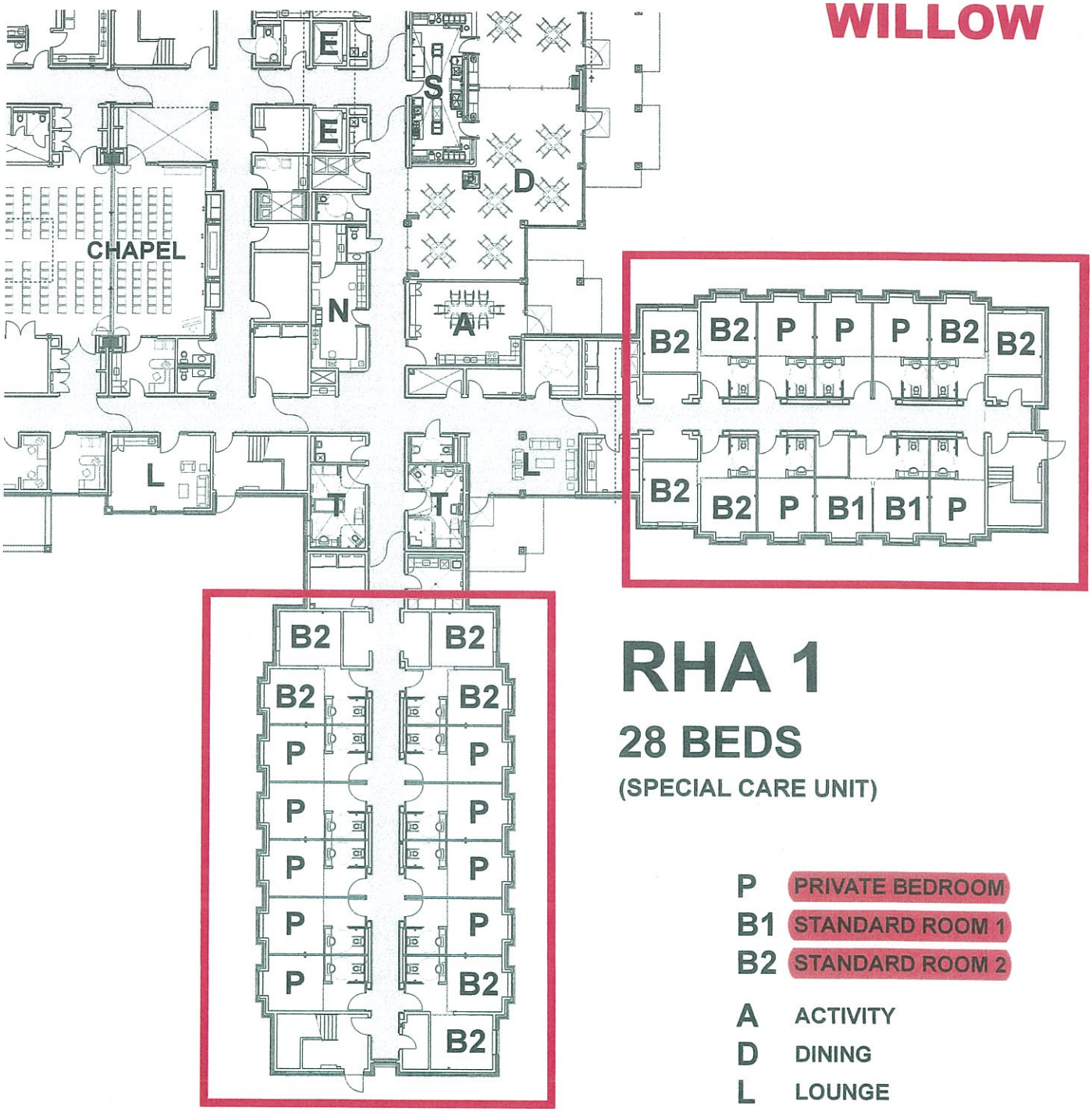


LTC - BLOCK B - LEVEL 1

COUNTY OF SIMCOE
For the Greater Good

Georgian Village
Village Center

WILLOW



RHA 1

28 BEDS

(SPECIAL CARE UNIT)

P	PRIVATE BEDROOM
B1	STANDARD ROOM 1
B2	STANDARD ROOM 2
A	ACTIVITY
D	DINING
L	LOUNGE
S	SERVERY
N	NURSE
T	TUB/SPA
E	ELEVATOR

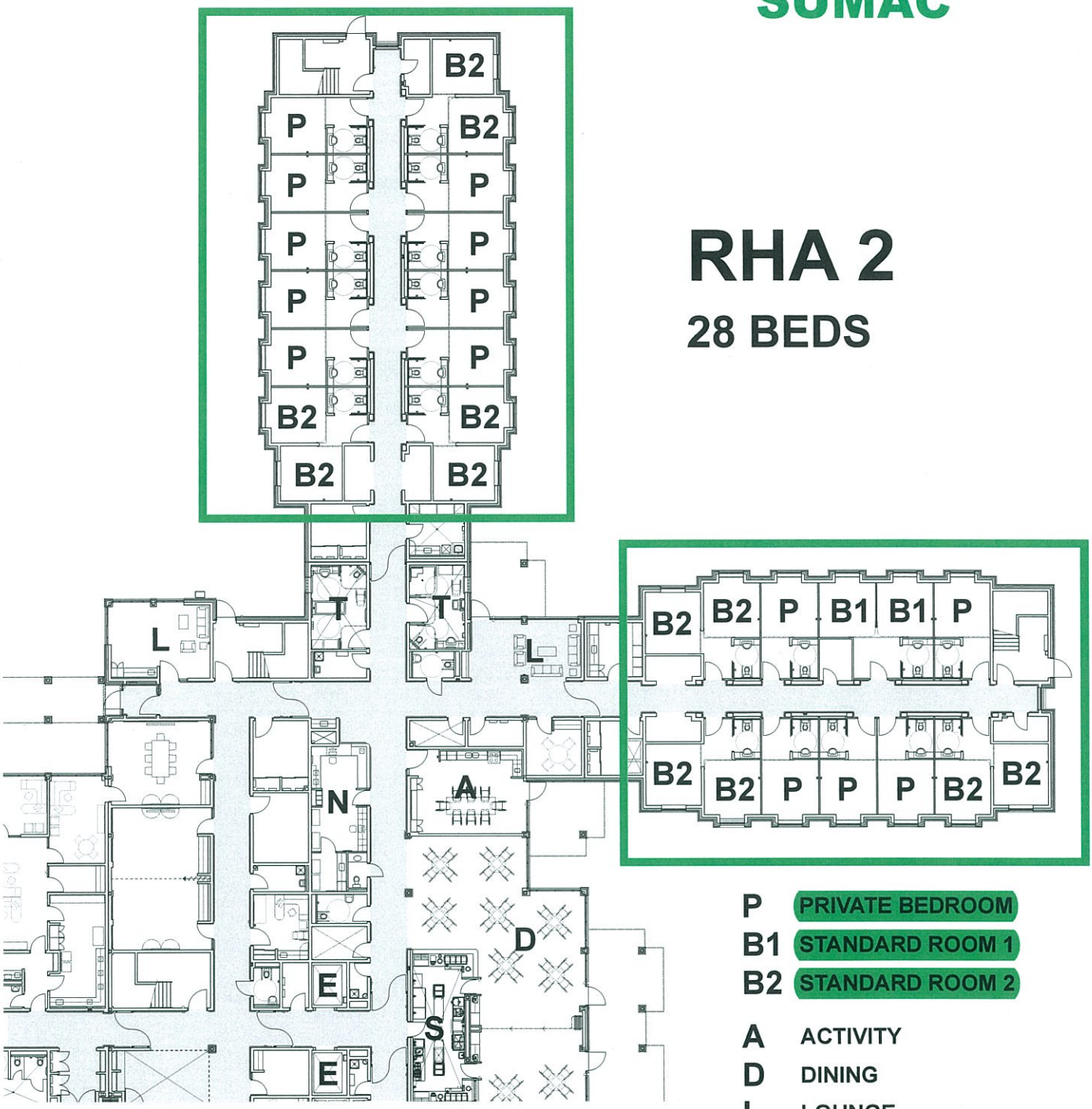
COUNTY OF SIMCOE
For the Greater Good

Georgian Village

LTC - Block D Level 1

salter pilon
architecture inc.

SUMAC



RHA 2

28 BEDS

P	PRIVATE BEDROOM
B1	STANDARD ROOM 1
B2	STANDARD ROOM 2
A	ACTIVITY
D	DINING
L	LOUNGE
S	SERVERY
N	NURSE
T	TUB/SPA
E	ELEVATOR

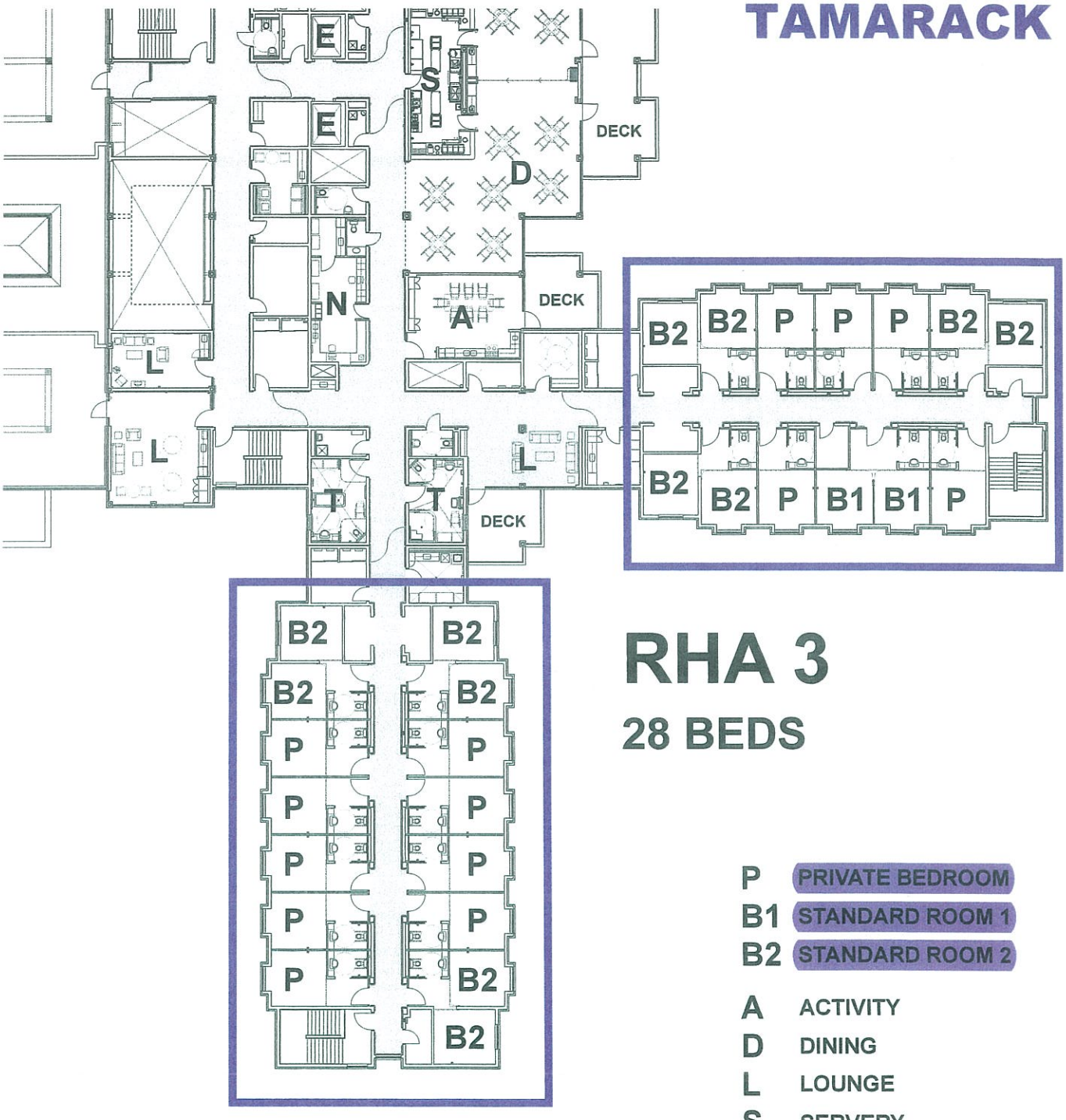
COUNTY OF SIMCOE
For the Greater Good

Georgian Village

LTC - Block C Level 1

salter pilon
architecture inc.

TAMARACK



RHA 3

28 BEDS

P	PRIVATE BEDROOM
B1	STANDARD ROOM 1
B2	STANDARD ROOM 2
A	ACTIVITY
D	DINING
L	LOUNGE
S	SERVERY
N	NURSE
T	TUB/SPA
E	ELEVATOR

COUNTY OF SIMCOE
For the Greater Good

Georgian Village

LTC - Block D Level 2

salter pilon
architecture inc.

WHITE PINE

RHA 4

28 BEDS

P	PRIVATE BEDROOM
B1	STANDARD ROOM 1
B2	STANDARD ROOM 2
A	ACTIVITY
D	DINING
L	LOUNGE
S	SERVERY
N	NURSE
T	TUB/SPA
E	ELEVATOR

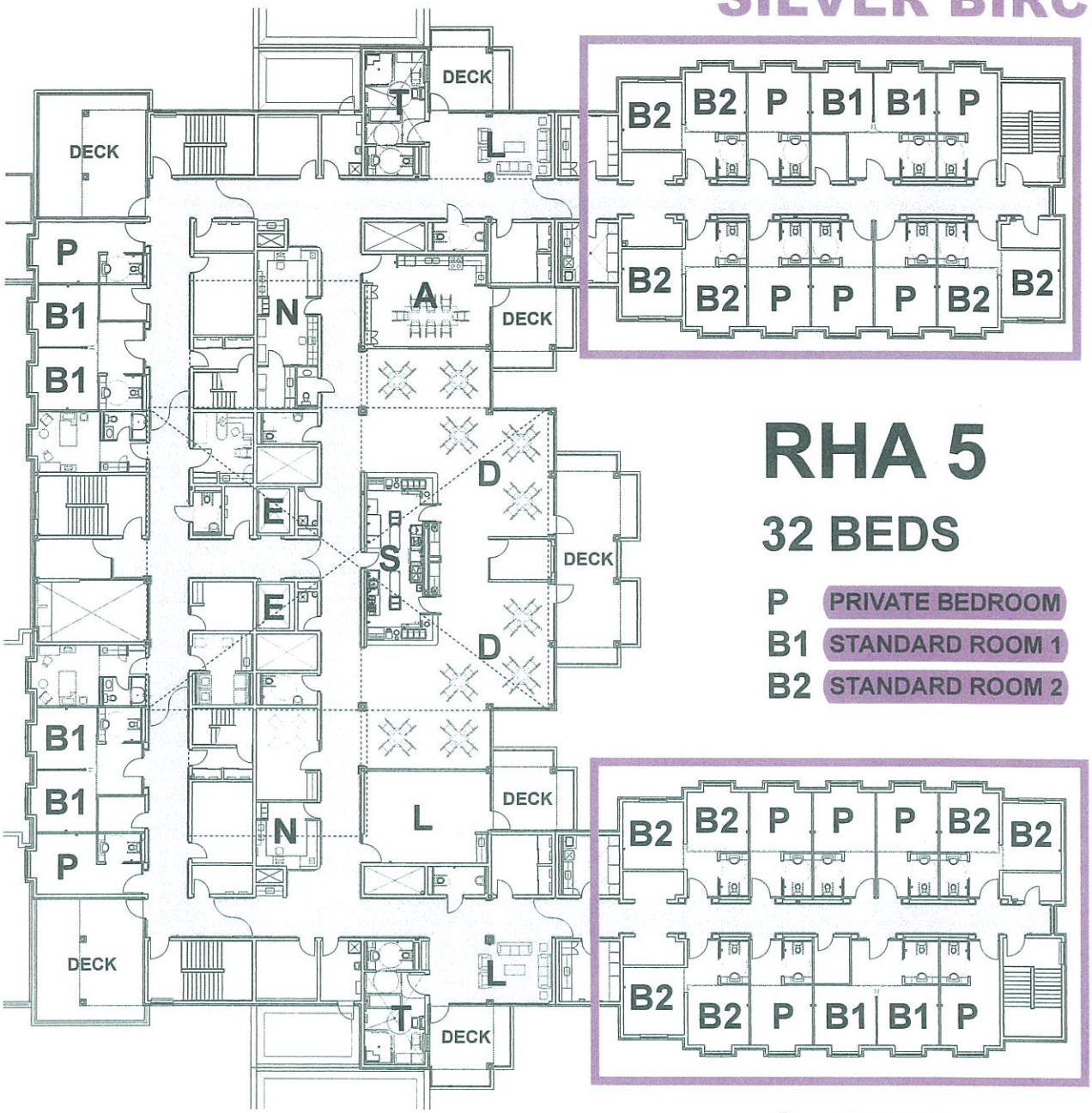
COUNTY OF SIMCOE
For the Greater Good

Georgian Village

LTC - Block C Level 2

salter pilon
architecture inc.

SILVER BIRCH



RHA 5

32 BEDS

P	PRIVATE BEDROOM
B1	STANDARD ROOM 1
B2	STANDARD ROOM 2

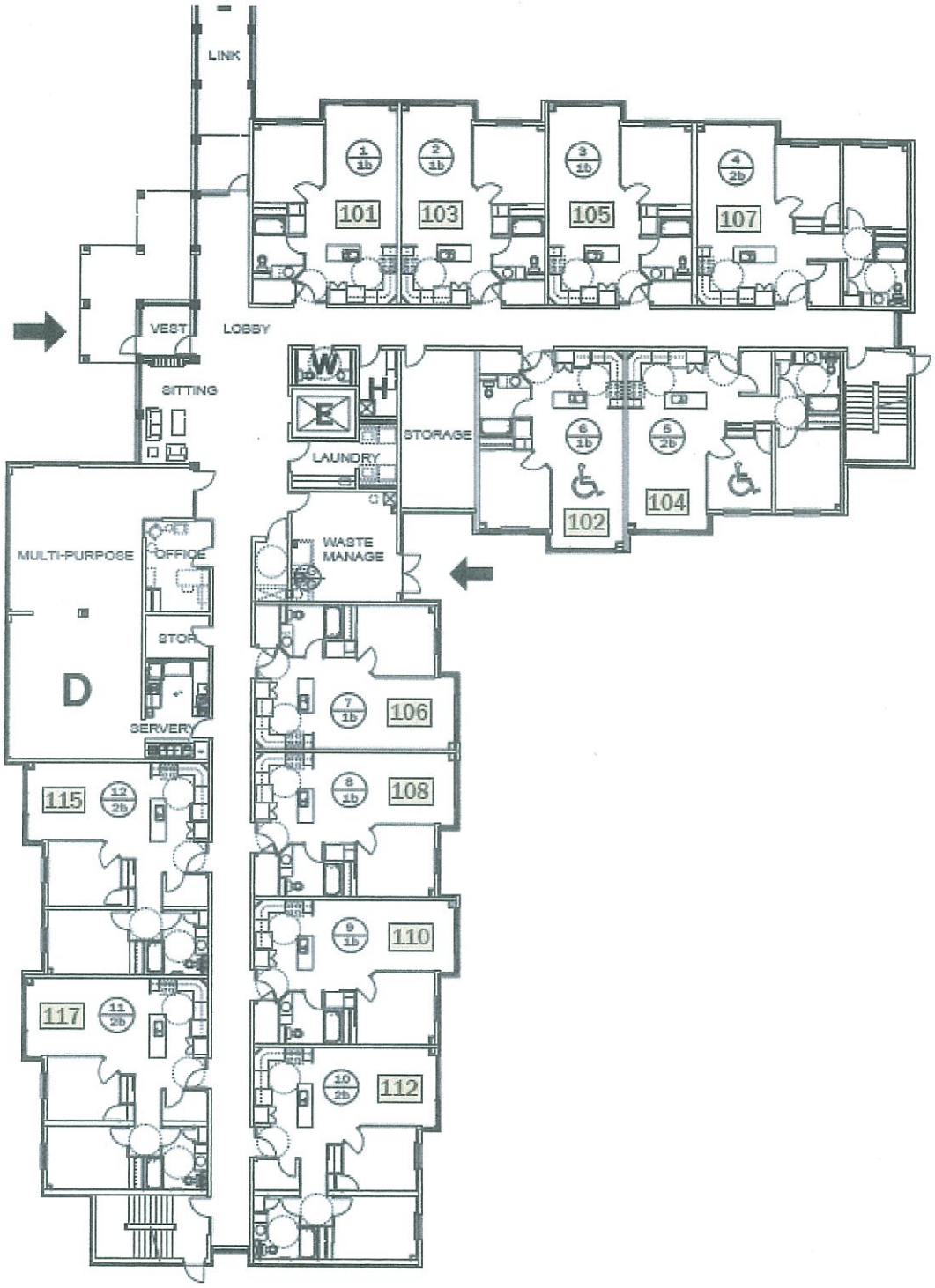
A	ACTIVITY
D	DINING
L	LOUNGE
S	SERVERY
N	NURSE
T	TUB/SPA
E	ELEVATOR

COUNTY OF SIMCOE
For the Greater Good

Georgian Village

LTC - Block C/D Level 3

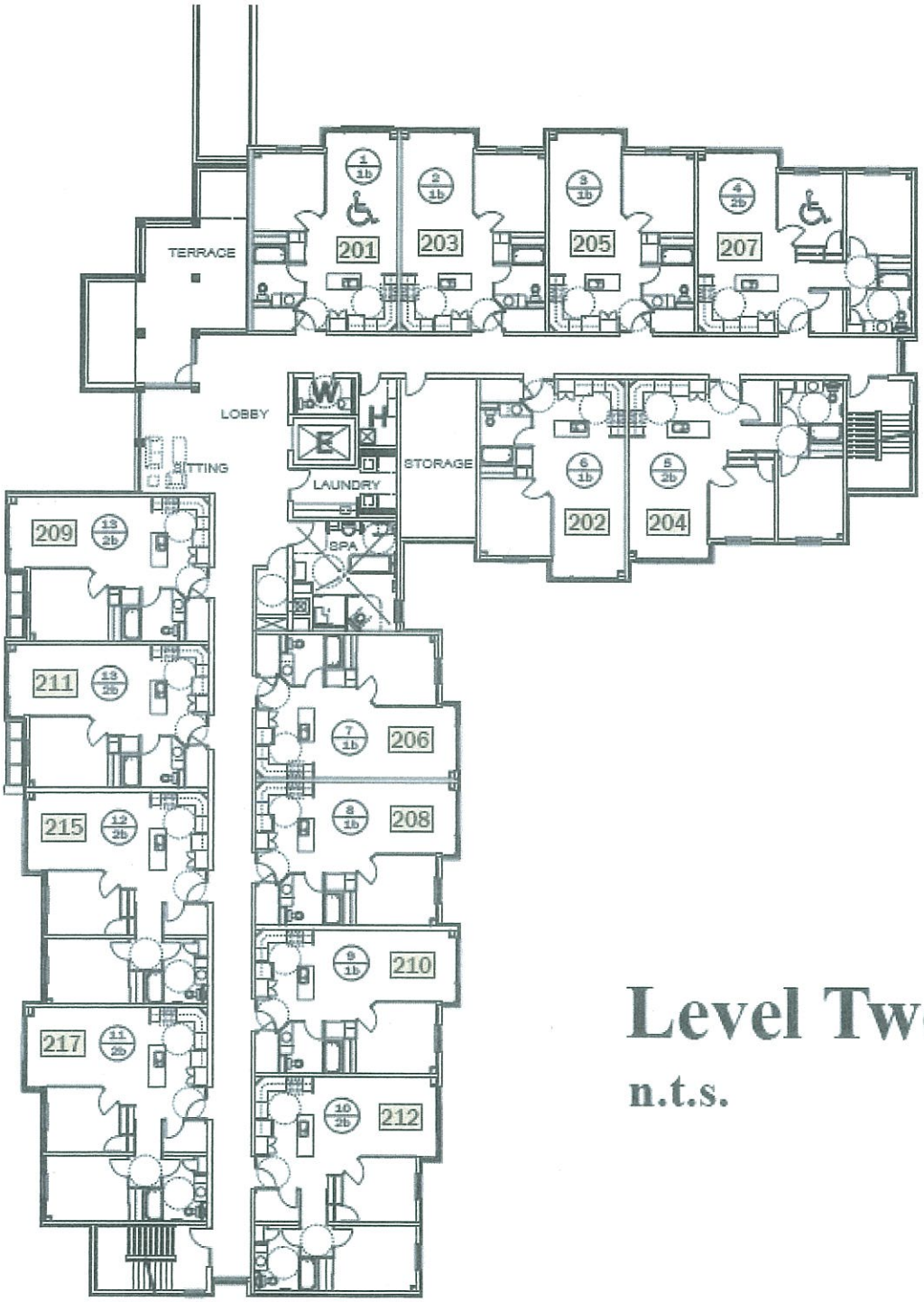
salter pilon
architecture inc.



Level One

COUNTY OF SIMCOE
For the Greater Good

Georgian Village
Affordable Housing



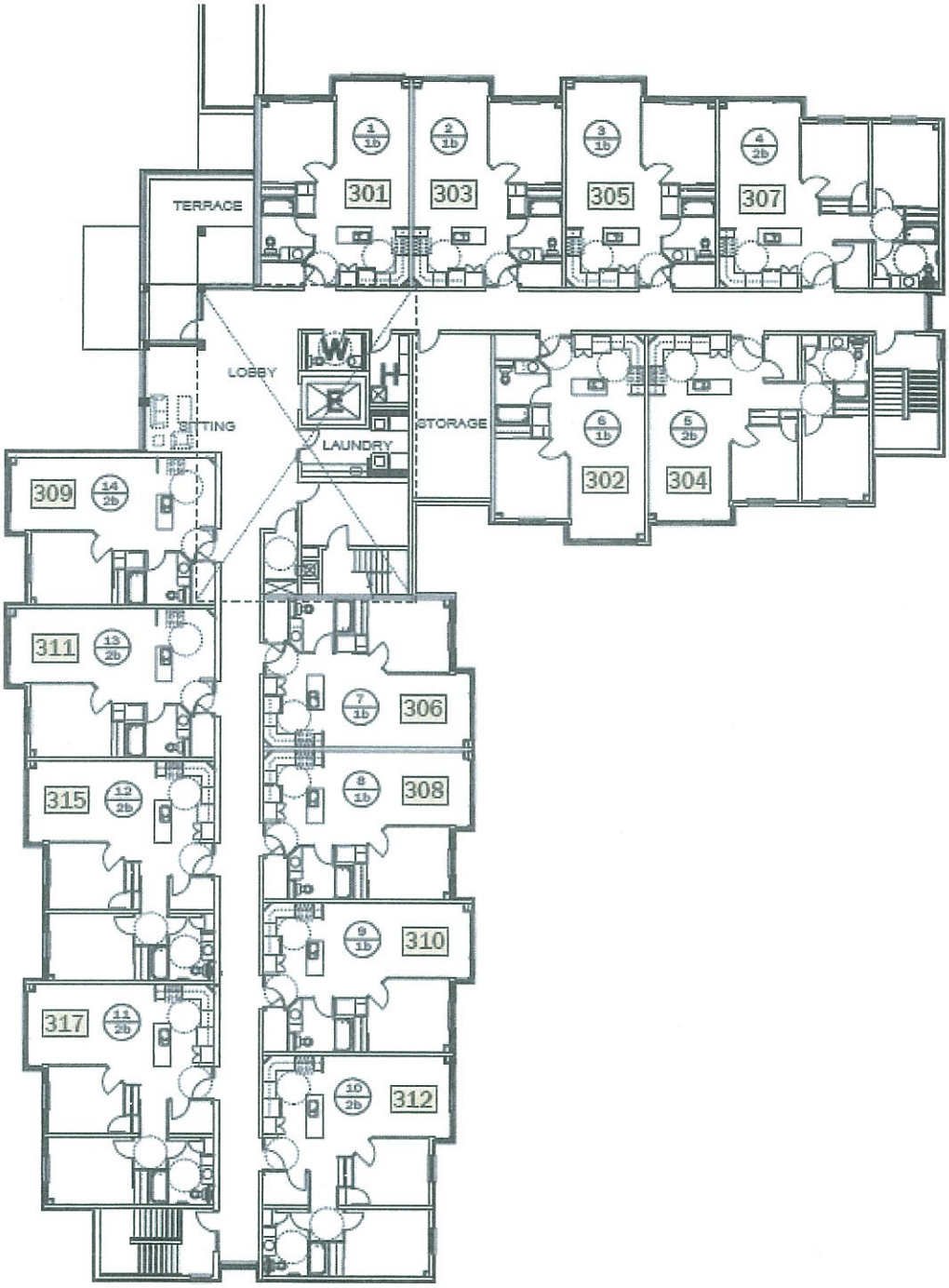
Level Two

n.t.s.

COUNTY OF SIMCOE
For the Greater Good

Georgian Village

Affordable Housing



Level Three

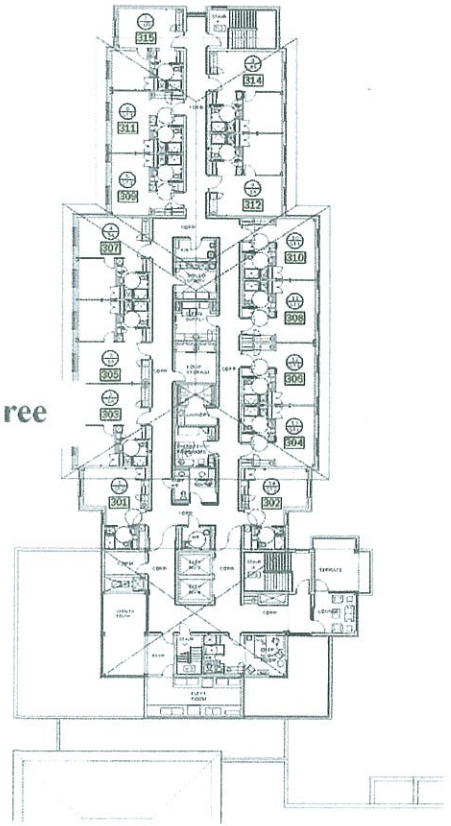
COUNTY OF SIMCOE
For the Greater Good

Georgian Village
Affordable Housing

Level One

Level Two

Level Three



Georgian Village

Assisted Living

salter pilon

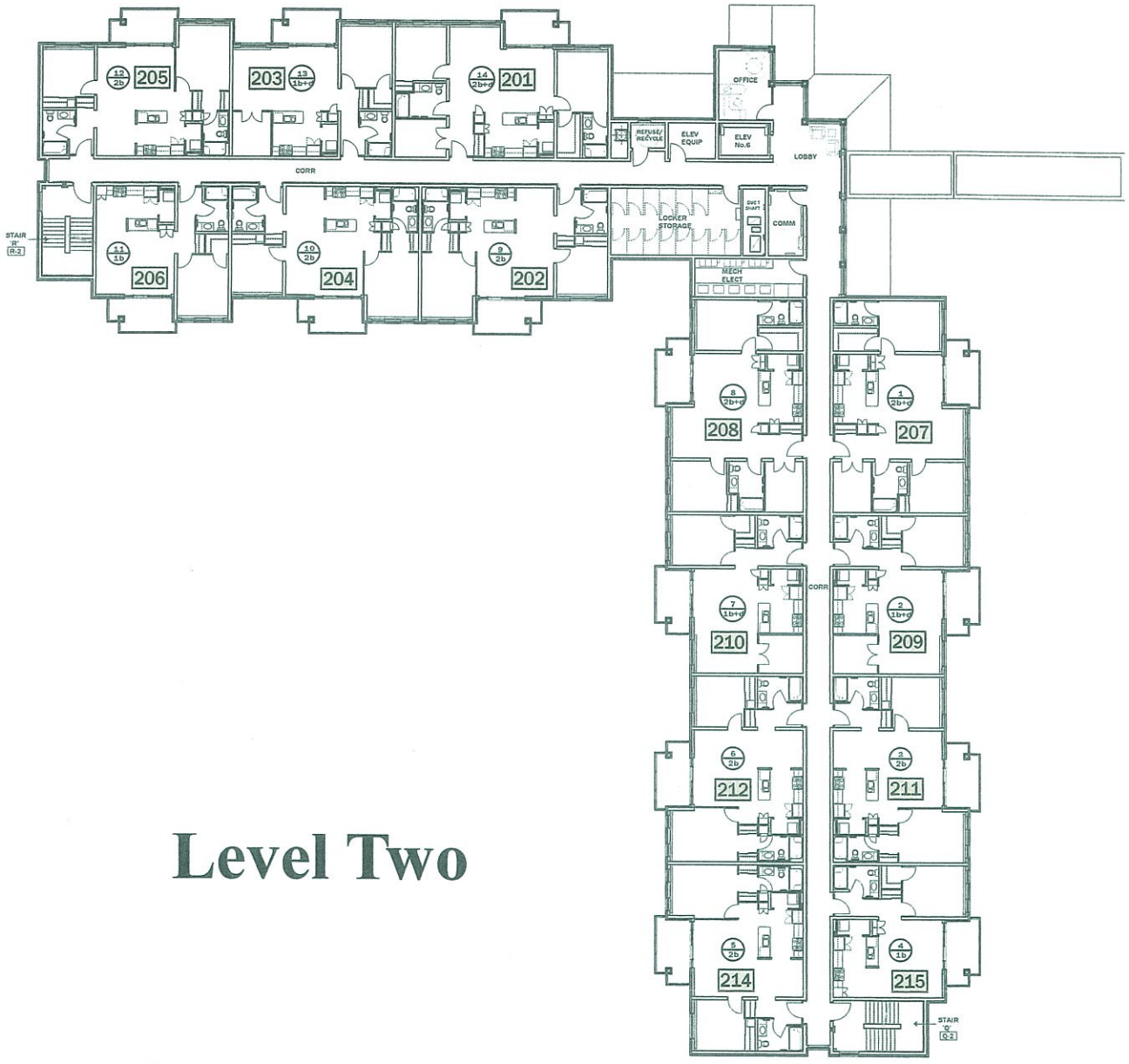
JUNE 2013

Level One

COUNTY OF SIMCOE
For the Greater Good

Georgian Village
Life Lease Housing

salter pilon
architecture inc.

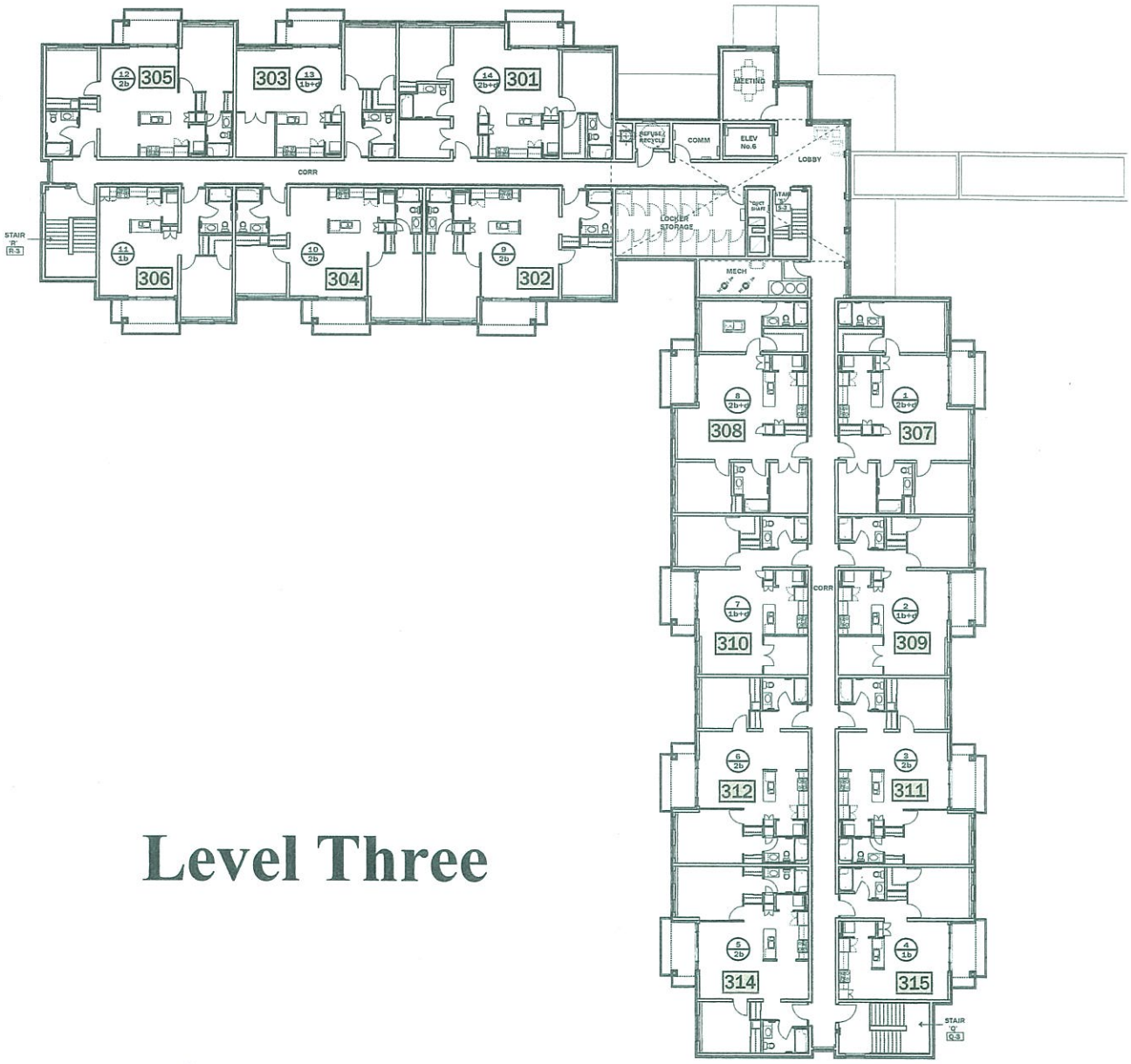


Level Two

COUNTY OF SIMCOE
For the Greater Good

Georgian Village
Life Lease Housing

salter pilon
architecture inc.



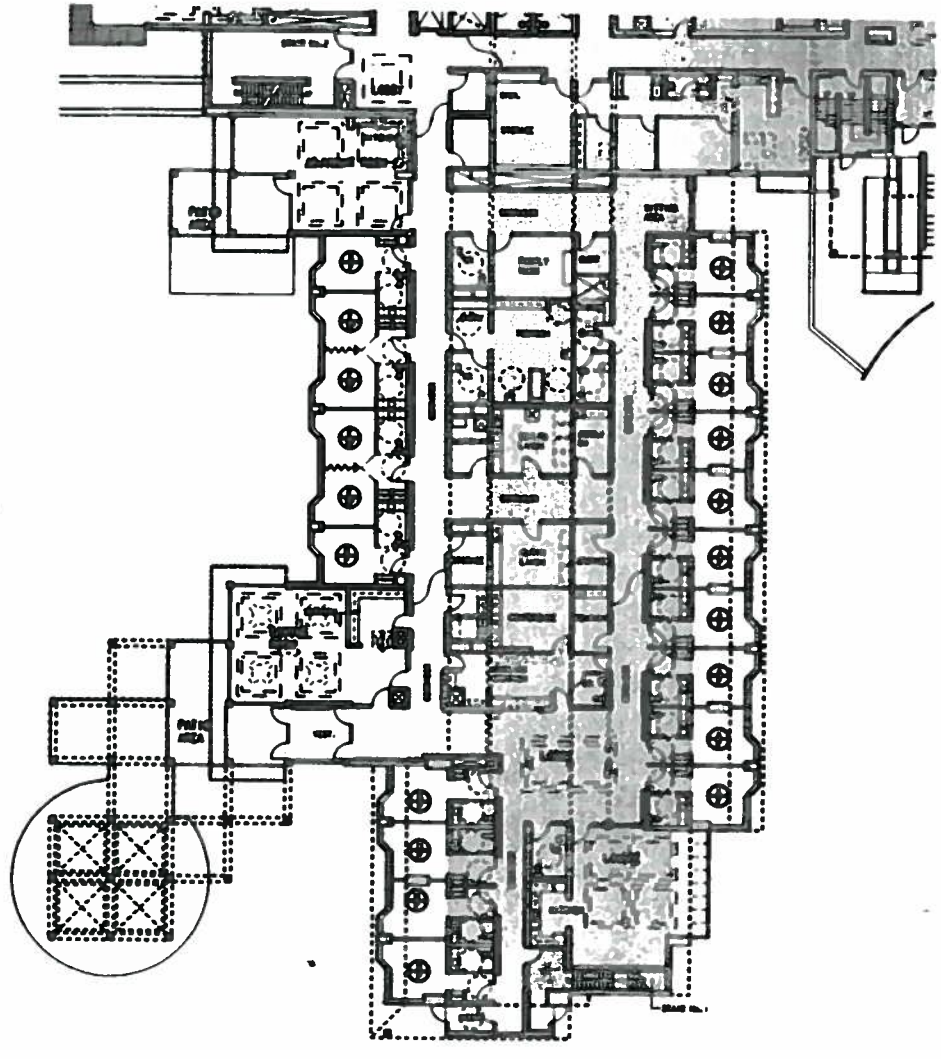
Level Three

COUNTY OF SIMCOE
For the Greater Good

Georgian Village
Life Lease Housing

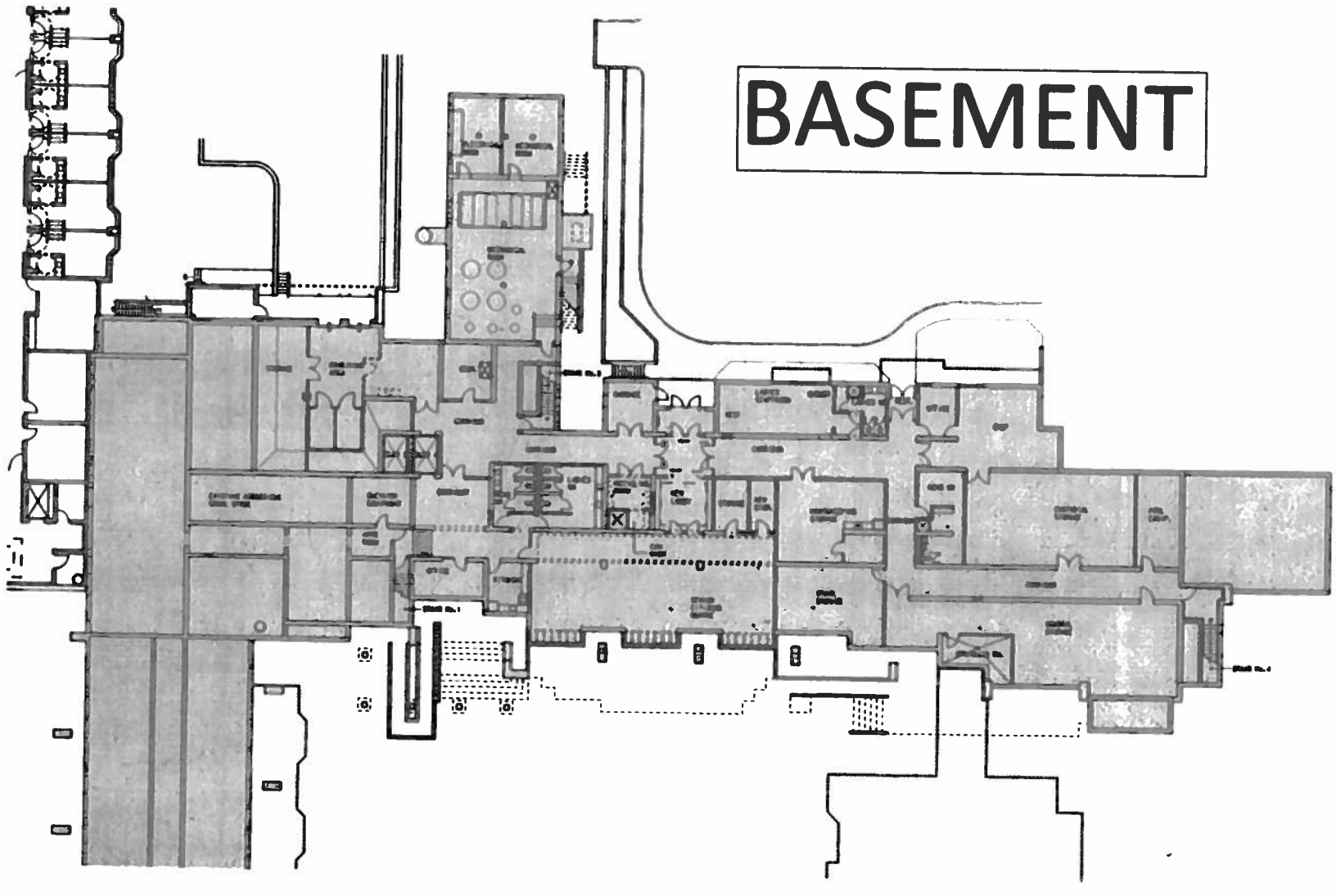
salter pilon
architecture inc.

ADJALA



HFA - FIRST FLOOR

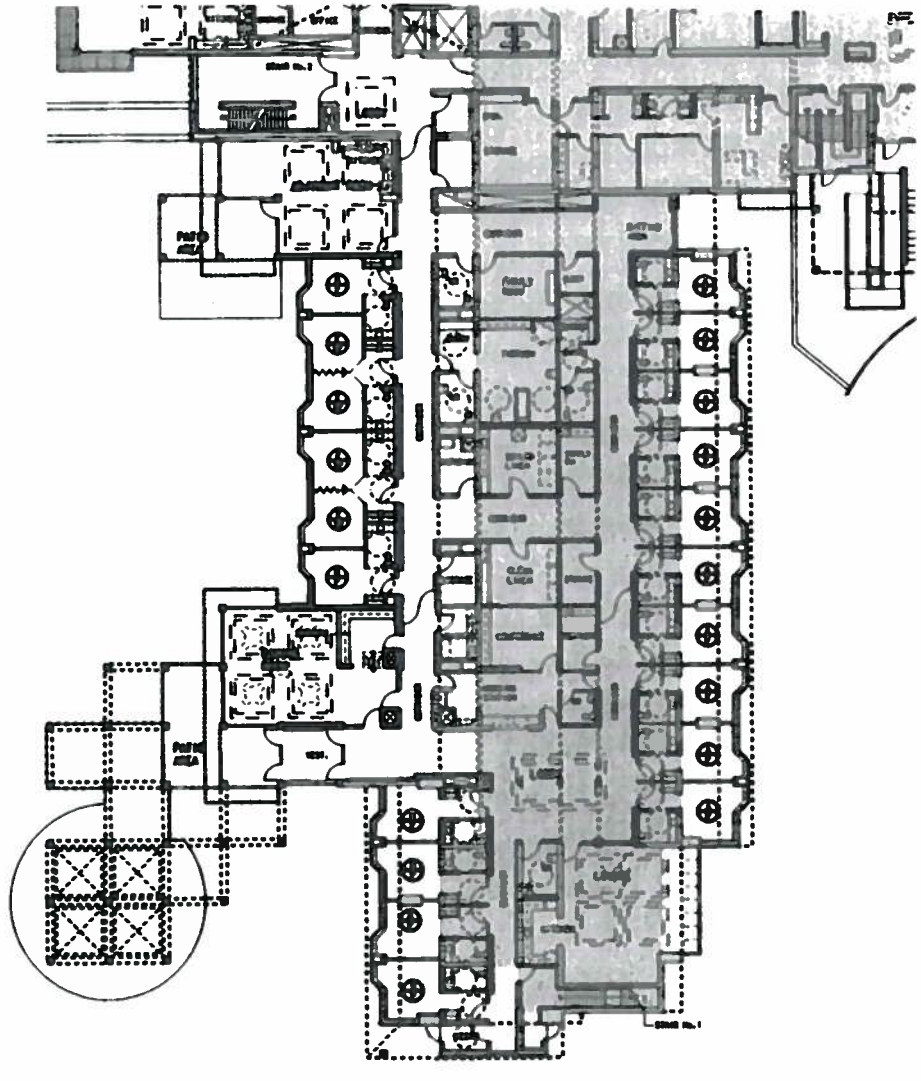
SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO



HFA - GROUND FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

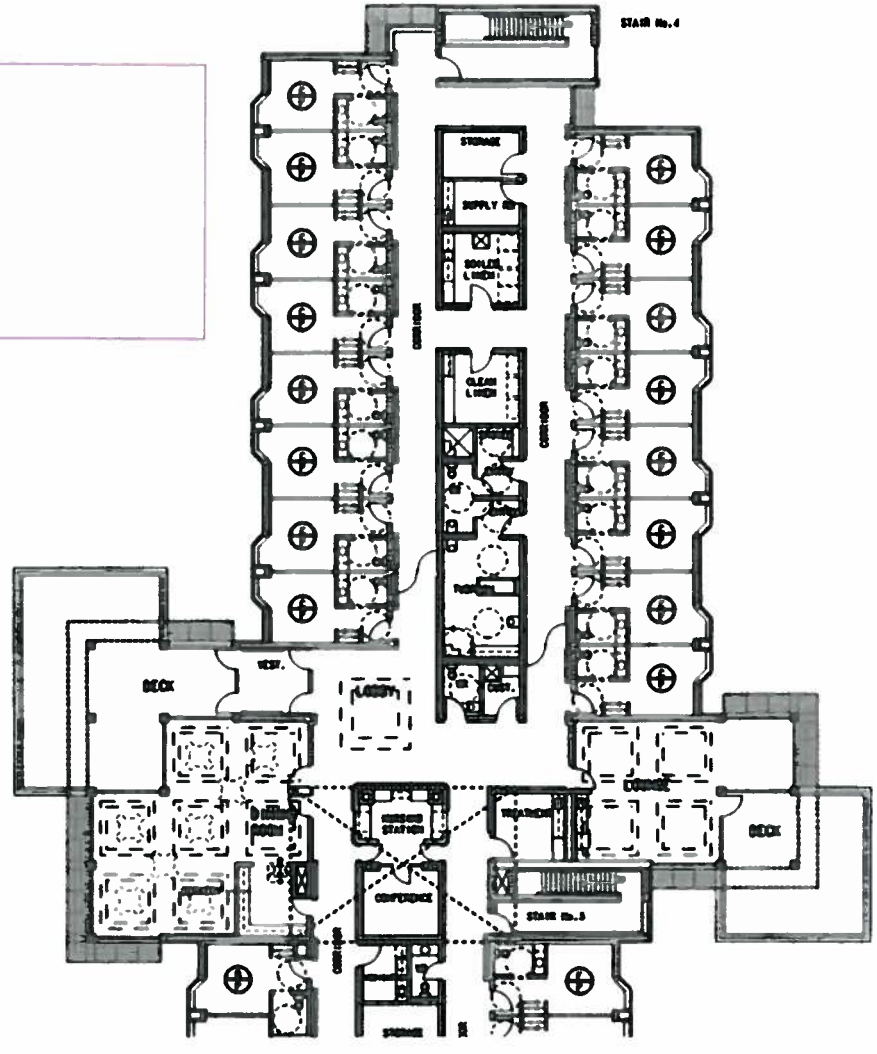
ESSA



HFA - FIRST FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

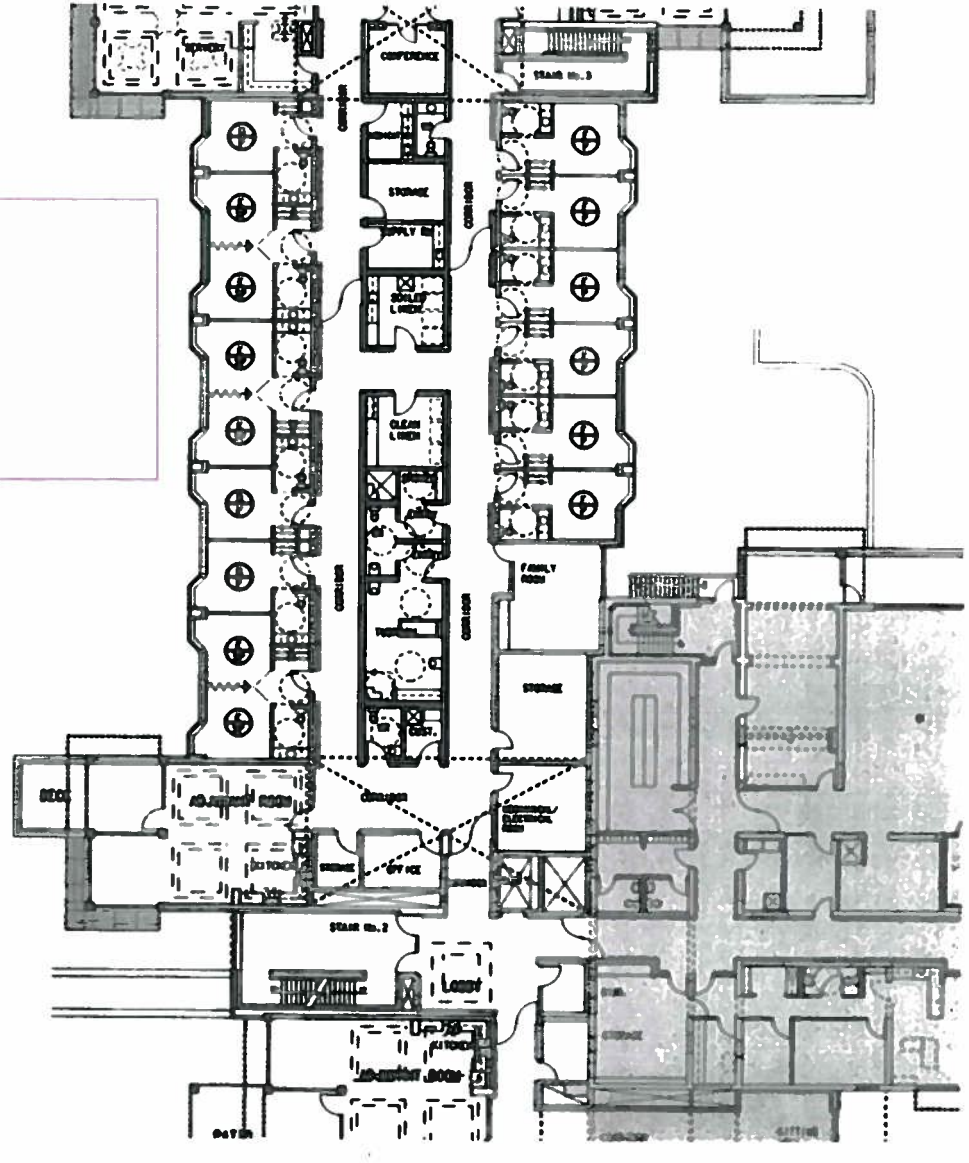
INNISFIL
NORTH END



HFA - FIRST FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

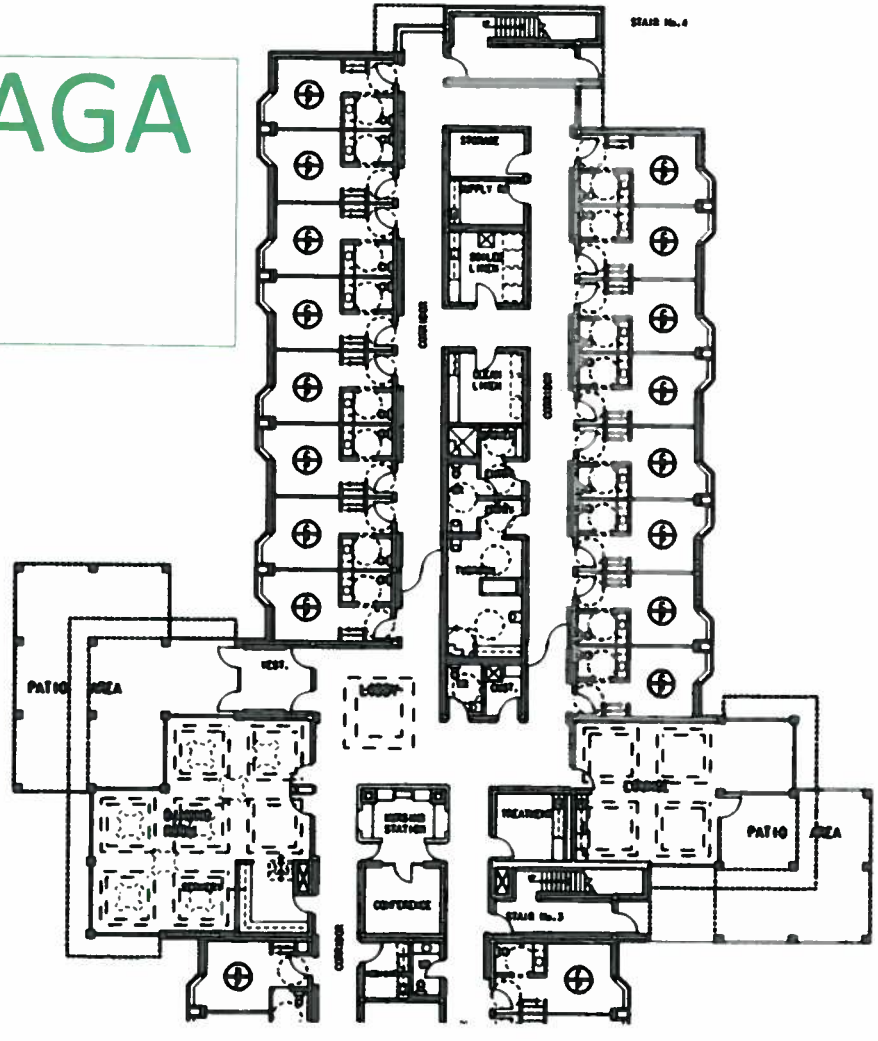
INNISFIL
SOUTH END



HFA - FIRST FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

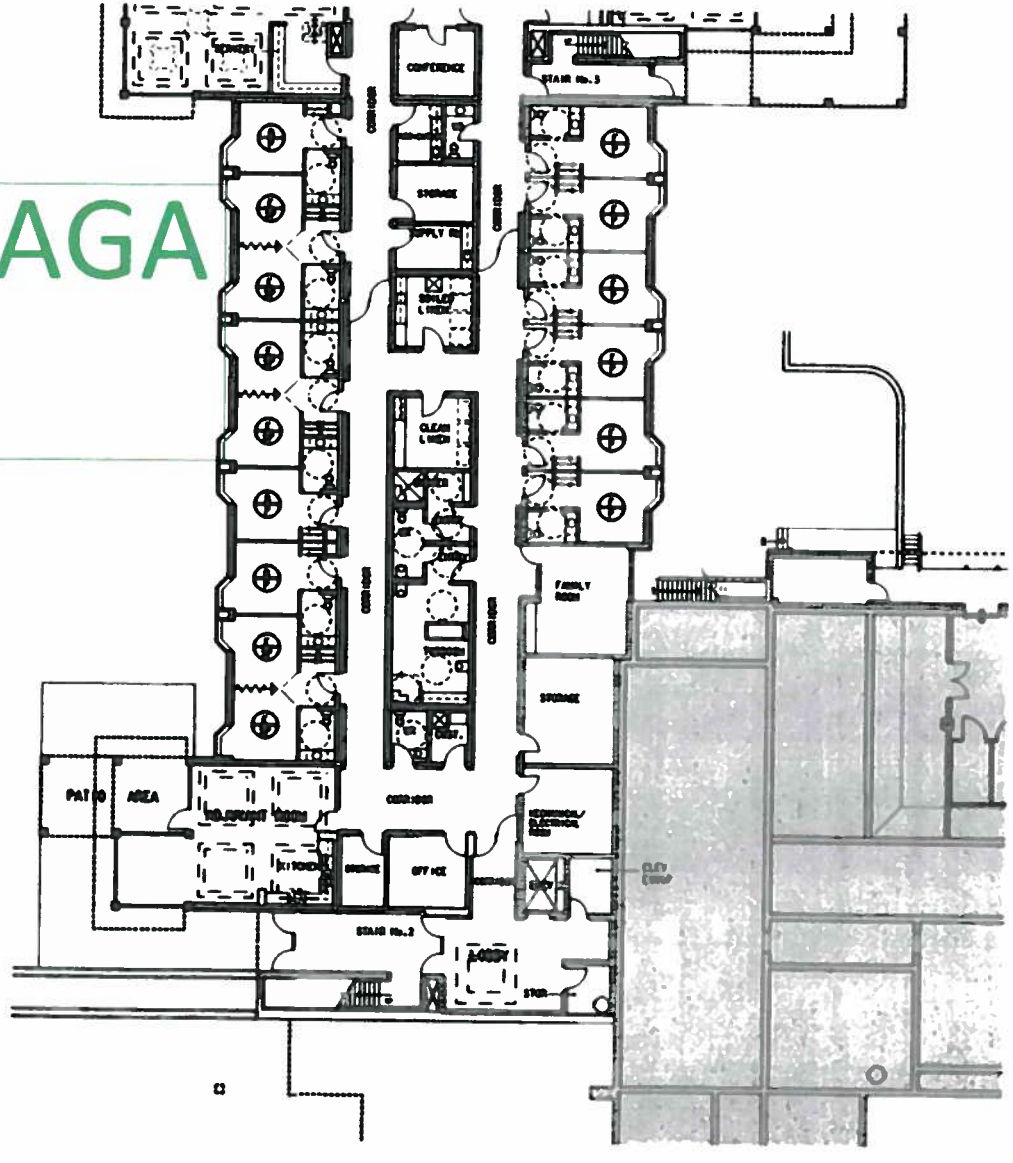
NOTTAWASAGA NORTH END



HFA - GROUND FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

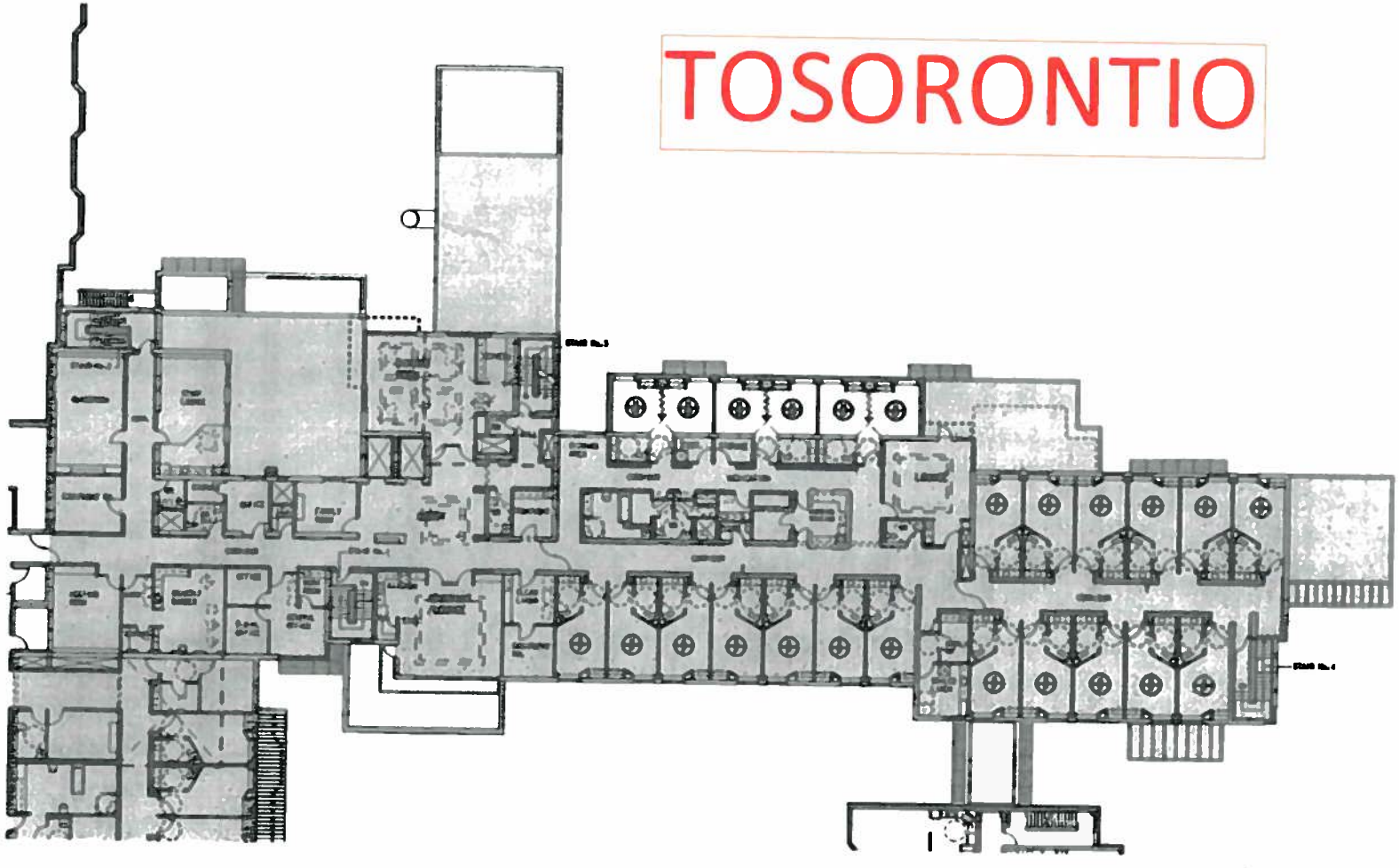
NOTTAWASAGA
SOUTH END



HFA - GROUND FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

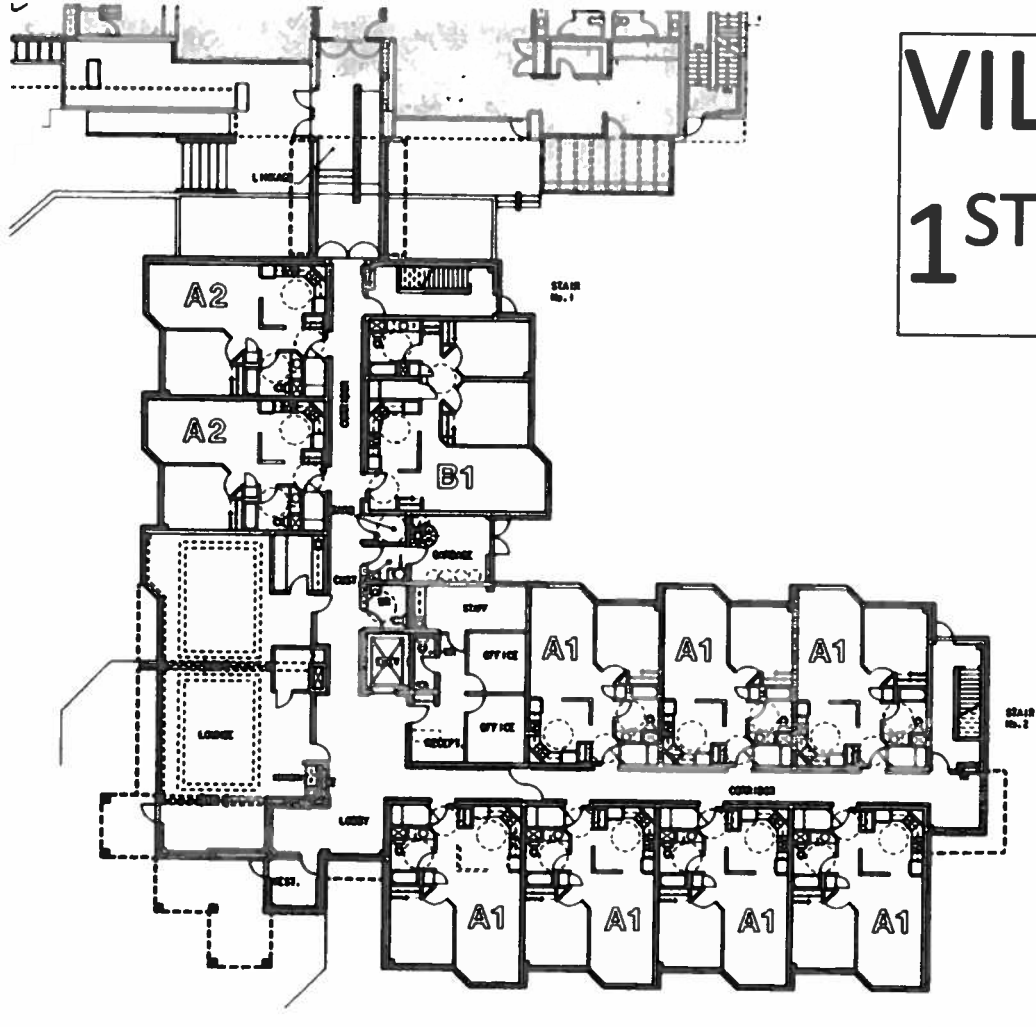
TOSORONTIO



HFA - SECOND FLOOR

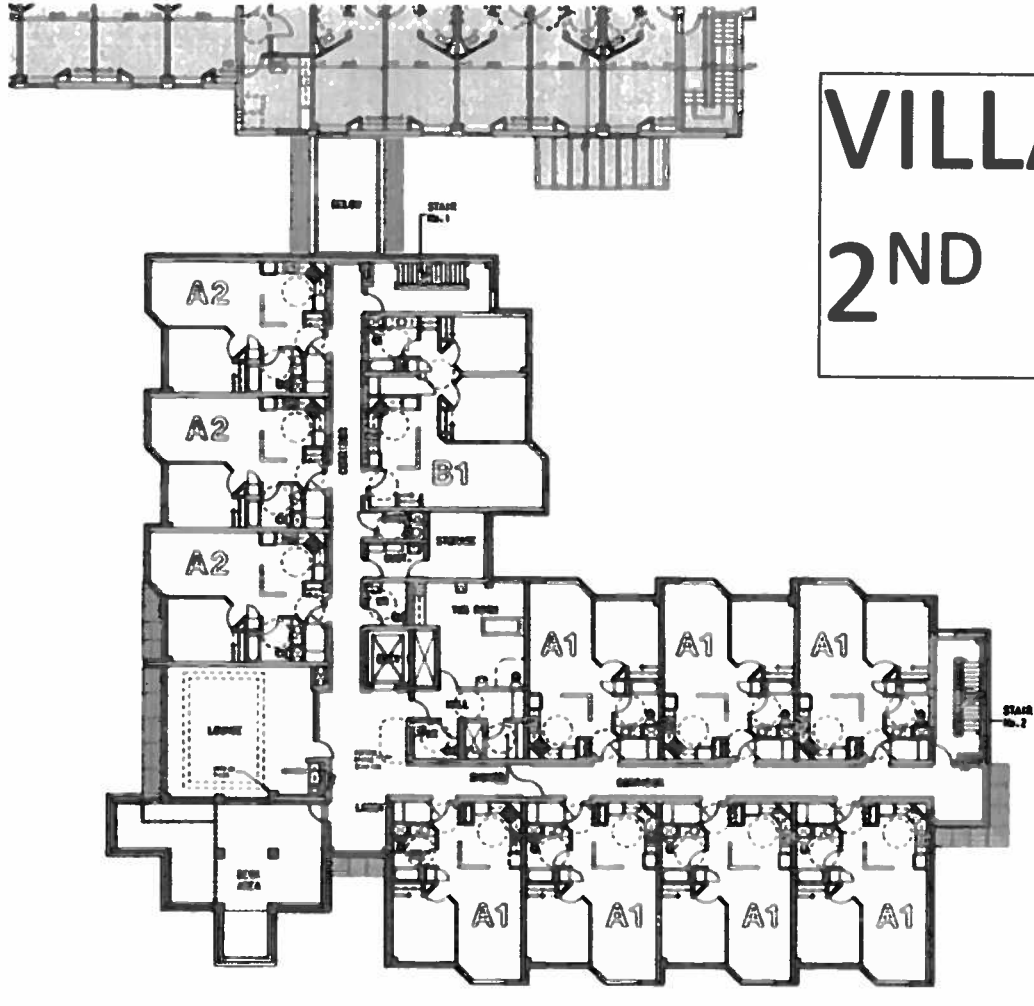
SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

VILLAGE
1ST FLOOR



CRA - FIRST FLOOR

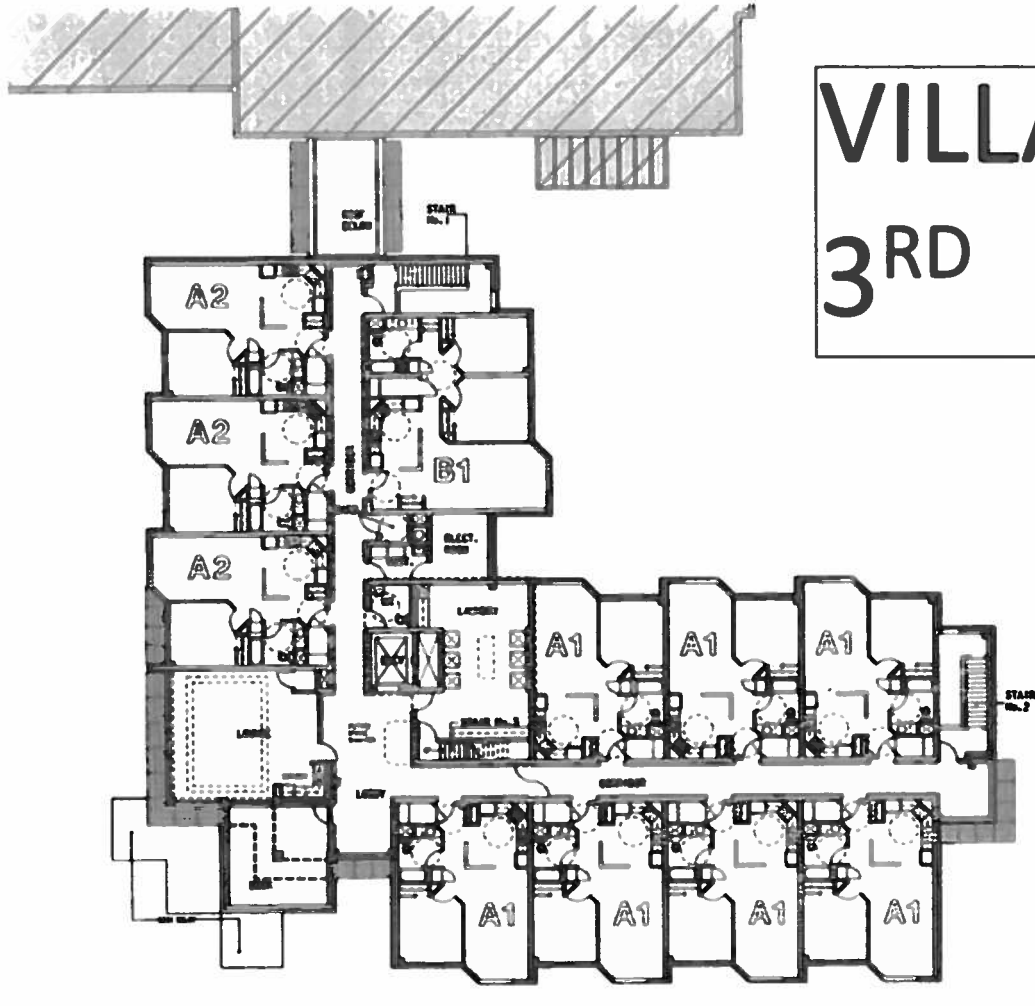
SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO



VILLAGE
2ND FLOOR

CRA - SECOND FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

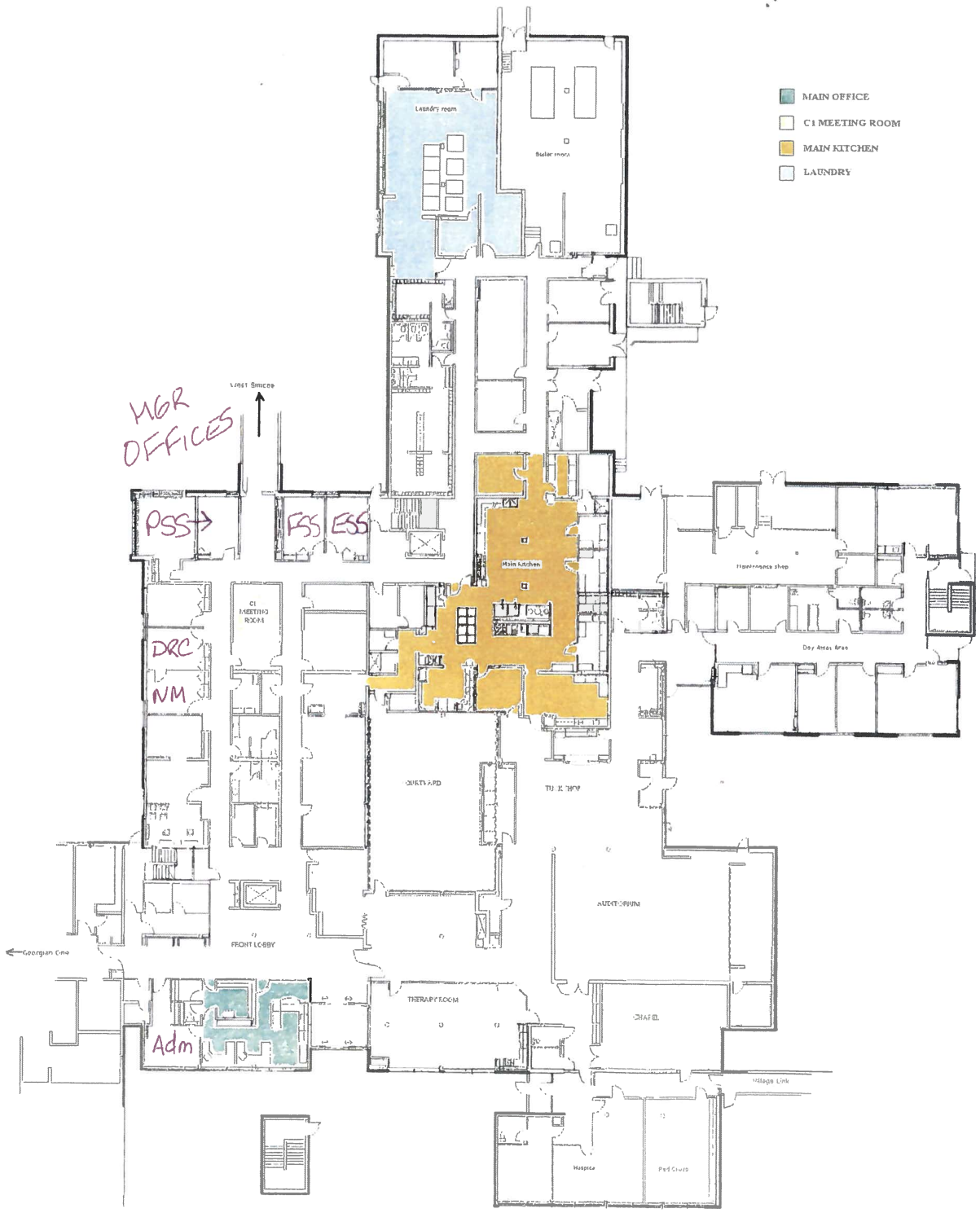


VILLAGE
3RD FLOOR

CRA - THIRD FLOOR

SIMCOE MANOR HOME FOR THE AGED BEETON, ONTARIO

COLLINGWOOD 1 / SERVICE AREA

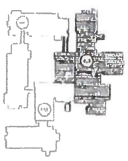


Name :_____

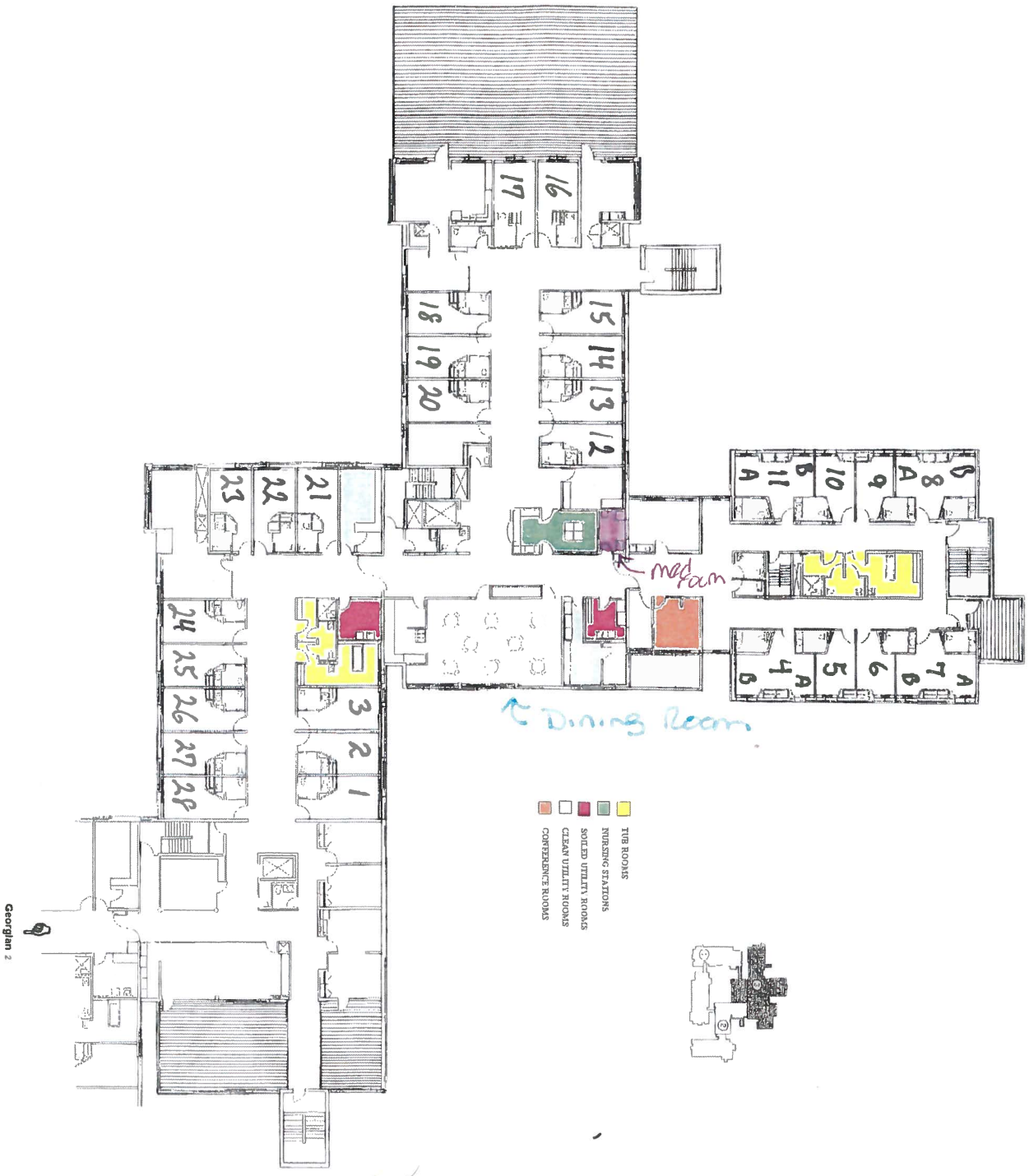
Date : _____

Start time: _____ End time : _____

Please initial each room searched



SUNSET MANOR COLLINGWOOD 2 WING 2ND FLOOR



Name :_____

Date : _____

Start time: _____ End time : _____

Please initial each room searched

Name : _____

Date : _____

Start time: _____ End time : _____

Please initial each room searched

SUNSET MANOR GEORGIAN 1 WING

SUNSET MANOR GEORGIAN 2 WING 2ND FLOOR

Name : _____

Date : _____

Start time: _____ End time : _____

Please initial each room searched

Georgian 2

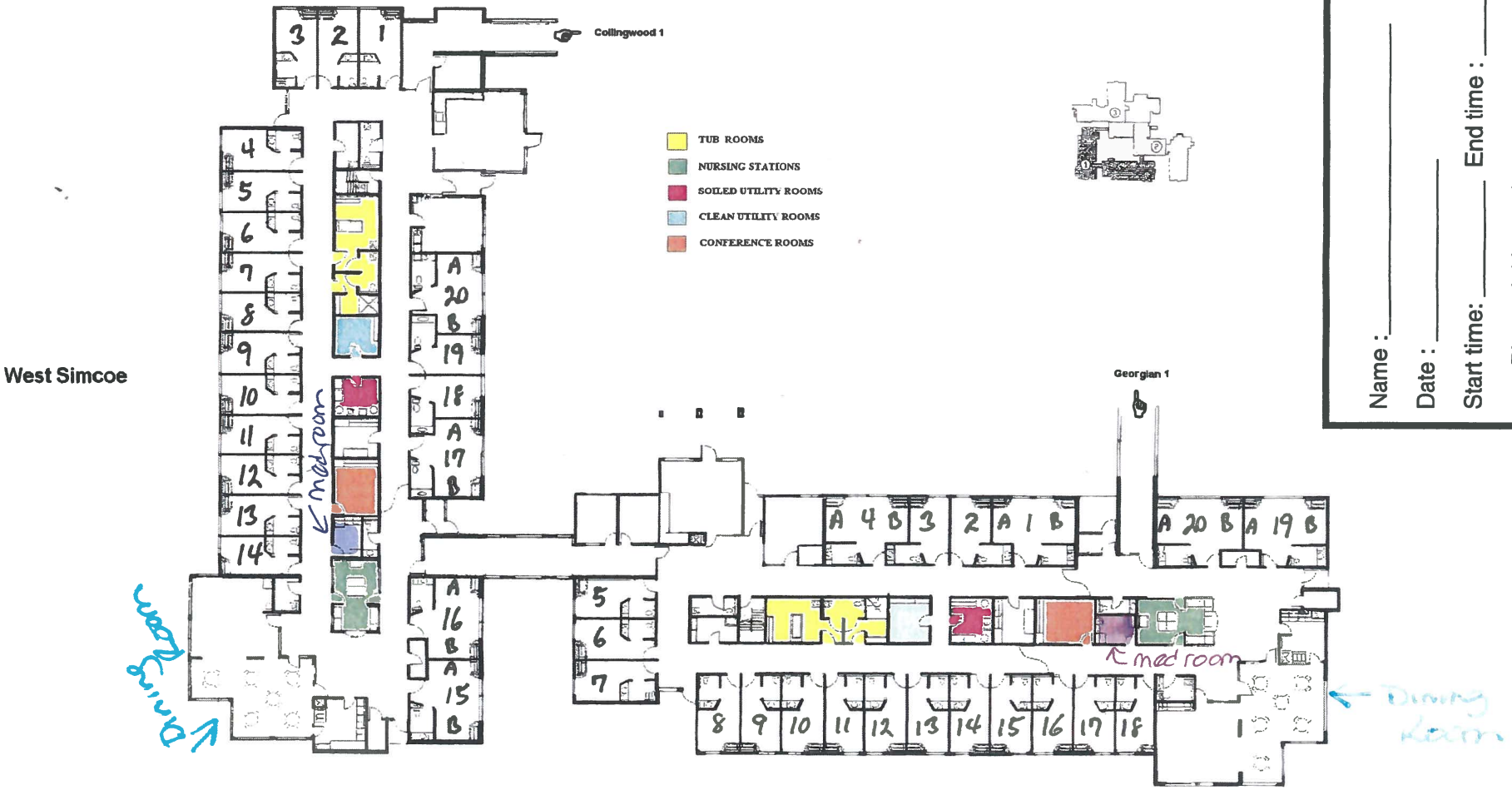
SUNSET MANOR SIMCOE WING 1ST FLOOR

Name : _____

Date : _____

Start time: _____ End time : _____

Please initial each room searched

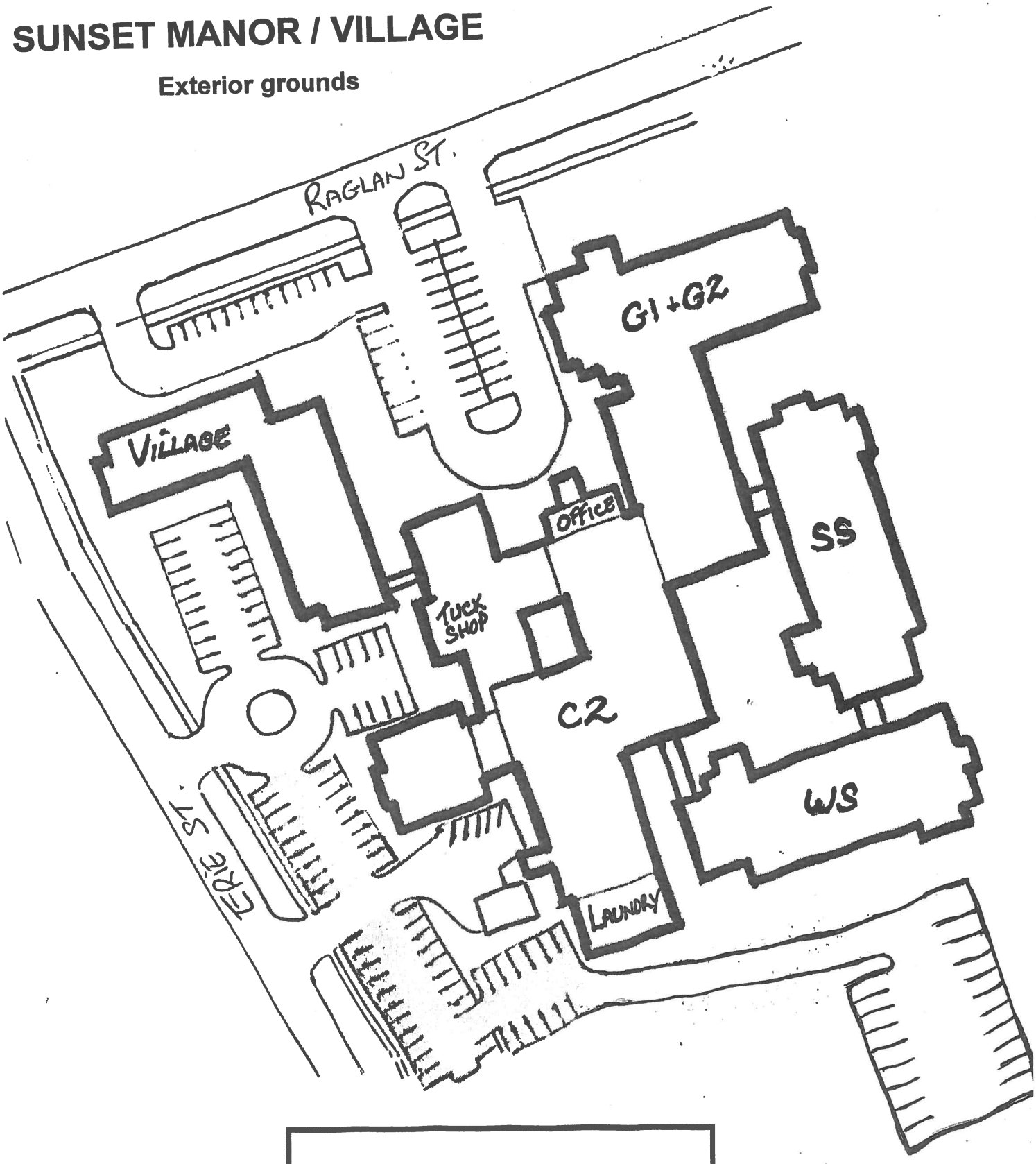


West Simcoe

South Simcoe

SUNSET MANOR / VILLAGE

Exterior grounds

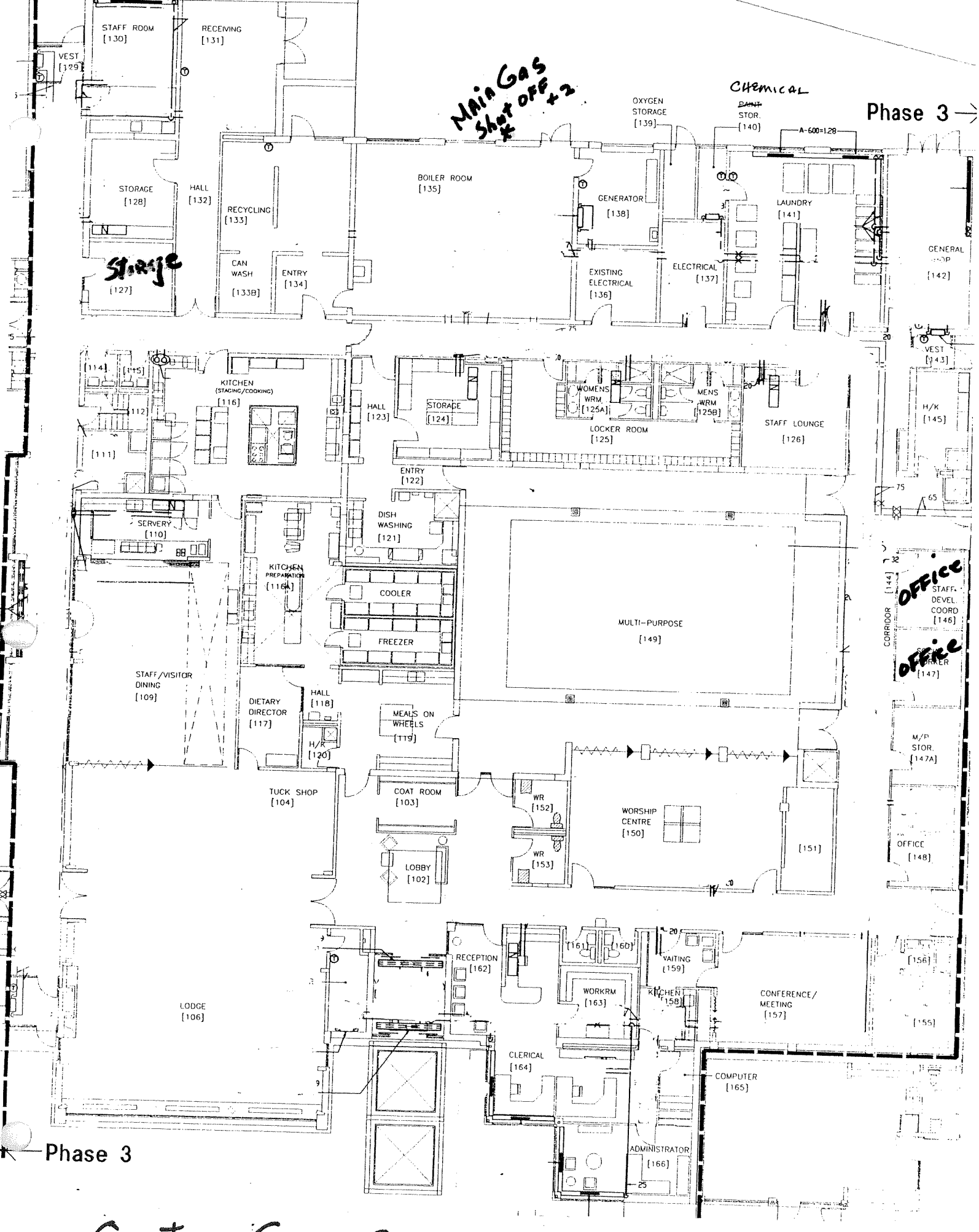


Name :_____

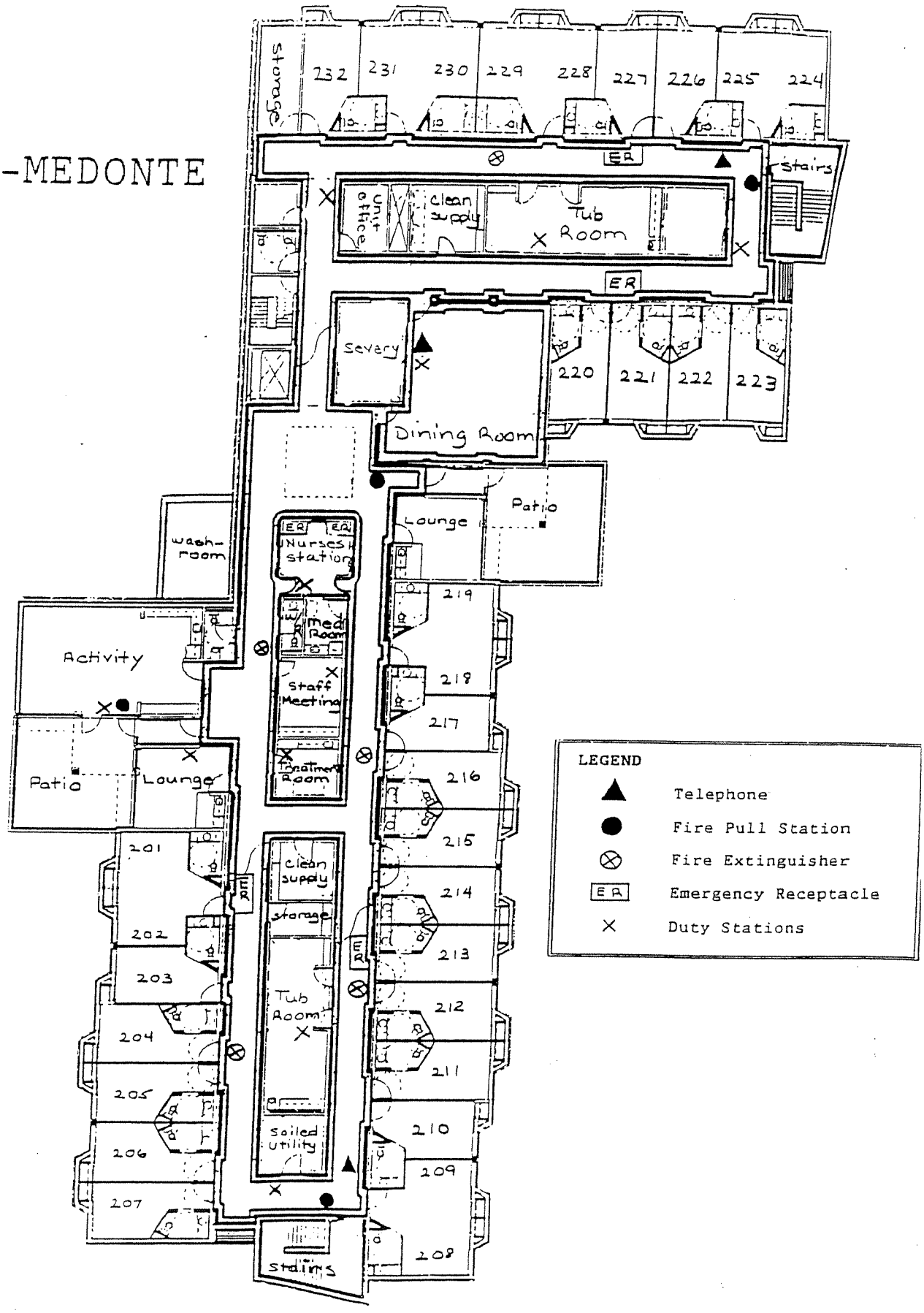
Date : _____

Start time: _____ End time : _____

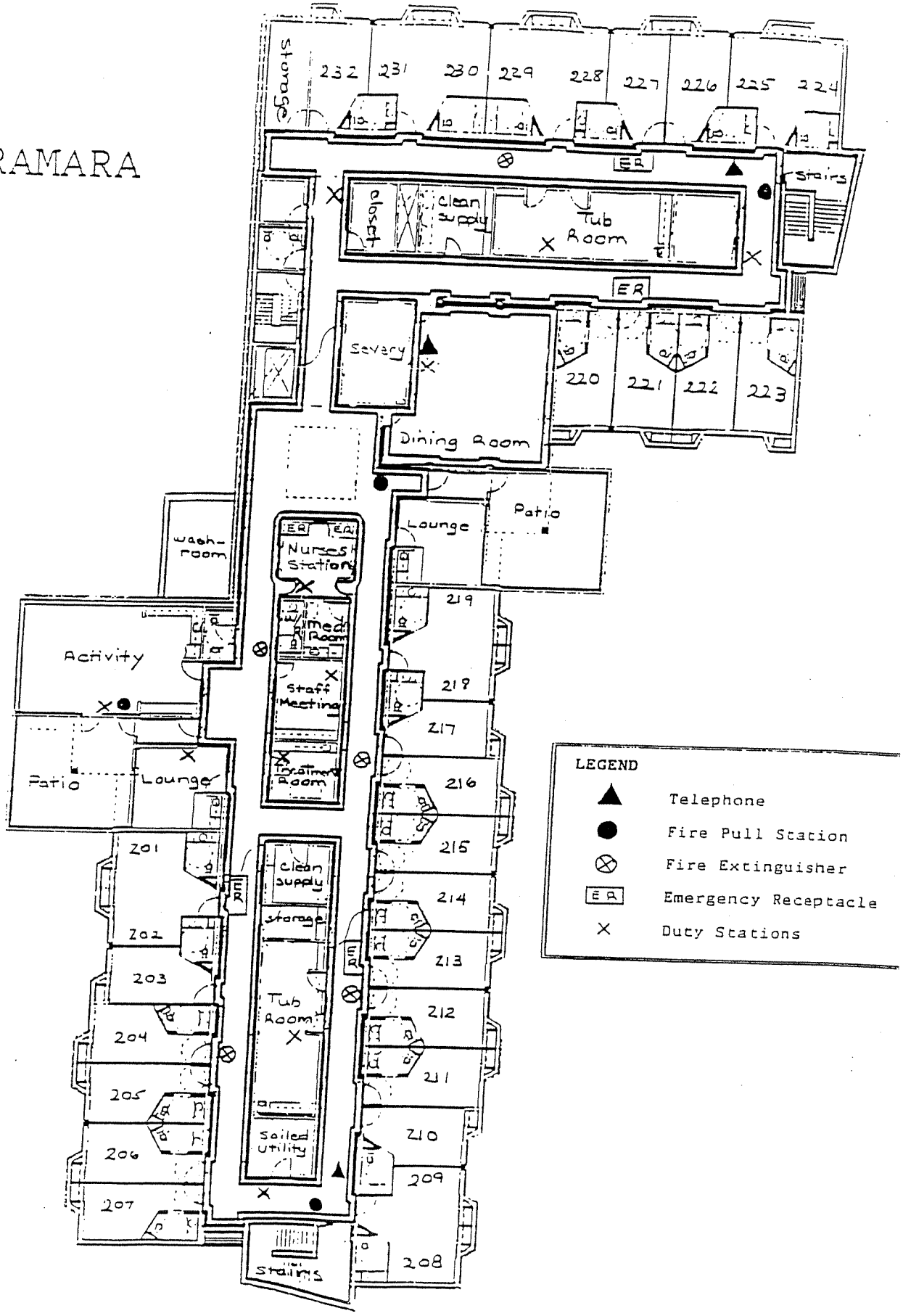
Please initial each room searched


STAFF ROOM [130]
RECEIVING [131]
VEST [129]
Main Gas Shut OFF #2
OXYGEN STORAGE [139]
CHEMICAL PAINT STOR. [140]
Phase 3
STORAGE [128]
HALL [132]
RECYCLING [133]
BOILER ROOM [135]
GENERATOR [138]
LAUNDRY [141]
CAN WASH [133B]
ENTRY [134]
EXISTING ELECTRICAL [136]
ELECTRICAL [137]
GENERAL [142]
[127]
[114]
[115]
KITCHEN (STAGING/COOKING) [116]
[112]
[111]
HALL [123]
STORAGE [124]
WOMENS WRM. [125A]
MENS WRM. [125B]
LOCKER ROOM [125]
STAFF LOUNGE [126]
VEST [143]
H/K [145]
ENTRY [122]
SERVERY [110]
DISH WASHING [121]
KITCHEN PREPARATION [116A]
COOLER
FREEZER
MULTI-PURPOSE [149]
CORRIDOR [144]
OFFICE
STAFF DEVEL. COORD [146]
OFFICE
[147]
STAFF/VISITOR DINING [109]
DIETARY DIRECTOR [117]
HALL [118]
MEALS ON WHEELS [119]
H/R [120]
M/P STOR. [147A]
TUCK SHOP [104]
COAT ROOM [103]
WR [152]
WORSHIP CENTRE [150]
[151]
OFFICE [148]
LOBBY [102]
WR [153]
[161]
[160]
RECEPTION [162]
WAITING [159]
[156]
LODGE [106]
WORKRM [163]
KITCHEN [158]
CONFERENCE/ MEETING [157]
[155]
CLERICAL [164]
COMPUTER [165]
ADMINISTRATOR [166]
Phase 3
Centre Core Area

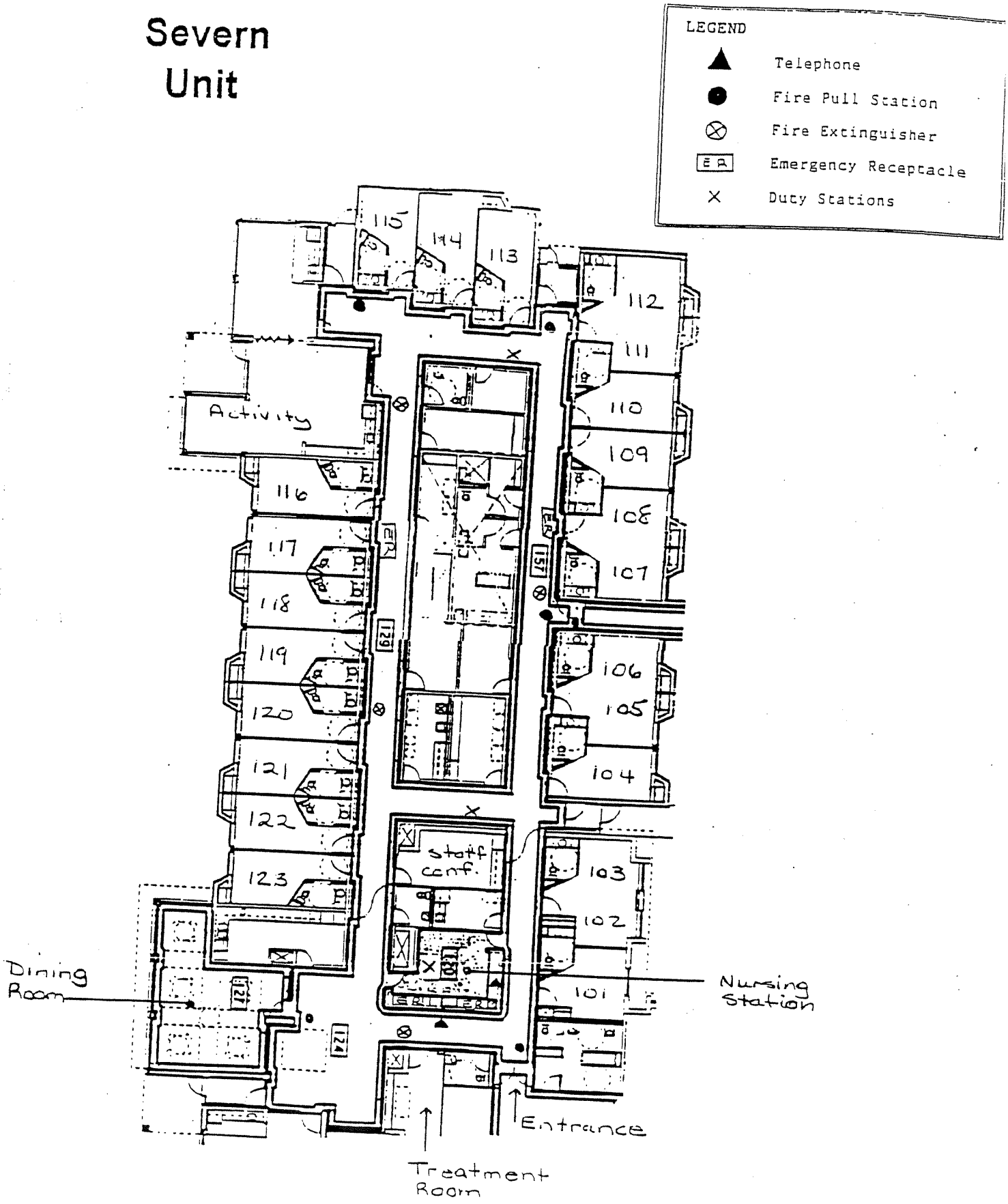
ORO-MEDONTE


Stairs
232
231
230
229
228
227
226
225
224
ER
Stairs
Clean Supply
Tub Room
ER
Severy
220
221
222
223
Dining Room
Lounge
Patio
Wash-room
Nurses Station
219
Activity
Med Room
218
Staff Meeting
217
Treatment Room
216
Patio
Lounge
215
201
Clean Supply
214
202
Storage
213
203
Tub Room
212
204
211
205
210
Soiled Utility
206
209
207
208
Stairs
LEGEND
Telephone
Fire Pull Station
Fire Extinguisher
ER Emergency Receptacle
Duty Stations

RAMARA


Stairs
232
231
230
229
228
227
226
225
224
ER
Stairs
closet
Clean supply
Tub Room
ER
Sevary
220
221
222
223
Dining Room
Patio
Lounge
Wash-room
ER
ER
Nurses Station
Lounge
219
Activity
Med Room
218
Staff Meeting
217
Patio
Lounge
Treatment Room
216
201
Clean supply
215
214
202
storage
213
203
Tub Room
212
204
211
205
210
Soiled Utility
206
209
207
208
Stairs
LEGEND
Telephone
Fire Pull Station
Fire Extinguisher
ER
Emergency Receptacle
Duty Stations

Severn Unit


LEGEND
Telephone
Fire Pull Station
Fire Extinguisher
ER Emergency Receptacle
Duty Stations
115
114
113
112
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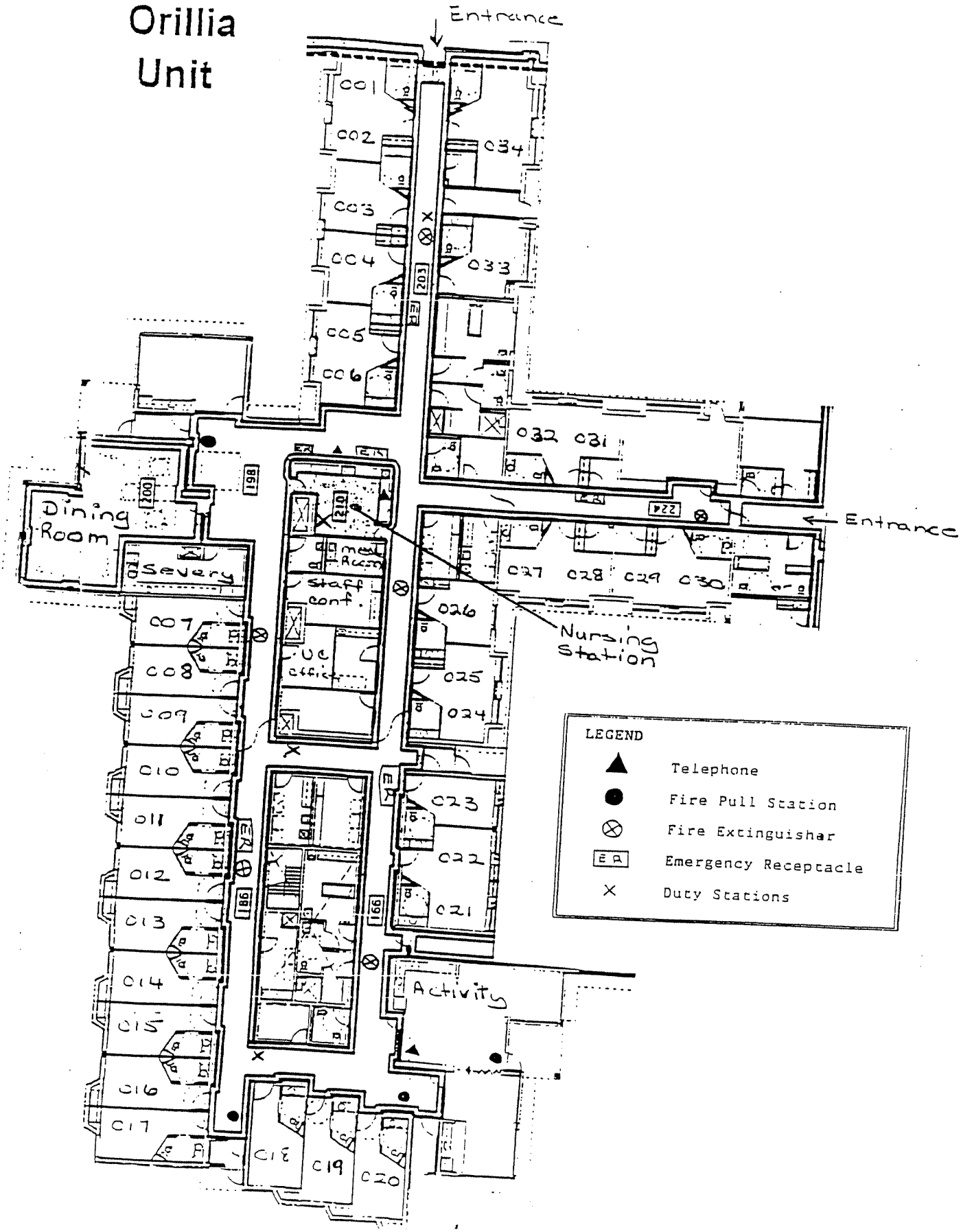
110
109
108
107
106
105
104
103
102
101
Activity
116
117
118
119
120
121
122
123
ER
129
157
Staff conf.
Dining Room
Nursing Station
Entrance
Treatment Room


Orillia
Unit
Entrance
Entrance
Dining Room
Severy
Staff conf.
UC office
Nursing Station
Activity
LEGEND
Telephone
Fire Pull Station
Fire Extinguishar
Emergency Receptacle
Duty Stations

Sending a Send Word Now Alert (Send Message)

The *Send Word Now Alerting Service* provides on-demand alerting and response. Send Word Now allows for sending alerts to an entire office as a group, or to selected individuals, simultaneously, via multiple communication points. A Send Word Now alert is a voice or text communication composed by an administrator or authorized user to one or more designated recipients in the organization's account and delivered via the Alerting Service. Send Word Now verifies alert delivery and status in real time, recording and presenting voice and text responses as they are generated.

This Quick-Reference document outlines the process of creating and sending alerts and messages.

To log in to the Send Word Now account via the Web:

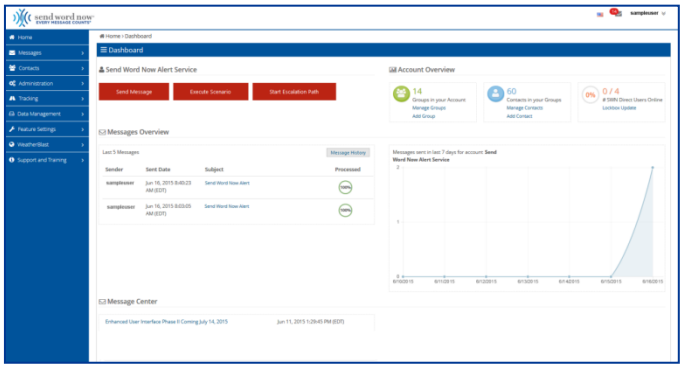
Go to https://www.sendwordnow.net to access the Send Word Now Alerting Service login dashboard.

- **Select the language by clicking on the country flag.**
- **Log in using assigned credentials. Remember that both the username and password are case-sensitive.**

The **Dashboard** home page displays.

Dashboard

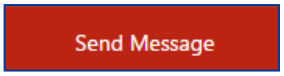
This home page provides convenient at-a-glance viewing of the account's status, allowing administrators and authorized users to access and/or manage notification data in the ENS site (Send Word Now User Interface).



Sending an Alert in 4 Easy Steps

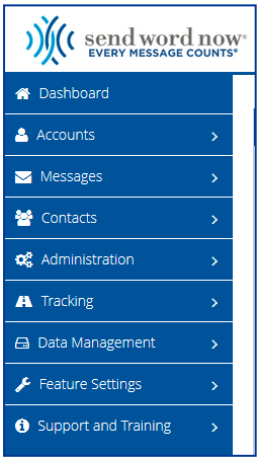
Step 1: Send Message

Select the Red Send Message button on the Dashboard home page.



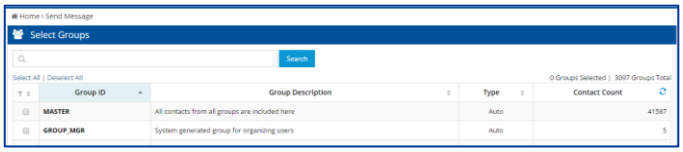
Or select the **Messages** (**Send Message**) option on the vertical navigation menu.

Navigate anywhere else in the ENS site from this user-friendly navigation menu.



Step 2: Group Selection

Select the group(s) to receive the alert on the Group Selection page.



- It is possible to select an unlimited number of groups.
- A *Groups Selected* tally is located in the upper right-hand corner.
- Use the Search bar to search within the *Group ID*, *Group Description*, or *Type* fields.
- Sort using the up/down arrows in the column header.

Click the **Next** button on the sticky navigation bar at the bottom of the page.

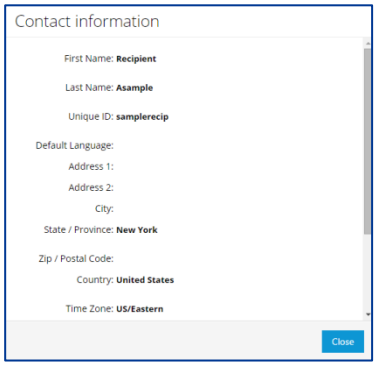
Or click **Cancel** to return to the home page.

Step 3: Recipient Selection

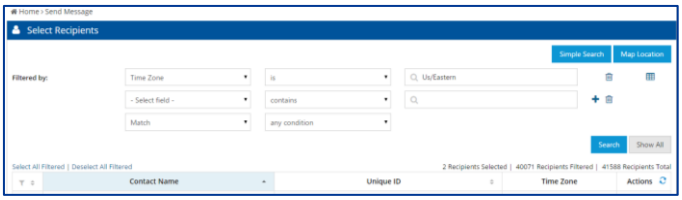
Confirm recipients to whom the alert will be sent.

- No matter how many of the selected groups a recipient belongs to, they will be listed only once.

- Recipients may default to automatically being selected or deselected according to account defaults for composing alerts.
- Select or deselect records as necessary; a *Recipients Selected* tally is located in the upper right-hand corner.
- Use the **Search** button (or **Simple Search**) and **Advanced Search** functionality to filter recipients.
- Add an alert recipient who is not a member of the group(s) selected via the **Add Recipients** button.
- View individual contact data to confirm that the recipient is the one intended.



- Optionally set location and add GIS shape via the **Map Location** button.



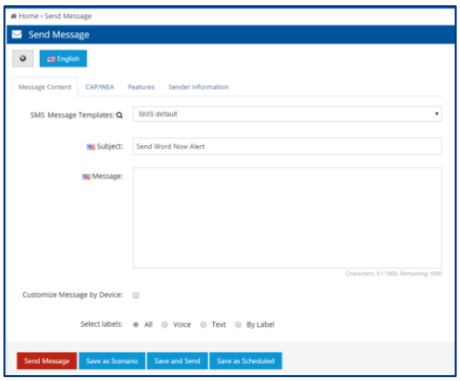
- Sort Contact Name and Unique ID by using the up/down arrows in the column header.

Select the **Go Back**, **Cancel** and **Next** buttons on the sticky navigation bar at any time during this step.

Step 4: Alert Composition

Compose the alert following *Alert Composition Best Practices*.

Message Content tab:



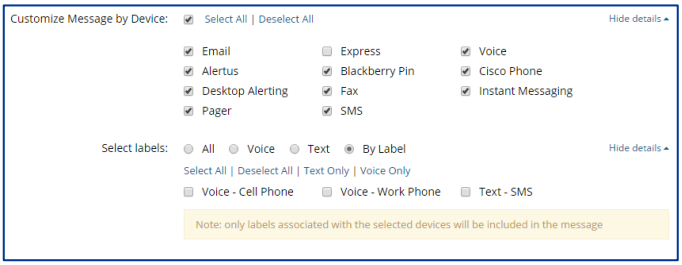
- Change alert subject, if necessary.
- Enter text for the alert in the **Message** field, either single body (default) or customized by device. Click on the loudspeaker icon to hear a preview of how the Text-to-Speech (TTS) engine will read the text.

- Select device types and labels to which the alert will be delivered. Default is **All** Labels. Other options are **Voice** only, **Text** only (email/SMS/FAX, etc.), or **By Label** custom delivery to recipient device addresses (voice or text addresses).

Customize Message by Device – Provides a list of all device types available based on account configuration.

If left unchecked, the same message body text is sent to all device labels selected for the alert.

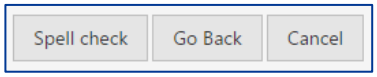
When checked, separate **Message** fields display for each device type selected, for content customization.



Select labels (All) – Alert is sent to all available *recipient device addresses* (*contact points*) associated with the selected device types.

Select labels (By Label) – Provides a list of all device labels (naming of associated contact points) available for the selected recipients (e.g., Cell Phone, Office Phone, Fax, SMS Text, TTY Device, Work Email, etc.).

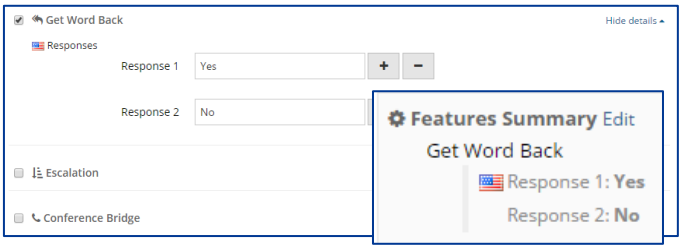
- Select the **Spell Check** button.



- Click on the globe icon for alert languages, when Multi-Language Alerts (MLA) is enabled.

Features tab:

- Use additional Features by Account for the alert by selecting the corresponding checkbox. Features vary according to account configuration. Once selected, feature details display.



- Easily view alert features at any time, via the **Feature Summary** section on the right-hand sticky navigation bar, and access the tab to make changes by clicking on the *Edit* link.

Sender Information tab:

- Confirm/correct sender name and optional data, as long as sender data is not locked. If profile default values were defined, fields will be prepopulated.
- Easily view **Sender Information** at any time, via the right-hand sticky navigation bar, and access the tab to make changes by clicking on the *Edit* link.

Review *Message Summary* section on the right-hand sticky navigation bar.

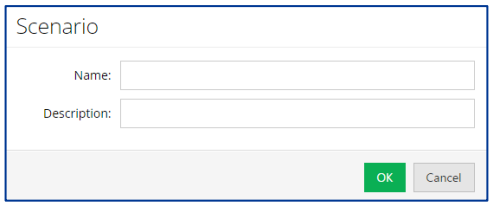
- Check that the selected number of groups and recipients to receive the alert is correct.

Send Message:

- Click on the red **Send Message** button to send out the alert. The **Message History** page automatically displays. Click on the alert (**Message** column) in order to drill down to the **Message Details** page.

Save as Scenario:

- Click on the **Save as Scenario** button to save the alert as a scenario.
- Enter scenario name and description and click **OK**.

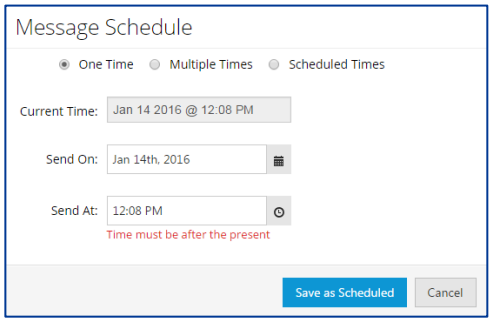


Save and Send: (Save as Scenario and Send Message)

- Click on the **Save and Send** button to save the alert as a scenario and send out the alert.
- After providing scenario name and description, the **Message History** page displays.

Save as Scheduled:

- Click on the **Save as Scheduled** button to save a scheduled alert.



CODE BLACK - BOMB THREAT QUESTIONS:

Please remain calm and attempt to get the answers to the following questions from the caller.

IMPORTANT NOTE: Do not hang up the telephone until they do.

Try to attract the attention of a colleague to call 911 and have the call traced.

1. When is the bomb going to explode?

2. Where is the bomb?

3. What kind of bomb is it?

4. What does it look like?

5. Why did you place a bomb in the Manor?

6. What group do you represent?

7. What is your name?

…

CODE BLACK
WHEN CALL IS COMPLETED, CALL 911!

Staff cover the exit doors to prevent anyone coming into the building until the building is declared safe by Police.

1. Time/Date call came in. How long did the call last:

3. Record any conversation try to write down the exact words:

4. Please describe the caller's tone of voice: Accent, slurred, speech, sound intoxicated?

5. Was the caller: male or female? Describe the caller's manner:

7. Was the voice familiar to you?

8. Does the caller seem familiar with the Manor?

9. Were there any background noises:

10. Any other comments/observations:

…

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10. Any other comments/observations:

Turn over…

BOMB THREAT FORM

A Code Black is called when a home in LTCSS receives a bomb threat

DO NOT SAY BOMB OR BOMB THREAT – SAY "CODE BLACK" THREE TIMES

Person receiving the call should:

- ☐ Keep the caller on the line as long as possible (ask them to repeat the message or act like you are having trouble understanding them)
- ☐ Signal to a staff member to call 9-1-1 immediately
- ☐ Follow and complete the **Bomb Threat Form** provided at the end of this checklist
- ☐ Inform Charge Nurse/management immediately after the call
- ☐ Avoid alarming the residents

After the call, the Charge Nurse will:

- ☐ Designate a staff member to contact the Administrator/ADRC/DRC regarding the **"Code Black"**. Ensure the General Manager of HES is notified.
- ☐ Charge Nurse will announce **"Code Black"** three times over the messaging system
- ☐ Call 9-1-1 (if not already called)
- ☐ The Runner will escort emergency personnel to the *conference room*
- ☐ Police will conduct a search of the premises with the assistance of LTC staff

If you find a suspicious package:

- **DO NOT TOUCH** any items that seem out of place, have no purpose, are unlabeled or are not claimed by anybody
- Be aware of what items should and should not be there
- Ask nearby staff/visitors/residents if they know anything about the package
- Notify Charge Nurse of the suspicious package
- The Charge Nurse should ensure no one goes near the package, make every effort to find the owners of the package and ask it was left in error

BOMB THREAT FORM

Caller's phone number _____

Time of call: Start _____

End _____

Exact wording of call/threat:

_____

_____

_____

_____

_____

_____

_____

Identifying Characteristics:

Sex: Male _____ Female _____ Unsure _____

Age: Adult _____ Child _____ Unsure _____

Estimated age: _____

Does the caller have an accent? What kind?

_____

Voice: Loud _____ Soft _____ Other _____

Speech: Fast_____ Slow _____ Other _____

Manner: Emotional _____ Excited _____

Calm _____ Rude _____ Other _____

Was the voice familiar? _____

Questions to ask:

1. Where is the bomb?

_____

2. What time will the bomb explode?

_____

3. What does the bomb look like?

_____

4. What kind of bomb is it?

_____

5. What will set it off?

_____

6. Where are you calling from?

_____

7. What is your name?

_____

The person receiving the call must be available for interview by senior management and the police.

Caller's Demeanour:

Well spoken _____

Incoherent _____

Irrational _____

Abusive _____

Taped message _____

_____

Background noise (describe):

Street _____ People _____

Music _____ Silent _____

Machinery _____ Other _____

County of Simcoe
Long Term Care and
Seniors Services
1110 Highway 26,
Midhurst, ON L9X 1N6

Main Line 705-726-9300
Toll Free 1-866-893-9300
Fax 705-792-5743
simcoe.ca

CODE BROWN – HAZARDOUS MATERIAL SPILL INCIDENT REPORT

ES Supervisor: _____

Date of Spill: _____ Time: _____

Spill Reported By: _____ Area: _____

1. Did a worker cause the spill? If yes, what was the worker doing at the time of the spill?
   Describe job activity _____
2. What is the name of the staff who caused the spill? Department?
   _____
3. What is the name of the chemical which was spilled? Was it a mercury release? (Be specific)
   _____
4. Where did the spill occur? _____
5. How was the spill caused? _____

   _____

   _____

6. Was any equipment/material involved?
   Name of equipment/material _____
   _____
7. Was anyone injured? Did anyone inhale/ingest the chemical? Be specific?/
   Who? _____
   Explain _____
   _____
8. Were there any other factors which contributed to the spill?
   _____

   _____
9. Was anyone else totally or partially responsible for the spill?
   Who? _____
   Explain _____
   _____
10. Was misconduct involved in the spill? ☐ Yes ☐ No

    If yes, explain:

    _____

11. Name witness(es) or person(s) have knowledge of the spill?

12. Name person(s)/staff who cleaned up the spill?

13. Detail how this person(s)/staff cleaned up of the spill?

(also complete and attach a copy of the Investigation Analysis)

HAZARDOUS SPILL INVESTIGATION ANALYSIS:

OBVIOUS CAUSES:
What were the obvious causes of this spill incident? What actions, inaction, circumstances or conditions contributed to this incident? (e.g. lack of knowledge or lack of procedure training, environmental factors, contravention of safety regulations and/or proper practices, human behavior or personal factors, proper personal protective equipment not used, etc.):

PRIMARY CAUSES:
Explain the reasons for the presence of the OBVIOUS CAUSES listed above. (e.g equipment design, inadequate supervision or training, inadequate maintenance or purchasing controls etc.):

Control Measures:

ACTION PLAN:
What specific steps can be taken to prevent a similar incident? (e.g. establish new procedure or policy, perform task analysis, improve preventative maintenance program, repair or replace equipment and materials, implement stronger training procedures, improve safeguards etc.)

Action To Be Taken:

Action To Be Taken By Whom and When:

Date Action Completed:

Analysis Completed by:

Supervisor	Administrator	Date

Reviewed By:	Final Review By:	Review Date:

Final Recommendations/Notes:

County of Simcoe
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Toll Free 1-866-893-9300
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simcoe.ca

CODE GREEN RELOCATION TRACKING FORM

Home: _____RHA: _____

Resident's Name	Room #	Destination	Transport Identification	Staff Accompaniment Yes or No / Name

Staff completing the form:_____Date: _____

Long Term Care and Seniors Services
1100 Highway 26, Midhurst, ON, L9X 1N6
(705) 726-9300 www.county.simcoe.on.ca

FINANCIAL TRACKING OF EXTERNAL RESIDENT COSTS

COSTS INCURRED

Costs incurred by providing accommodation and care to evacuees may be charged-back to the facility being evacuated, at the discretion of the Administrator in consultation with the GM.

It is the intent of the County of Simcoe to recover costs incurred by responding to receiving evacuees from a communal living setting (e.g. long-term care facility, group home, etc.).

1. Department Supervisors monitor and document costs incurred related to staffing, supplies and equipment.

2. In consultation with the Administrator, Supervisors provide invoices to Finance to cover costs incurred to the facility where evacuation occurred.

3. In consultation with the Administrator, the Finance Department reconciles all charges and produces a detailed invoice of the costs incurred to the facility evacuated.

Invoice - EXAMPLE

From:

To:

For Services provided:

Item	Quantity	Unit Cost	Description	Cost
			Sub Total	
			Tax	
			Total	

County of Simcoe
Long Term Care Services
1110 Highway 26,
Midhurst, Ontario L0L 1X0

Main Line (705) 726-9300
Toll Free 1-866-893-9300
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simcoe.ca

LONG TERM CARE SERVICES

CODE RED REPORT _____ Manor

Type of Alarm: **False:** ☐ **Drill:** ☐ **Actual:** ☐

DRILL #1 – Silent Drill – evening shift (2pm-10 pm) ☐

DRILL #2 – Silent Drill – night shift (10 pm-6 am) ☐

DRILL #3 – Active (LIVE) Drill – day shift (6am-2pm) ☐

Activated: Pull Stn. ☐ **Smoke/Heat Detector:** ☐ **Electrical/Mechanical:** ☐

Date/Time: _____, 20_____ **Time:** _____ **am / pm**

Location:_____ **ZONE:** _____

AT THE SOUND OF AN ALARM:	**YES**	**NO**
➢ **Fire Monitoring company and/or 911 was notified as applicable**		
➢ Staff begin to follow the acronym "REACT"		
➢ Staff remove residents from immediate danger if fire is discovered		
➢ Staff ensure doors and windows are closed		
➢ Staff remained calm		
➢ Announcement **of** the location of the fire **either by staff who find the fire or by the Registered staff** after identifying through the enunciator or fire panel		
➢ Announcement is loud enough, clear and concise		
➢ Code Green Announcement is made indicating rooms to be evacuated		
➢ Evacuation is completed beyond 2 Fire Compartments, resident room being 1 compartment, and fire zone being the second		
➢ A thorough sweep of all rooms was demonstrated, including service rooms		
➢ Evac strips placed on the door frames		
➢ All residents were accounted for		
➢ **Home Fire Plan and Staff Fire Assignments were followed**		
➢ Fire Captain vest worn by staff in charge on unit		
➢ **RN / RPN** controlled the evacuation, communicated with staff		

➢ Entrance and exit of visitors was restricted		
➢ All fire bells were ringing and functioning		
➢ Elevators were locked out as applicable		
➢ **Maglocks released / Fire Doors all closed properly / not blocked**		
➢ **HVAC / fans shut down / kitchen gas appliances turned off and reset after alarm**		
➢ Hallways and exits were continually monitored until “All Clear” is sounded.		
➢ **POST ALARM**		
➢ Alarm was reset / Mag locks reset **ONLY** after Fire Department approval		
➢ **Documentation of drill completed** - Debrief meeting held with all participating staff and action plan developed based on noted deficiencies		
➢ **Copy of Daily Attendance Record Attached**		

Action Item / Debrief Results	**By Whom**	**Date to be Completed**	**Date Completed**

Name of ESS / Person(s) Conducting Drill:_____

Name of ESS / Person Completing the report _____

Clear Fields

County of Simcoe
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and Seniors Services
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LONG TERM CARE SERVICES

C-5.3.1 Emergency Code Record (except Code Red) - Actual or Drill:

Type of Code: Code Black

Practice/Drill: (●) Actual: ( )

Date of CODE: 05/25/2017

Resident(s) Name:
(If applicable)

DESCRIBE THE CODE INCIDENT:

An anonymous call is made to Simcoe Manor main office to indicate there is a bomb in the building

Home: Simcoe Manor

Location/RHA: main office

Time CODE initiated: 11:00 Time CODE concluded: 11:30

Code Announcement made? No

If no, why not? the purpose of the drill was to see how staff would react and not to disturb the

Appropriate Staff Participation in Code? No

If no, why not? The staff recognized the caller and thought it was a joke

Details and Outcome of Incident/Code:

The call was made and the administrative assistant answered the call and recognized the caller. The administrative assistant then hung up the phone.

Follow-Up / Action Needed:

There are a few inconsistencies with the policy as it is written. It is very awkward for the staff member to call 911 and also be on the phone with the caller.	committee	12/01/2017
the policy is contradictory in how to inform the authorities	committee	12/01/2017

Report Completed by:

Date: 08/08/2017

Home:
Reciprocal Agreements Tracking Tool

#	Reciprocal Agreement	Date sent	Address	Contact Person	Contact Number	Contact Email	Date returned	Expiry date	Reciprocity	Distance from Home	Notes/Recent Status/ Additional information on the process
1											
2											
3											
4											
5											
6											
7											
8											
9											

Recipe - Juice Apple f/BIB (Apple Juice)

Cook Time : **Method :Make** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
32 mL	Juice, Apple Conc Bag In Box 4:1	2. Prepare product as per package instructions.
93 mL	Water	
		3. CCP - *Maintain <40F/4C; discard unused product.

Recipe - Cereal Assorted f/Bulk-x (Assorted Cereal)

Cook Time : 0 **Method :** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Handle per package instructions.
36 mL	Cereal Bran Flakes Bulk	2. Measure out the quantities of each cereal.
36 mL	Cereal Cheerios Bulk	
36 mL	Cereal Corn Flakes Bulk	
36 mL	Cereal Special K Original Bulk	
36 mL	Cereal Rice Krispies Bulk	
		3. Portion into 180 ml servings

Recipe - P.Cereal Assorted f/Bulk-x (P.Assorted Cereal)

Cook Time : 0 **Method :** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
36 mL	Cereal Bran Flakes Bulk	2. Measure out the quantities of each cereal.
36 mL	Cereal Cheerios Bulk	
36 mL	Cereal Corn Flakes Bulk	
36 mL	Cereal Special K Original Bulk	
36 mL	Cereal Rice Krispies Bulk	
60 mL	Milk, 2% Bulk	3. Puree prepared product with enough liquid to achieve desired consistency (thickener may need to be added).
		4. Portion into 180 ml servings.
		5. CCP - Maintain <40F/4C

recipes On demand

Recipe - P.Cereal Assorted f/Bulk LacR (P.LacR Assorted Cereal)

Cook Time : 0 **Method :** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
36 mL	Cereal Bran Flakes Bulk	2. Measure out the quantities of each cereal.
36 mL	Cereal Cheerios Bulk	
36 mL	Cereal Corn Flakes Bulk	
36 mL	Cereal Special K Original Bulk	
36 mL	Cereal Rice Krispies Bulk	
60 mL	Milk, Lactose Free 2%	3. Puree prepared product with enough liquid to achieve desired consistency (thickener may need to be added).
		4. Portion into 180 ml servings.
		5. CCP - Maintain <40F/4C

recipes On demand

Recipe - G-F Rice Krispies (G-F Rice Krispies)

Cook Time : 0 **Method :** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
180 mL	Cereal Rice Krispies Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Handle per package instructions.

Recipe - P.G-F Cereal Rice Krispies f/Bulk (P.G-F Rice Krispies)

Cook Time : **Method :Puree** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
180 mL 60 mL	Cereal Rice Krispies Bulk Milk, 2% Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Puree prepared product with enough Liquid to achieve desired consistency (thickener may need to be added).
		2. CCP – Maintain <40F/4C. Discard unused Product.
		3. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - Cheese Cheddar f/Bulk (Cheddar Cheese)

Cook Time : 0	**Method :Chill**	**Serving Size : 30 g**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil : Tongs**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
30 g	Cheese, Cheddar (Sliced)	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Slice into 30 gram portions.
		2. CCP - Maintain <40F/4C.

Recipe - Cottage Cheese Bkfst (Cottage Cheese Breakfast)

Cook Time : 0	**Method :Chill**	**Serving Size : 60 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #16 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 mL	Cottage Cheese, 2% Fat	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Place #16 Scoop Cottage Cheese centered in each serving bowl.
		2. CCP -Maintain <40F/4C.

Recipe - P.Cottage Cheese Bkfst (P.Cottage Cheese Breakfast)

Cook Time : **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : **Serve Utensil : #16 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
93 mL	Cottage Cheese Bkfst	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Add Cottage Cheese into blender or food processor. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product.

Recipe - P.Egg Scrambled f/Liquid-x (P.Scrambled Eggs)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
59 mL	Egg Scrambled f/Liquid	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour Liquid in blender or food processor. Add prepared product. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Reheat to 165F/74C held for 15 sec. CCP - Maintain >140F/60C for only 4 hrs. Discard unused product.
4 mL	Milk, 2% Bulk	

Recipe - Egg Scrambled f/Liquid LacR (LacR Scrambled Eggs)

Cook Time : 0 **Method :Cook** **Serving Size : 60 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 mL 10 mL 1/8 g 1/8 mL	Egg, Liquid Whole Milk, Lactose Free 2% Margarine, Solids (Melted) Salt, Table	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Defrost Eggs under refrigeration <40F/4C. Combine defrosted Eggs, Milk, Margarine, and Salt. Beat until blended. *Maintain <40F/4C until ready to cook.
		2. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. Discard unused product.
		3. Spray grill with non-stick spray. Preheat to 350F/176C. Pour Egg mixture onto grill in batches (keep uncooked mixture refrigerated at <40F/4C), and cook, turning spatula, for 3-5 min until *internal temp reaches >160F/71C or above for 15 sec.

Recipe - Muffin Blueberry 50g f/Batter (Blueberry Muffin)

Cook Time : **Method :** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
50 g	Muffin Batter, Blueberry	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Thaw frozen Muffin Batter under refrigeration 40F (4C) for 12 hrs. Place #20 scoop prepared Batter in small muffin pans. Follow manufacturer's instructions for baking.
		2. Cool Muffins 10-15 min before turning out of pans.
		3. CCP - Refrigerate unused Batter <40F/4C per manufacturers instructions.

*** Costs calculated from Market Pricing.*

Recipe - P.Muffin Blueberry 50g f/Batter-x (P.Blueberry Muffin)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Muffin Blueberry 50g f/Batter	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour Liquid in blender or food processor. Add prepared product. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused portion.
53 mL	Juice Apple f/BIB	

*** Costs calculated from Market Pricing.*

Recipe - P.G-F Muffin Blueberry (P.G-F Blueberry Muffin)

Cook Time : **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : **Serve Utensil : #10 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
1 Each 15 mL	G-F Muffin Blueberry Juice Apple f/BIB	2. Pour the liquid in blender or food processor Add prepared product Attach the cover; blend until smooth Scrape down sides and bottom of bowl Continue blending until pudding-like consistency is reached * Refrigerate <40F / 4C Discard unused portion
		3. Note: Serving sizes using scoops will vary depending on the amount of Liquid and/or Thickener used.

Recipe - Margarine f/Bulk (Margarine)

Cook Time : 0 **Method :** **Serving Size : 5 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
5 mL	Margarine, Solids	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Portion 5 mL per serving. CCP - Maintain <40F/4C.

Recipe - Jelly/Jam PC (Jelly / Jam)

Cook Time : 0	**Method :**	**Serving Size : 1 Each**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Jelly Grape PC	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Serve 1 PC (10 mL) per resident's preference.

*** Costs calculated from Market Pricing.*

Recipe - Coffee f/Grd (Coffee)

Cook Time : 0 **Method :Make** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
3 g	Coffee, Regular Ground	1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare coffee as per package directions for amount of Ground Coffee, Water and preparation method.
187 mL	Water	

Recipe - Juice Cranberry BIB (Cranberry Juice)

Cook Time : 0 **Method :Mix and Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
100 mL	Water	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
25 mL	Juice, Cranberry Conc Bag In Box 4:1	Combine Juice Concentrate with Water, stirring well.
		2. CCP - Maintain <40F/4C.

Recipe - Tuna Salad Filling (Tuna Salad Filling)*

Cook Time :	**Method :Mix and Chill**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
90 g	Tuna, Chunk Light W/P Cnd (Drained)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Combine Ingredients in a bowl and mix well until blended. Refrigerate at <40F/4C for 2 hours before serving.
2 mL	Juice, Lemon Bulk	
1/8 mL	Pepper, White	
12 mL	Mayonnaise, Bulk	
		2. CCP--Maintain <40F/4C.

Recipe - Tuna Salad Sndw WW-x (Tuna Salad on Wheat)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL	Tuna Salad Filling (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
2 Slice	Bread Whole Wheat	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich as desired and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C.

Recipe - Broth Veg f/Base (Vegetable Broth)*

Cook Time : **Method :Simmer** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : 6z Ladle**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
180 mL 5 g	Water Base, Vegetable Dry	2. In a stockpot over medium heat, combine Water and Base as per package instructions and bring to a boil. Stir well until dissolved and heat to an *internal temperature of 165F/74C held for at least 15 seconds. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only. NOTE: Mixing ratios and instructions will vary by manufacturer. Always refer to the manufacturer's instructions when preparing recipes from mix.

Recipe - P.Tuna Salad Sndw WW-x (P.Tuna Salad on Wheat)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	Bread Whole Wheat Broth Veg f/Base	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 5 mL	Tuna Salad Filling (Prepared) Mayonnaise, Bulk	2. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		4. CCP - *Maintain <40F/4C; discard unused product.
		5. Note: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - Tuna Salad Sndw Wht (Tuna Salad on White)

Cook Time : 0 **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL	Tuna Salad Filling (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
2 Slice	Bread White	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich as desired and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C.

Recipe - P.Tuna Salad Sndw Wht-x (P.Tuna Salad on White)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	Bread White Broth Veg f/Base	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 5 mL	Tuna Salad Filling (Prepared) Mayonnaise, Bulk	2. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		4. CCP - *Maintain <40F/4C; discard unused product.
		5. Note: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - G-F Tuna Salad Sndw on WGrn (G-F Tuna Salad Sandwich)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL	Tuna Salad Filling (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
2 Slice	G-F Bread Whole Grain	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich as desired and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C.

Recipe - P.G-F Tuna Salad Sndw-x (P.G-F Tuna Salad Sandwich)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	G-F Bread White Broth Veg f/Base	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough Broth to achieve desired consistency (thickener may need to be added) and set aside.
80 mL 10 mL	Tuna Salad Filling (Prepared) Mayonnaise, Bulk	2. Puree Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). Serve 1 #12 scoop of Filling separately from 2 #16 scoops of Bread on the same plate. Serve immediately or *chill to <40F/4C.
		3. CCP - *Maintain at <40F/4C. Discard unused product.
		4. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - Cheese Sndw WW-x (Cheese Sandwich on WW)

Cook Time : 0 **Method :Chill** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice	Bread Whole Wheat	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
2 Each	Cheese, Processed Sliced	Spread 5mL Margarine on each slice of Bread.
10 mL	Margarine, Solids	Sandwich serving: At time of service, Place 60 g Cheese on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half or quarters and serve immediately or wrap and maintain <40F/4C.
		2. CCP -- Wrap and maintain at <40F/4C.

Recipe - P.Cheese Sandwich WW-x (P.Cheese Sandwich WW)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #8scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 44 mL	Cheese Sndw WW-x Milk, 2% Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour Liquid in blender or food processor. Add prepared product. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. CCP - Reheat to 165F/74C held for 15 sec. CCP – Maintain >140F/60C for only 4 hrs. Discard unused product.

Recipe - Potato Salad RTS (Potato Salad)

Cook Time : 0	**Method :**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Potato Salad RTS	
		1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Prepare according to manufacturer's instructions.

*** Costs calculated from Market Pricing.*

Recipe - Lettuce Salad Greek w/ Greek Drsg-x (Greek Salad)

Cook Time : **Method :Mix and Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 g 10 g 10 g 5 g	Lettuce, Romaine Fresh (Torn) Tomatoes, Fresh Med (Diced) Cucumber, Fresh (Sliced) Onions, Fresh Yellow (Sliced)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Combine chopped lettuce and tomatoes. Add sliced cucumbers and onions.
10 mL	Dressing, Greek	2. Prior to service toss salad with dressing or portion into dishes and serve 10 ml dressing on the side.
		3. CCP -- Maintain <40F/4C. Discard unused product.

Recipe - Mcd.Potato Salad f/RTS (Mcd.Potato Salad)

Cook Time :	**Method :Mince**	**Serving Size : 1 #10scp**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Potato Salad RTS	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. CCP - Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Lettuce Salad Greek w/Greek Drsg-x (Mcd.Greek Salad)

Cook Time : **Method :Mince** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Lettuce Salad Greek w/ Greek Drsg-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared product to desired consistency. *Chill <40F/4C. CCP - Maintain <40F/4C; discard unused product.

Recipe - P.Potato Salad f/RTS (P.Potato Salad)

Cook Time : 0	**Method :Puree**	**Serving Size : 1 #10scp**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL 60 mL	Potato Salad RTS Mayonnaise, Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Place Liquid, Oil, Salad Dressing, Commercial Dressing, or other desired Liquid in blender or food processor. Add Salad. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP – Maintain <40/4C. Discard unused portion.

*** Costs calculated from Market Pricing.*

Recipe - P.Lettuce Salad Greek w/ Greek Drsg-x (P.Greek Salad)

Cook Time : **Method :Mix and Chill** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Lettuce Salad Greek w/ Greek Drsg-x (Prepared)	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Puree prepared product to desired consistency. CCP - Maintain <40F/4C. Discard unused product.
		2.

Recipe - Pudding Butterscotch f/Mix Instant (Butterscotch Pudding)

Cook Time : **Method :Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : #8scp**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
100 mL	Milk, 2% Bulk	1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Pour Milk into large mixing bowl.
21 mL	Pudding Mix, Butterscotch Inst	2. Blended in Instant Pudding Mix at low speed long enough to dampen powder (about 30 seconds. Scrape down sides and bottom of bowl. Continue to mix until smooth (5-7 minutes).
		3. Portion 125 mL into individual serving dishes. Chill until set. NOTE: 1071 mL of Instant Pudding Mix = 1Kg. package, which yields 45 servings. 23 mL of Instant Pudding Mix + 111 mL of Milk = a 125 mL serving
		4. CCP -- Maintain <40F/4C.

Recipe - Pudding Butterscotch Inst LacR (LacR Butterscotch Pudding)

Cook Time : 0 **Method :Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
20 g	Pudding Mix, Butterscotch Inst	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Pour Pudding Mix into large mixing bowl.
100 mL	Milk, Lactose Free 2%	2. Add Milk and mix until thoroughly blended.
		3. Portion 125 ml of Pudding into individual serving dishes. Chill until set.
		4. CCP -- Maintain <40F/4C.

Recipe - Milk 2%-250mL (2% Milk)

Cook Time :	**Method :Chill**	**Serving Size : 250 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
250 mL	Milk, 2% Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour Milk into the appropriate beverage cup.
		2. CCP - *Maintain <40F/4C.

Recipe - Milk Skim (Skim Milk)

Cook Time : 0 **Method :** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Milk, Skim Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour Milk in sanitary drinking cups. Keep refrigerated until used <40F/4C.

Recipe - Milk Lactose-Free (Lactose-Free Milk)

Cook Time : 0 **Method :** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Milk, Lactose Free 2%	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour 125 mL of Milk into sanitary drinking cups. Keep refrigerated until used <40F/4C. CCP - Maintain <40F/4C.

Recipe - Juice Tomato f/cnd (Tomato Juice)

Cook Time : **Method :** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Juice Tomato RtS Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour Chilled Juice into chilled glass. *Maintain <40F/4C.

Recipe - Beef Patty f/RTB (Baked Beef Patty)*

Cook Time : 15-20 min.	**Method :Bake**	**Serving Size : 60 g**	**YIELD : 1**
Cook Temp : 350F/176C	**Serve Utensil : Tongs**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1/8 g	Pan Coating, Spray	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Grease baking pan(s) using Pan Spray. Place Patties on baking pan(s). Do not overlap. Bake at 350F/176C for approximately 15-20 minutes until * internal temp of 165F/74C held for at least 15 seconds is reached. Patties can also be Grilled, Microwaved, or flat topped. Refer to manufacturers instructions for appropriate cooking times. Patties must reach an internal temp of 165F/74C.
1 Each	Beef, Burger Patty Raw NEP 4z	
		2. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

Recipe - Hamburger on Wht Bun f/Beef Patty (Hamburger on White Bun)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 g	Beef Patty f/RTB	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Patty as per separate recipe and *maintain >140F/60C.
1 Each 10 mL	Bun Hamburger White Margarine, Solids	2. Spread 5 mL of Margarine on each Bun half.
		3. Sandwich Serving: At time of service, place 1 Patty on bottom half of Bun; add top half of Bun. Serve immediately.
		4. CCP - *Maintain >140F/60C; discard unused product.

Recipe - Gravy Beef f/Mix (Beef Gravy)*

Cook Time :	**Method :Make**	**Serving Size : 30 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil : Solid Spoon**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
7 mL 26 mL	Gravy Mix, Beef Dry Water	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Combine Mix and Water as per package instructions. Heat to an *internal temperature of 165F/74C held for at least 15 seconds.
		2. CCP -- Maintain >140F/60C for only 4 hrs. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held 15 sec within 1 hr - one time only.
		3. Note: mixing ratios and instructions will vary by manufacturer. Always refer to the manufacturer's instructions when preparing recipes from mix.

Recipe - Mcd.Hamburger on Wht Bun f/Beef Patty-x (Mcd.Hamburger on White Bun)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 g 30 mL	Beef Patty f/RTB Gravy Beef f/Mix	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Meat as per separate recipe and maintain >140F/60C. Mince Meat with enough Gravy to achieve desired consistency (Thickener may need to be added). *Reheat to an internal temperature of 165F/74C held for at least 15 seconds. Spread #12 scoop of Filling on Bun. Top with other slice of Bun. Cut Sandwich into desired sections.
1 Each 10 mL	Bun Hamburger White Margarine, Solids	2. Spread 5mL of Margarine on each half of Bun.
		3. Sandwich service: At time of service place 80mL of filling on bottom half of Bun; top with other half of Bun. Serve immediately. CCP – Maintain at >140F/60C for only 4 hours. Discard unused Product.
		4. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used. Scoop sizes used in prep steps are an estimate of the final yield.

*** Costs calculated from Market Pricing.*

Recipe - Broth Beef f/Base (Beef Broth)*

Cook Time : **Method :Simmer** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : 6z Ladle**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
180 mL 6 mL	Water Base, Beef Dry	2. In a stockpot over medium heat, combine Water and Base as per package instructions and bring to a boil. Stir well until dissolved and heat to an *internal temperature of 165F/74C held for at least 15 seconds.
		3. Note: mixing ratios and instructions will vary by manufacturer. Always refer to the manufacturer's instructions when preparing recipes from mix.
		4. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

Recipe - P.Hamburger on Wht Bun f/Beef Patty-x (P.Hamburger on White Bun)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 45 mL	Bun Hamburger White Broth Beef f/Base	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bun with enough Broth to achieve desired consistency (thickener may need to be added) and set aside. Reheat to internal temperature of 165F/70C.
60 g 30 mL	Beef Patty f/RTB Gravy Beef f/Mix	2. Puree Meat with enough Gravy to achieve desired consistency (thickener may need to be added). Reheat to internal temperature of 165F/70C.
		3. Sandwich serving: At time of service place 1 #12 scoop of Filling beside 2 #16 scoops of Bun; serve immediately or maintain >140F/60C. CCP – Maintain >140F/60C for 4 hours only. Discard unused Product.
		4. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - G-F Beef Patty (G-F Beef Patty)*

Cook Time : 30 mins **Method :Bake** **Serving Size : 90 g** **YIELD : 1**

Cook Temp : 350F/176C **Serve Utensil : Straight Spatula**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
90 g	Beef, Ground Raw NEP	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mix all Ingredients together in a bowl until well-blended.
8 mL	Egg, Liquid Whole (Beaten)	
15 mL	G-F Breadcrumbs Plain	
17 mL	Milk, 2% Bulk	
1 mL	Oregano, Dry	
1 mL	Garlic Powder	
1/8 mL	Pepper, Black Grd	
		2. Shape into 115g patties (shrinkage will occur during cooking). Place on sheet pan(s) and bake at 350F/176C for 30 mins or until *internal temp reaches 165F/74C held for 15 sec.
		3. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

*** Costs calculated from Market Pricing.*

Recipe - G-F Breadcrumbs Plain (G-F Breadcrumbs)*

Cook Time : 30-40 mins	**Method :Bake**	**Serving Size : 250 mL**	**YIELD : 1**
Cook Temp : 225F/107C	**Serve Utensil : Solid Spoon**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
3 Slice	G-F Bread Whole Grain	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Cut prepared Bread into 2" pieces, then pulse in food processor to desired crumb size. Place Bread in oven at 225F/107C for 30-40 mins to allow Bread to dry out. Note: 3 slices of bread = 250 mL fresh Breadcrumbs. Store in cool, dry area.

*** Costs calculated from Market Pricing.*

Recipe - G-F Hamburger f/Beef on WGrn Bread (G-F Hamburger on Bread)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	G-F Beef Patty	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Patty as per separate recipe. CCP - Maintain >140F/60C for only 4 hrs.
10 mL 2 Slice	Margarine, Solids (Softened) G-F Bread Whole Grain	2. Spread 5mL Margarine on each slice of Bread. At time of service place 1 Patty on one slice of Bread and top with another slice of Bread. Cut Sandwich into desired sections and serve immediately.
		3. CCP - Maintain >140F/60C for only 4 hrs. Discard unused product. NOTE: If G-F Hamburger Buns are available, may substitute for the Bread.

*** Costs calculated from Market Pricing.*

Recipe - Carrots Diced f/Frz (Diced Carrots)*

Cook Time : **Method :Steam** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : 4z Solid Spoodle**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
90 g	Carrots, Diced Frz	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
2 g	Margarine, Solids	Steam or boil Carrots until tender. Add Margarine and toss.
		2. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

Recipe - Bean Burger Patty-x (Bean Burger Patty)

Cook Time : 0 **Method :Brown** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
14 mL 12 g 9 mL 9 mL	Peanuts, Chop Soybeans, Cnd (Ground) Seeds, Sesame Seeds, Sunflower tstd	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mix Peanuts, Soybeans, Sesame Seeds, Sunflower Seeds and hold.
2 mL 37 g 37 g 20 g	Oil, Vegetable Onions, Frz Diced Carrots Diced f/Frz Celery, Diced Frz	2. Saute Vegetables in Oil, in saucepan over medium heat, until cooked.
3 mL 1/8 mL	Egg, Liquid Whole Dill Seed	3. Mix Bean and Seed mixture with Vegetable Mixture; adding Eggs and Seasonings. Shape into patties. Brown on both sides in a Oil and serve with Ketchup.
		4. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Bean Burger Patty-x (Mcd.Bean Burger Patty)

Cook Time : 0 **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Bean Burger Patty-x	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. *Reheat 165F/74C held 15 sec. *Maintain >140F/60C for only 4 hrs. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - P.Bean Burger Patty-x (P.Bean Burger Patty)

Cook Time : **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Bean Burger Patty-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Reheat to 165/74C held for 15 sec. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. Discard unused product.
30 mL	Gravy Beef f/Mix	

*** Costs calculated from Market Pricing.*

Recipe - Macaroni Salad Hmd-x (Macaroni Salad)

Cook Time : **Method :Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
17 g 33 g 1/8 g 11 g	Pasta, Macaroni Elbow Dry Carrots, Fresh (Shredded) Onions, Fresh White Lettuce, Iceberg	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Wash, drain and separate Lettuce Leaves. Cook Macaroni; drain and rinse in cold water.
1/8 mL 1 mL 11 mL	Sugar, Granulated Vinegar, White Distilled Mayonnaise, Bulk	2. Mix Sugar, Vinegar, and Salad Dressing until Sugar is dissolved; add Seasoning.
1/8 mL 1/8 mL	Parsley, Dried Paprika	3. Mix Vegetables, Macaroni and Dressing mixture. Line plate with Lettuce Leaf. Top with 125 mL of Salad.
		4. CCP -- Maintain <40F/4C.

Recipe - Mcd.Macaroni Salad Hmd-x (Mcd.Macaroni Salad)

Cook Time : 0 **Method :Mince** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Macaroni Salad Hmd-x	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. *Chill <40F/4C. Discard unused product.

Recipe - P.Macaroni Salad Hmd-x (P.Macaroni Salad)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Macaroni Salad Hmd-x	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Pour Liquid in blender or food processor. Add prepared product. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused portion.
29 mL	Milk, 2% Bulk	

Recipe - Beets Pickled f/RTS (Pickled Beets)

Cook Time :	**Method :Chill**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil : 4z Solid Spoodle**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Beets, Pickled RtS (Drained)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Portion Beets per serving.
		2. CCP - Maintain <40F/4C.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Beets Pickled f/RTS (Mcd.Pickled Beets)

Cook Time :	**Method :Mince**	**Serving Size : 1 #10scp**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Beets Pickled f/RTS	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. *Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - P.Beets Pickled f/RTS (P.Pickled Beets)

Cook Time : 0	**Method :Puree**	**Serving Size : 1 #10scp**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL 10 mL	Beets Pickled f/RTS Dressing, Italian	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Place Liquid, Oil, Salad Dressing, Commercial Dressing, or other desired Liquid in blender or food processor. Add Salad. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused portion.

*** Costs calculated from Market Pricing.*

Recipe - Cabbage Red Buttered Fresh (Buttered Red Cabbage)

Cook Time : **Method :Cook** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : 4z Solid Spoodle**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
100 g 2 g	Cabbage, Red Fresh (Shredded) Margarine, Solids	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Steam or boil Vegetables until tender. Add Margarine and mix well.
		2. CCP -- Maintain >140F/60C for only 4 hrs. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. Maintain <40F/4C. CCP -- Reheat: To internal temp of 165F/74C held 15 sec within 2 hrs - one time only.

Recipe - Mcd.Cabbage Red Buttered Fresh (Mcd.Buttered Red Cabbage)

Cook Time : 0 **Method :Mince** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil : #10 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Cabbage Red Buttered Fresh	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. CCP - Reheat 165F/74C held 15 sec. CCP - Maintain >140F/60C for only 4 hrs. Discard unused product.

Recipe - P.Cabbage Red Buttered Fresh (P.Buttered Red Cabbage)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil : #10 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Cabbage Red Buttered Fresh	1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree consistency: Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Reheat to 165/74C held for 15 sec. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. Discard unused product.
		2. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - P.Bread Wheat-x (P.Wheat Bread)

Cook Time : **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Slice 5 g 29 mL	Bread Whole Wheat Margarine, Solids Milk, 2% Bulk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree consistency:Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product.
		2. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - P.Bread White (P.White Bread)

Cook Time : **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : **Serve Utensil : #16scp**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Slice 29 mL 5 g	Bread White Milk, 2% Bulk Margarine, Solids (Melted)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree consistency:Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product.
		2. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - P.Bread Wheat LacR-x (P.LacR Wheat Bread)

Cook Time : **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Slice	Bread Whole Wheat	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough Liquid to achieve desired consistency (Thickener may need to be added) and set aside. *Maintain <40F/4C. CCP – Maintain <40F/4C. Discard unused Product. NOTE: Serving sizes using scoops will vary depending on the amount of Liquid and/or Thickener used.
5 g	Margarine, Solids (Melted)	
30 mL	Milk, Lactose Free 2%	

Recipe - P.G-F Bread Whole Grain-x (P.G-F Whole Grain Bread)

Cook Time : **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Slice	G-F Bread Whole Grain	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough Liquid to achieve desired consistency (Thickener may need to be added). *Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused product. NOTE: Serving sizes using scoops will vary depending on the amount of Liquid and/or Thickener used.
5 g	Margarine, Solids (Melted)	
15 mL	Milk, 2% Bulk	

Recipe - Pears Diced f/Cnd JcPk (Chilled Diced Pears)

Cook Time : 0	**Method :**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Pears, Diced JcPk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Lightly drain Fruit.
		2. CCP - Refrigerate at <40F/4C until service.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Pears Diced f/Cnd JcPk (Mcd.Chilled Diced Pears)

Cook Time : **Method :Mince** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Pears Diced f/Cnd JcPk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared product to desired consistency. *Chill <40F/4C. CCP--Maintain <40F/4C. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - P.Pears Diced f/Cnd JcPk (P.Chilled Diced Pears)

Cook Time : 0	**Method :Puree**	**Serving Size : 1 #10scp**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Pears Diced f/Cnd JcPk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Drain Fruit. Add prepared product to blender. Cover ecurely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. Thickener may need to be added. *Chill <40F/4C. Discard unused product.
		2. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - Tea Hot f/Indiv Bag (Hot Tea)

Cook Time : 0 **Method :Steep** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Bag 180 mL	Tea Bag, Ind Water	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Place Tea Bag in boiling Water. Steep for 2 1/2 to 4 minutes. Remove Tea Bag or leave in and serve.

Recipe - Juice Orange BIB (Orange Juice)

Cook Time : 0	**Method :Mix and Chill**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
25 mL	Juice, Orange Conc Bag In Box 4:1	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
100 mL	Water	Combine Juice Concentrate with Water, stirring well.
		2. CCP - Maintain <40F/4C.

Recipe - Egg Boiled Hard f/RTS (Hard Boiled Egg)

Cook Time : 15 Minutes **Method :Boil** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : 0 **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Egg, Hardboiled Whole	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Serve or heat Eggs according to manufacturer instructions.
		2. CCP -- Maintain >140F/60C for only 4 hrs. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat to internal temp of 165F/74C held 15 sec within 2 hrs - one time only. NOTE: if served cold, maintain <40F/4C.

Recipe - Mcd.Egg Boiled Hard f/RTS (Mcd.Hard Boiled Egg)

Cook Time : 0 **Method :Mince** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil : #16 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Egg Boiled Hard f/RTS	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. CCP - Reheat: To temp of 165F/74C held for 15 sec, within 1 hr - one time only. CCP - Maintain >140F/60C for only 4 hrs. Discard unused product.

Recipe - Egg Scrambled f/Liquid (Scrambled Eggs)

Cook Time : **Method :Cook** **Serving Size : 60 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : #16 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 mL 10 mL	Egg, Liquid Whole Milk, 2% Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Combine Eggs and Milk. Beat until blended.
		2. STEAMER: Pour Egg mixture into each pan(s). Steam for 6-8 min at 2 1/2 kg pressure until >165F/74C is reached for 15 sec. Batch cook.
		3. OVEN: Pour Egg mixture into each pan. Bake in preheated 350F/176C conventional (325F/162C convention) oven for 20 min, stirring once during baking process.
		4. GRILL: Spray grill with non-stick Vegetable spray. Preheat to 350F/176C. Pour Egg mixture onto grill in batches (keep uncooked mixture refrigerated at <40F/4C), and cook, using a spatula, for 3-5 min until *internal temp is >165F/74C or above for 15 sec.
		5. CCP -- Maintain >140F/60C for only 4 hrs. Discard unused product.

Recipe - Muffin Bran 50g f/Batter (Bran Muffin)

Cook Time : **Method :Bake** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
50 mL	Muffin Batter, Dark Bran	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Thaw frozen Muffin Batter under refrigeration at 40F/4C for 12 hrs. Place #10 scoop of prepared Batter in muffin pan(s). Follow manufacturers instructions for baking.
		2. Cool Muffins 10-15 min before turning out of pan(s).
		3. CCP - Refrigerate unused Batter at <40F/4C per manufacturers instructions.

Recipe - P.Muffin Bran 50g f/Batter-x (P.Bran Muffin)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Muffin Bran 50g f/Batter	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product.
5 mL	Margarine, Solids (Melted)	
30 mL	Juice Apple BIB	

*** Costs calculated from Market Pricing.*

Recipe - Muffin Plain f/Mix (Plain Muffin)

Cook Time : 20-25 min **Method :Bake** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : 400F/204C **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
36 g 23 mL	Muffin Mix, Plain Water	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Prepare according to package directions.
		2. Measure with #16 scoop into well-greased muffin pans. Batter requires as little handling as possible, but may be refrigerated <40F/4C for 24 hrs and baked as needed.
		3. Bake 400F/204C for 20-25min, or until golden brown. Remove Muffins from pan(s) as soon as baked.

Recipe - P.Muffin Plain f/Mix-x (P.Plain Muffin)

Cook Time : **Method :Puree** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Muffin Plain f/Mix	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree consistency: Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product.
9 mL	Juice Apple BIB	

*** Costs calculated from Market Pricing.*

Recipe - G-F Muffin Assorted RTS (G-F Assorted Muffins)

Cook Time : **Method :Thaw** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1/3 Each	G-F Muffin Blueberry	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare/thaw Muffins according to package directions. Serve 1 Muffin per resident's choice. CCP -- Maintain <40F/4C.
1/3 Each	G-F Muffin Carrot	
1/4 Each	G-F Muffin Banana	

Recipe - P.G-F Muffin Assorted Mini f/RTS-x (P.G-F Asst Mini Muffin)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	G-F Muffin Assorted RTS (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Pour Liquid into blender or food processor. Add prepared Product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product. Note: Serving sizes using scoops will vary depending on the amount of Liquid and/or Thickener used.
15 mL	Juice Apple BIB	

*** Costs calculated from Market Pricing.*

Recipe - Juice Apple BIB (Apple Juice)

Cook Time : 0	**Method :Mix and Chill**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
25 mL	Juice, Apple Conc Bag In Box 4:1	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
100 mL	Water	Combine Juice Concentrate with Water, stirring well.
		2. CCP - Maintain <40F/4C.

Recipe - Chicken Salad Sndw Filling (Chicken Salad Sandwich Filling)*

Cook Time : **Method :Mix and Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
72 g	Chicken, Diced Ckd (Minced)	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Combine all Ingredients & mix well. Chill <40F/4C for at least 2 hours before serving.
1/8 mL	Pepper, White	
1/8 mL	Juice, Lemon Bulk	
15 mL	Mayonnaise, Bulk	
		2. CCP - *Maintain <40F/4C.

recipes On demand

Recipe - Chicken Salad Sndw WW-x (Chicken Salad on Wheat)

Cook Time : **Method :Mix and Chill** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL 2 Slice	Chicken Salad Sndw Filling Bread Whole Wheat	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
		2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain <40F/4C.
		3. CCP -- Maintain <40F/4C

Recipe - P.Chicken Salad Sndw WW-x (P.Chicken Salad on Wheat)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	Bread Whole Wheat Broth Veg f/Base	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 15 mL	Chicken Salad Sndw Filling Mayonnaise, Bulk	2. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		4. CCP - *Maintain <40F/4C; discard unused product.
		5. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - Chicken Salad Sndw Wht-x (Chicken Salad on Wht)

Cook Time : **Method :Mix and Chill** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL 2 Slice	Chicken Salad Sndw Filling Bread White	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
		2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain <40F/4C.
		3. CCP -- Maintain <40F/4C

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Chicken Salad Sndw Wht-x (Mcd.Chicken Salad on Wht)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL 15 mL	Chicken Salad Sndw Filling Mayonnaise, Bulk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
2 Slice	Bread White	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C; discard unused product.
		4. NOTE: In order to provide Resident-centred care and reduce choking risk, please follow facility policy for crusts on sandwiches. Remove crusts only if appropriate.

*** Costs calculated from Market Pricing.*

Recipe - P.Chicken Salad Sndw Wht-x (P.Chicken Salad on White)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	Bread White Broth Vegetable f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 15 mL	Chicken Salad Sndw Filling Mayonnaise, Bulk	2. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		4. CCP - *Maintain <40F/4C; discard unused product.
		5. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - G-F Chicken Salad Sndw WW-x (G-F Chicken Salad on Wheat)

Cook Time :	**Method :Mix and Chill**	**Serving Size : 1 Each**	**YIELD : 1**
Cook Temp :	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL	Chicken Salad Sndw Filling	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
2 Slice	G-F Bread Whole Grain	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain <40F/4C.
		3. CCP -- Maintain <40F/4C

*** Costs calculated from Market Pricing.*

Recipe - Mcd.G-F Chicken Salad Sndw WW-x (Mcd.G-F Chicken Salad on Wheat)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL 15 mL	Chicken Salad Sndw Filling Mayonnaise, Bulk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
2 Slice	G-F Bread Whole Grain	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C; discard unused product.
		4. NOTE: In order to provide Resident-centred care and reduce choking risk, please follow facility policy for crusts on sandwiches. Remove crusts only if appropriate.

Recipe - P.G-F Chicken Salad Sndw WW-x (P.G-F Chicken Salad WW Sandwich)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	G-F Bread Whole Grain Broth Veg f/Base	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 5 mL	Chicken Salad Sndw Filling (Prepared) Mayonnaise, Bulk	2. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		4. Note: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - Mcd.Cheese Sndw WW-x (Mcd.Cheese Sandwich on WW)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Each 10 mL	Cheese, Processed Sliced Mayonnaise, Bulk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mix Cheese with enough Mayonnaise to achieve desired consistency. *Maintain <40F/4C.
2 Slice	Bread Whole Wheat	2. Spread 80 mL of Filling on first slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C. Discard unused product.
		4. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used. Scoop sizes used in prep steps are an estimate of the final yield.
		5. NOTE: In order to provide Resident-centred care and reduce choking risk, please follow facility policy for crusts on sandwiches. Remove crusts only if appropriate.

Recipe - Spinach Salad w/Oranges (Spinach Orange Salad)

Cook Time : **Method :** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
Head 7 g	Lettuce, Iceberg Spinach, Fresh	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Wash and drain Lettuce and Spinach. Tear into bite-size pieces.
10 g 7 g	Onions, Fresh Red Oranges, Mandarin Jc Pk (Drained)	2. Peel and slice Red Onions.
30 mL	Dressing, Ranch	3. Add Oranges. Toss Salad Ingredients together. Serve 125 ml (1/2 cup) with 30 mL of Dressing. CCP - Maintain <40F/4C.

Recipe - Mcd.Salad Spinach w/Oranges-x (Mcd.Spinach Orange Salad)

Cook Time : **Method :Mince** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Spinach Salad w/Oranges	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. CCP - Maintain <40F/4C. Discard unused product.

Recipe - Coleslaw f/RTS (Creamy Coleslaw)*

Cook Time : 0	**Method :Chill**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 g	Coleslaw, RTS	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Portion 125mL Coleslaw per serving. *Chill <40F/4C until time of service.
		2. CCP - Maintain <40F/4C.

Recipe - Mcd.Coleslaw f/ RTS (Mcd.Creamy Coleslaw)

Cook Time : 0 **Method :Mince** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil : #10 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Coleslaw f/RTS	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince required portion of prepared Coleslaw in food processor until desired mechanical texture is reached. *Chill <40F/4C.
		2. CCP – Maintain <40F/4C. Discard unused product.

Recipe - P.Salad Spinach w/Oranges-x (P.Spinach Orange Salad)

Cook Time : **Method :Mince** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Spinach Salad w/Oranges	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Puree prepared product to desired consistency. CCP - Maintain <40F/4C. Discard unused product.

Recipe - P.Coleslaw-x (P.Coleslaw)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL 6 mL	Coleslaw f/RTS Thickener, Dry Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Blend prepared product in blender or food processor. Gradually add Thickener. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused portion. NOTE: Proportion of Liquid to Thickener may vary according to manufacturer or type. Follow mixing instructions for brand purchased.

Recipe - Salad Green Mixed w/Italian Dressing (Mixed Green Sld w/Italian Drsng)

Cook Time : **Method :Mix and Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
7 g 13 g 9 g	Spinach, Fresh (Trimmed) Lettuce, Iceberg (Trimmed) Lettuce, Green Leaf	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Rinse and drain Vegetables. Tear into bite sized pieces.
15 mL	Dressing, Italian	2. Toss in a large bowl with Dressing, serve immediately.
		3. CCP - Maintain <40F/4C. Discard unused product.

Recipe - Mcd.Salad Green Mixed w/Italian Dressing (Mcd.Mixed Green Salad w/Dressing)

Cook Time :	**Method :**	**Serving Size : 1 #12scp**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL 10 mL	Salad Green Mixed w/Italian Dressing Dressing, Italian	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Using a chef's knife and cutting board, finely shred prepared product into pieces no larger than 0.5 cm by 1cm. *Chill <40F/4C. CCP – Maintain <40F/4C. Discard unused product.

Recipe - P.Salad Green Mixed w/Italian Dressing-x (P.Mixed Green Salad w/Dressing)

Cook Time : **Method :Mince** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Salad Green Mixed w/Italian Dressing	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Puree prepared product to desired consistency. CCP - Maintain <40F/4C. Discard unused product.

Recipe - Chiffon Tropical Fruit f/Mix (Tropical Fruit Chiffon)

Cook Time : **Method :Mix and Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
17 mL	Chiffon Mix, Tropical Fruit	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Empty contents of Mix into mixing bowl. Add Water and mix on low speed of mixer for 1 min. Whip at high speed for 4-6 min until peaks form. Refrigerate at <40F/4C for at least 1 hr before serving.
50 mL	Water	
		2. CCP - Maintain <40F/4C.

Recipe - Hot Dog on Bun WW-x (Hot Dog on Bun WW)

Cook Time : 0 **Method :Simmer** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 g 5 mL	Frank Beef Hot Dog Water	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Cut Wieners in half lengthwise to reduce risk of choking. Place hot dogs in boiling water. Reduce heat, simmer 3-5 minutes. Cook to internal temp of 160F/71C held for 15 sec. Do not boil or pierce skins to avoid splitting.
1 Each 1 Each	Cheese, Processed Sliced Bun Hot Dog Wheat	2. Place 1 slice of Cheese and 1 Frank in each Bun.
		3. CCP -- Maintain >140F/60C for only 4 hrs. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Hot Dog on Bun WW-x (Mcd.Hot Dog on Bun WW)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Hot Dog on Bun WW-x	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared Filling. CCP - Reheat to 165F/74C held for 15 sec. Spread between Bun slices. CCP - Maintain <140F/60C for only 4 hrs. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Broth Beef f/Base-x (Beef Broth)*

Cook Time : **Method :Boil** **Serving Size : 180 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
4 g 170 mL	Base, Beef Dry Water	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Heat Water and add Base, stirring until dissolved to internal temp 145F/62C for 15 sec.
		2. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

*** Costs calculated from Market Pricing.*

Recipe - P.Hot Dog on Bun WW-x (P.Hot Dog on Bun WW)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 30 mL	Bun Hot Dog Wheat Broth Beef f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and *reheat to an internal temperature of 165F/74C held for at least 15 seconds.
1 Each 15 mL	Frank Beef Hot Dog Broth Beef f/Base-x	2. Puree consistency: Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Reheat to 165/74C held for 15 sec. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Pork Roast Loin f/Ckd (Pork Roast)*

Cook Time : 0	**Method :Heat**	**Serving Size : 90 g**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
90 g	Pork, Roast Loin Ckd Sliced Frz	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Thinly slice cooked Pork. Heat to internal temp of 160F/71C held for 15 sec.
		2. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

Recipe - Pork Roast Sliced on Bun Wht (Roast Pork on Bun Wht)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 g	Pork Roast Loin f/Ckd	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Meat as per separate recipe. Maintain >140F/60C.
5 mL 1 Each	Margarine, Soft Bun Hamburger White	2. Spread 5 mL of Margarine on bottom half of Bun.
		3. Place 60 grams of Meat on bottom half of Bun; add top half of Bun. Serve immediately.
		4. CCP - *Maintain >140F/60C; discard unused product.

Recipe - Gravy Pork f/Mix (Pork Gravy)*

Cook Time : **Method :Make** **Serving Size : 30 mL** **YIELD : 1**

Cook Temp : **Serve Utensil : Solid Spoon**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 mL 30 mL	Gravy Mix, Pork Dry Water	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Combine Mix and Water as per package instructions. Heat to an *internal temperature of 165F/74C held for at least 15 seconds.
		2. CCP -- Maintain >140F/60C for only 4 hrs. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. Maintain <40F/4C. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.
		3. Note: mixing ratios and instructions will vary by manufacturer. Always refer to the manufacturer's instructions when preparing recipes from mix.

Recipe - Mcd.Pork Roast Sliced on Bun-x (Mcd.Sliced Pork on Bun)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 5 mL	Bun Hamburger White Margarine, Solids	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Spread 5 mL of Margarine on bottom half of Bun.
60 g 30 mL	Pork Roast Loin f/Ckd Gravy Pork f/Mix	2. Mince Meat with enough liquid to achieve desired consistency (thickener may need to be added) and *reheat to an internal temperature of 165F/74C held for at least 15 seconds.
		3. Spread 80 mL of Filling on bottom half of Bun; add top half of Bun. Serve immediately.
		4. CCP - *Maintain >140F/60C; discard unused product.

Recipe - P.Pork Roast Sliced on Bun-x (P.Sliced Pork on Bun)

Cook Time : **Method :Puree** **Serving Size : 3 #12scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 30 mL	Bun Hamburger White Broth Vegetable f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and *reheat to an internal temperature of 165F/74C held for at least 15 seconds.
60 g 30 mL	Pork Roast Loin f/Ckd Gravy Pork f/Mix	2. Puree Meat with enough Gravy to achieve desired consistency (thickener may need to be added) and *reheat to an internal temperature of 165F/74C held for at least 15 seconds.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately.
		4. CCP - *Maintain >140F/60C; discard unused product.
		5. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - G-F Pork Roast Sliced Sndw (G-F Sliced Pork Sandwich)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
60 g	Pork Roast Loin f/Ckd (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Meat per separate recipe and *maintain >140F/60C.
10 mL 2 Slice	Margarine, Solids G-F Bread Whole Grain	2. Spread 5 mL of Margarine on each slice of Bread.
		3. Sandwich Serving: At time of service, place 60 grams of Meat on 1 slice of Bread; top with a second slice of Bread. Serve immediately.
		4. CCP - *Maintain >140F/60C; discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Mayonnaise f/bulk (Mayonnaise)*

Cook Time : 0	**Method :**	**Serving Size : 15 mL**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
15 mL	Mayonnaise, Bulk	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Portion 15 mL per serving. CCP - Maintain <40F/4C.

Recipe - Mcd.G-F Pork Roast Sndw Wht-x (Mcd.G-F Roast Pork Sandwich Wht)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 10 mL	G-F Bread White Margarine f/Bulk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Spread 5 mL of Margarine on each slice of Bread.
60 g 10 mL	Pork Roast Loin f/Ckd Mayonnaise f/bulk	2. Mince prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain <40F/4C. CCP – Maintain at <40F/4C. Discard unused portion.
		4. NOTE: In order to provide Resident-centered care and reduce choking risk, please follow facility policy for crusts on Sandwiches. Remove crusts only if appropriate. Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - P.G-F Pork Roast Sndw Wht-x (P.G-F Roast Pork Sandwich Wht)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	G-F Bread White Broth Vegetable f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
60 g 10 mL	Pork Roast Loin f/Ckd Mayonnaise f/bulk	2. Puree Meat with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Serve 1 #12 Scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and maintain 40F/4C. CCP – Maintain at <40F/4C. Discard unused Product.
		4. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - Vegan Frank on Bun-x (Vegan Frank on Bun)

Cook Time :	**Method :Heat**	**Serving Size : 1 Each**	**YIELD : 1**
Cook Temp :	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Frank, Vegetarian 7in (1.6z)	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Heat Frank as per package instructions to an internal temperature of 165F/74C held for at least 15 seconds.
1 Each	Bun Hot Dog No Seeds	2. Place on Bun and serve with additional condiments as desired at time of service.
		3. CCP - Maintain at >140F/60C for only 4 hrs. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held 15 sec within 2 hr - one time only.
		4.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Vegan Frank on a Bun-x (Mcd.Vegan Frank on a Bun)

Cook Time :	**Method :Mince**	**Serving Size : 1 Each**	**YIELD : 1**
Cook Temp :	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Vegan Frank on Bun-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared filling to desired consistency. CCP-Reheat to 165F/74 C held for 15 sec. Replace on bun. CCP- *Maintain <40F/4C. Discard unused product

*** Costs calculated from Market Pricing.*

Recipe - P.Vegan Frank on a bun-x (P.Vegan Frank on a bun)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Vegan Frank on Bun-x	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
5 mL	Margarine, Solids	Bread:
30 mL	Milk, 2% Bulk	Break bread/bun in baking pan add milk bake approx. 15 minutes until heated thoroughly to
15 mL	Broth Veg f/Base	internal temp of 165F/74C for 15 sec. Melt margarine and stir completely into baked bread. Do not allow product to dry out. Maintain>140 F/74C
		Filling:
		Place sandwich filling in blender or food processor. Add condiments/broth. Cover securely. Blend until smooth Scrape down sides and bottom of bowl. Continue blending until pudding like consistency is reached. Reheat to 165F/74C held for 15 sec.
		Sandwich serving: Place #12 scoop filling with 1 #12 scoop bread. Serve additional condiments on side if desired.
		CCP- Maintain 140F/60C for only 4 hrs.
		Discard unused product
		2. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - Peaches Diced f/Cnd JcPk (Chilled Diced Peaches)

Cook Time : **Method :Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Peaches, Diced JcPk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Lightly drain Fruit. *Maintain <40F/4C until service.
		2. CCP - Maintain <40F/4C.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Peaches Diced f/Cnd JcPk (Mcd.Chilled Diced Peaches)

Cook Time : **Method :Mince** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Peaches, Diced JcPk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared product to desired consistency; stir in liquid. *Chill <40F/4C. CCP - Maintain <40F/4C; discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - P.Peaches Diced f/Cnd JcPk (P.Chilled Diced Peaches)

Cook Time : **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : **Serve Utensil : #10 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Peaches, Diced JcPk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Add well drained Fruit to blender or food processor (thickener may need to be added). Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - Yogurt Assorted f/Bulk (Assorted Yogurt)

Cook Time : **Method :Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
42 mL	Yogurt Strawberry Bulk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Portion 125mL Yogurt into individual serving dishes. *Chill <40/4C until service. CCP -- Maintain <40F/4C.
42 mL	Yogurt Peach Bulk	
42 mL	Yogurt Raspberry Bulk	

Recipe - Bread Raisin RtS (Raisin Bread)

Cook Time : **Method :** **Serving Size : 1 Slice** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Slice	Bread Raisin RtS	
		1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Open & serve.

Recipe - P.Bread Wheat (P.Wheat Bread)

Cook Time : **Method :Puree** **Serving Size : 1 #16scp** **YIELD : 1**

Cook Temp : **Serve Utensil : #16scp**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Slice	Bread Whole Wheat RtS Bulk Loaf	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree consistency:Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product.
5 g	Margarine, Solids	
29 mL	Milk, 2% Bulk	
		2. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

recipes On demand

Recipe - G-F Bread Raisin Crustless (G-F Crustless Raisin Bread)

Cook Time : **Method :Make** **Serving Size : 1 slice** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 slice	G-F Bread Raisin	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Using a knife and cutting board, remove crust from Bread.
		2. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Egg Salad Hmd-x (Egg Salad)*

Cook Time : **Method :Mix and Chill** **Serving Size : 125 mL** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
100 g	Egg Boiled Hard f/RTS (Minced)	1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
15 mL	Mayonnaise, Bulk	Combine Ingredients and mix well.
1/8 mL	Pepper, White	CCP - *Maintain <40F/4C; discard unused product.
1/8 mL	Onion Powder	

Recipe - Egg Salad Sndw WW-x (Egg Salad on Wheat)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL	Egg Salad Hmd-x (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
2 Slice	Bread Whole Wheat	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich as desired and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C.

Recipe - Broth Vegetable f/Base-x (Vegetable Broth)*

Cook Time :	**Method :Boil**	**Serving Size : 180 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
170 mL 4 g	Water Base, Vegetable Dry	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Heat Water and add Base, stirring until well dissolved to *internal temp of 145F/62C for 15 sec.
		2. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

Recipe - P.Egg Salad Sndw WW-x (P.Egg Salad on Wheat)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	Bread Whole Wheat Broth Vegetable f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 10 mL	Egg Salad Hmd-x (Prepared) Mayonnaise, Bulk	2. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		4. CCP - *Maintain <40F/4C; discard unused product. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - Egg Salad Sndw Wht-x (Egg Salad on White)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL 2 Slice	Egg Salad Hmd-x (Prepared) Bread White	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
		2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich as desired and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C.

Recipe - P.Egg Salad Sndw Wht-x (P.Egg Salad on White)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 30 mL	Bread White Broth Vegetable f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 10 mL	Egg Salad Hmd-x (Prepared) Mayonnaise, Bulk	2. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		3. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		4. CCP - *Maintain <40F/4C; discard unused product. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - G-F Egg Salad Sndw Whl Grn-x (G-F Egg Salad on Whole Grain)

Cook Time : **Method :Make** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
80 mL	Egg Salad Hmd-x (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Filling as per separate recipe and *maintain <40F/4C.
2 Slice	G-F Bread Whole Grain	2. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich as desired and serve immediately or wrap and *maintain <40F/4C.
		3. CCP - *Maintain <40F/4C.

Recipe - P.G-F Egg Salad Sandwich on Whole Grain-x (P.G-F Egg Salad on Whole Grain)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
2 Slice 30 mL	G-F Bread Whole Grain Broth Vegetable f/Base-x	2. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
80 mL 5 mL	Egg Salad Hmd-x (Prepared) Mayonnaise, Bulk	3. Puree prepared Filling with enough Mayonnaise to achieve desired consistency (thickener may need to be added). *Maintain <40F/4C.
		4. Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately or wrap and *maintain <40F/4C.
		5. CCP - *Maintain <40F/4C; discard unused product.
		6. Note: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

Recipe - Bar Buttertart Frz RTS (Buttertart Square)

Cook Time :	**Method :**	**Serving Size : 1 2x2 in**	**YIELD : 1**
Cook Temp :	**Serve Utensil : Cake Server**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 2x2 in	Bar Buttertart Frz RTS	
		1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Let thaw 10 minutes before cutting. Cut, portion, and serve. CCP - *Maintain <40F/4C; discard unused product.

Recipe - P.Bar Buttertart Square RTS-x (P.Buttertart Square)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
30 mL	Juice Apple BIB	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Pour Liquid into blender or food processor. Add prepared product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP - Maintain <40F/4C; discard unused product. NOTE: Serving sizes using scoops will vary depending on the amount of Liquid and/or Thickener used.
1 2x2" Piece	Bar Buttertart Frz RTS	

*** Costs calculated from Market Pricing.*

Recipe - P.G-F Muffin Chocolate Chip-x (P.G-F Chocolate Chip Muffin)

Cook Time : **Method :Puree** **Serving Size : 1 #12scp** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
15 mL	Milk, 2% Bulk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Pour Liquid into blender or food processor. Add prepared Product. Cover securely; blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. Discard unused product. NOTE: Serving sizes using scoops will vary depending on the amount of Liquid and/or Thickener used.
1 Each	G-F Muffin Chocolate Chip	

Recipe - Chicken Burger Patty Brd on WW Bun (Chicken Burger on Wheat Bun)

Cook Time : **Method :Cook** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment.
1 Each	Chicken, Burger Brd	2. Prepare Chicken according to package directions. Cook Chicken to *internal temperature of 165F/74C for at least 15 seconds.
1 Each	Bun Hamburger Wheat	3. Place Chicken inside Bun and add condiments as desired. CCP -- Maintain <140F/60C for only 4 hrs.
		4. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

*** Costs calculated from Market Pricing.*

Recipe - Broth Chicken f/Base-x (Chicken Broth)*

Cook Time : 0	**Method :Boil**	**Serving Size : 180 mL**	**YIELD : 1**
Cook Temp : 0	**Serve Utensil :**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
7 mL	Base, Chicken Dry	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
177 mL	Water	Heat Water and add Base, stirring until dissolved to internal temp 145F/62C for 15 sec.
		2. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

Recipe - Mcd.Chicken Burger Patty Brd on WW Bun-x (Mcd.Chicken Burger on Wheat Bun)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare Chicken Burger as per package instructions.
1 Each 15 mL	Chicken, Burger Brd Broth Chicken f/Base-x	2. Mince prepared Burger to desired consistency;stir in liquid. *Reheat to 165F/74C held for 15 sec.
1 Each	Bun Hamburger Wheat	3. At service: Serve #12 scoop of Minced Chicken between Bun halves.
		4. CCP - *Maintain >140F/60C; discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Gravy Chicken f/Mix (Chicken Gravy)*

Cook Time :	**Method :Make**	**Serving Size : 30 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil : Solid Spoon**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
3 mL 30 mL	Gravy Mix, Chicken Dry Water	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Combine Mix and Water as per package instructions. Heat to an *internal temperature of 165F/74C held for at least 15 seconds.
		2. CCP -- Maintain >140F/60C for only 4 hrs. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. Maintain <40F/4C. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.
		3. Note: mixing ratios and instructions will vary by manufacturer. Always refer to the manufacturer's instructions when preparing recipes from mix.

Recipe - P.Chicken Burger Patty Brd on WW Bun-x (P.Chicken Burger on WW Bun)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 15 mL	Bun Hamburger Wheat Broth Chicken f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bun with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
1 Each 30 mL	Chicken, Burger Brd Gravy Chicken f/Mix	2. Puree Filling with enough Gravy to achieve desired consistency (thickener may need to be added). Sandwich Serving: Place 1 #12 scoop of Filling beside 2 #16 scoops of Bun on the same plate. Serve immediately or wrap and *maintain >140F/60C for 4 hrs only. Discard unused product.
		3. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.
		4. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

*** Costs calculated from Market Pricing.*

Recipe - Chicken Sndw Grilled on Bun Wht (Grill Chicken Sndw on Wht Bun)

Cook Time : **Method :Grill** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
75 g	Chicken, Breast Bnls-Sknls 4-5z (Cooked)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Grill Chicken to an *internal temperature of >165F/74C for at least 15 seconds.
1 Whole 10 mL	Bun Hamburger White Margarine f/Bulk	2. Spread 5 ml of Margarine on each half of the Bun. Sandwich Serving: At time of service, place 1 Chicken Breast on bottom half of Bun; add top half. Serve immediately.
		3. CCP - *Maintain >140F/60C; discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Chicken Sndw Grilled on Bun Wht-x (Mcd.Grill Chicken on Wht Bun)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 15 mL	Chicken, Breast Bnls-Sknls 4-5z (Grilled) Gravy Chicken f/Mix	1. Mince prepared Chicken with enough Gravy to achieve desired consistency (thickener may need to be added). *Maintain >140F/60C. *Reheat to an internal temperature of 165F/74C held for at least 15 seconds.
1 Each 10 mL	Bun Hamburger White Margarine f/Bulk	2. Spread 5mL of Margarine on both sides of Bun. Sandwich Serving: At time of service, place 80mL of Chicken on bottom half of Bun; add top half. Serve immediately. CCP - *Maintain >140F/60C; discard unused product.
		3. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used. Scoop sizes used in prep steps are an estimate of the final yield.

*** Costs calculated from Market Pricing.*

Recipe - P.Chicken Sndw Grilled on Bun Wht-x (P.Grill Chicken Sndw on Wht Bun)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 15 mL	Bun Hamburger White Gravy Chicken f/Mix	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bun with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C.
1 Each 30 mL	Chicken, Breast Bnls-Sknls 4-5z Gravy Chicken f/Mix	2. Puree prepared Chicken with enough Gravy to achieve desired consistency (thickener may need to be added). *Maintain >140F/60C Reheat to an internal temperature of 165F/74C held for at least 15 seconds.
		3. Sandwich Serving: At time of service, place 1 #12 scoop of Meat beside 2 #16 scoops of Bun. Serve immediately. CCP - *Maintain >140F/60C for 4 hrs only. Discard unused product.
		4. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - G-F Chicken Sndw Grilled WW-x (G-F Grilled Chicken Sndw WW)

Cook Time : **Method :Grill** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each	Chicken, Breast Bnls-Sknls 4-5z	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Grill Chicken Breast on both sides to *internal temp >165F/74C for 15 sec.
2 Slice 10 mL	G-F Bread Whole Grain Margarine f/Bulk	2. Spread 5 mL of Margarine on each slice of Bread. Grill Bread until lightly toasted.
		3. Place 1 piece of Chicken on 1 slice of Bread; top with a second slice of Bread.
		4. CCP -- Maintain >140F/60C for only 4 hrs. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.G-F Chicken Sndw Grilled on WW-x (Mcd.G-F Grilled Chicken Sandwich on WW)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 15 mL	Chicken, Breast Bnls-Sknls 4-5z Gravy Chicken f/Mix	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared Chicken with enough Gravy to achieve desired consistency (thickener may need to be added). Maintain >140F/60C. *Reheat to 165F/74C held for 15 sec.
2 Slice 10 mL	G-F Bread Whole Grain Margarine f/Bulk	2. Spread 5mL of Margarine on each slice of Bread. Spread 80 mL of Filling on 1 slice of Bread; top with a second slice of Bread. Cut Sandwich in half and serve immediately or wrap and *maintain >140F/60C. CCP – Maintain at >140F/60C for only 4 hours. Discard unused Product.
		3. NOTE: In order to provide Resident-centred care and reduce choking risk, please follow facility policy for crusts on sandwiches. Remove crusts only if appropriate. Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - P.G-F Chicken Sndw Grilled WW-x (P.G-F Grilled Chicken Sandwich WW)

Cook Time : **Method :Puree** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
2 Slice 15 mL	G-F Bread Whole Grain Broth Chicken f/Base-x	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Puree Bread with enough Broth to achieve desired consistency (thickener may need to be added) and set aside. *Maintain >140F/60C.
1 Each 30 mL	Chicken, Breast Bnls-Sknls 4-5z Gravy Chicken f/Mix	2. Puree prepared Chicken with enough Gravy to achieve desired consistency (thickener may need to be added). *Reheat to 165F/74C held for 15 sec. CCP – Maintain >140F/60C for 4 hrs only.
		3. Sandwich Serving: At time of service, place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately.
		4. CCP - *Maintain >140F/60C; discard unused product.
		5. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - Vegan Chicken on Bun WW (Vegan Chicken on WW Bun)

Cook Time : **Method :Heat** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil : Tongs**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Prepare
60 g 1 Each	Vegetarian Chicken Strips Ckd Bun Hamburger Wheat	2. Vegetarian Chicken as per package instructions. Cook to an *internal temperature of 165F/74C held for at least 15 seconds.
		3. Place 60 g Vegetarian Chicken between each Bun.
		4. CCP -- Maintain >140F/60C. Temperature should be taken every 2 hours during holding. *Maintaining at the proper temperature will present no food safety issue; long hot holding times can affect food quality. Refer to local or regional public health regulations for specific times. CCP -- Cool: Product must reach 140F/60C to 70F/21C within 2 hrs and 70F/21C to 40F/4C within 4 hrs. CCP -- Reheat: To internal temp of 165F/74C held for at least 15 seconds within 2 hrs - one time only.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Chicken Sndw Grilled on Bun WW-x (Mcd.Grill Chicken on WW Bun)

Cook Time : **Method :Mince** **Serving Size : 1 Each** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
1 Each 15 mL	Chicken, Breast Bnls-Sknls 4-5z (Grilled) Gravy Chicken f/Mix	1. Mince prepared Chicken with enough Gravy to achieve desired consistency (thickener may need to be added). *Maintain >140F/60C. *Reheat to an internal temperature of 165F/74C held for at least 15 seconds.
1 Each 10 mL	Bun Hamburger Wheat Margarine f/Bulk	2. Spread 5mL of Margarine on both sides of Bun. Sandwich Serving: At time of service, place 80mL of Chicken on bottom half of Bun; add top half. Serve immediately. CCP - *Maintain >140F/60C; discard unused product.
		3. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used. Scoop sizes used in prep steps are an estimate of the final yield.

*** Costs calculated from Market Pricing.*

Recipe - P.Vegan Chicken on Bun WW-x (P.Vegan Chicken on WW Bun)

Cook Time : **Method :Puree** **Serving Size : 1 Eacg** **YIELD : 1**

Cook Temp : **Serve Utensil :**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
		1. *WASH HANDS before beginning preparation & SANITIZE surfaces & equipment.
1 Each 30 mL	Bun Hamburger Wheat Broth Chicken f/Base-x	2. Puree Bread with enough liquid to achieve desired consistency (thickener may need to be added) and set aside. *Maintain <40F/4C. Discard unused product.
60 g 30 mL	Vegetarian Chicken Strips Ckd Broth Chicken f/Base-x	3. Prepare Vegetarian Chicken as per package instructions. Cook to an *internal temperature of 165F/74C held for at least 15 seconds.
		4. Puree prepared Meat with enough Broth to achieve desired consistency (thickener may need to be added) . *Reheat to 165F/74C held for 15 sec.
		5. Sandwich Serving: At time of service, place 1 #12 scoop of Filling beside 2 #16 scoops of Bread. Serve immediately.
		6. NOTE: Serving sizes using scoops will vary depending on the amount of liquid and/or thickener used.

*** Costs calculated from Market Pricing.*

Recipe - Mcd.Three Bean Salad RTS (Mcd.Three Bean Salad)

Cook Time :	**Method :Mince**	**Serving Size : 1 #10scp**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Bean Salad Three RTS	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Mince prepared product to desired consistency. *Chill <40F/4C. *Maintain <40F/4C. Discard unused product.

*** Costs calculated from Market Pricing.*

Recipe - P.Three Bean Salad RTS (P.Three Bean Salad)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil : #10 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Bean Salad Three RTS	1. WASH HANDS before beginning preparation. SANITIZE surfaces & equipment. Add prepared product to blender or food processor. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP - Maintain <40F/4C. Discard unused portion.

*** Costs calculated from Market Pricing.*

Recipe - Fruit Cocktail f/Cnd JcPk (Fruit Cocktail)

Cook Time :	**Method :Chill**	**Serving Size : 125 mL**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #8 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Fruit Cocktail, Cnd JcPk	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Open can and drain Fruit, reserving Juice. Portion 125mL of Fruit into serving dishes and if desired divide reserved Juice over Fruit. Chill at <40F/4C until service.
		2. CCP -- Maintain <40F/4C.

Recipe - Mcd.Fruit Cocktail f/Cnd JcPk (Mcd.Fruit Cocktail)

Cook Time :	**Method :Mince**	**Serving Size : 1 #10scp**	**YIELD : 1**
Cook Temp :	**Serve Utensil : #10 scoop**		

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Fruit Cocktail f/Cnd JcPk (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Mince prepared Product to desired consistency; stir in Liquid. *Chill <40F/4C. CCP - Maintain <40F/4C; discard unused product.

Recipe - P.Fruit Cocktail f/Cnd JcPk (P.Fruit Cocktail)

Cook Time : 0 **Method :Puree** **Serving Size : 1 #10scp** **YIELD : 1**

Cook Temp : 0 **Serve Utensil : #10 scoop**

AMOUNT	INGREDIENT NAME	PREPARATION STEP
125 mL	Fruit Cocktail f/Cnd JcPk (Prepared)	1. WASH HANDS before beginning preparation & SANITIZE surfaces & equipment. Drain Fruit. Blend Fruit in blender or food processor until smooth. Scrape down sides and bottom of bowl. Continue blending until pudding-like consistency is reached. *Chill <40F/4C. CCP - Maintain <40F/4C; discard unused portion. NOTE: Serving sizes using scoops will vary depending on the amount of Liquid and/or Thickener used.