Call In Procedure for FANS When No Supervisory Personnel are on Duty in the Department

Policy Number: 3364-104-807
Department: Food & Nutrition
Approving Officer: Chief Executive Officer - UTMC
Responsible Agent: Senior Director, Food & Nutrition
Scope: Food & Nutrition

Effective Date: 7/1/2017
Initial Effective Date: 10/2001

(A) Policy Statement

Food and Nutrition Services (FANS) will have a plan for calling in employees in the event of an emergency.

(B) Purpose of Policy

To Provide the UTMC switchboard with the necessary information so that a member of the Food and Nutrition Services management team can be reached in the event an emergency occurs when no supervisory personnel are on duty in the Food and Nutrition Services Department.

(C) Procedure

In the event any emergency occurs when no supervisor personnel are on duty in the Food and Nutrition Services Department:

A. Using the telephone list provided to the switchboard by the Food and Nutrition Services Department, the switchboard will begin calling Food and Nutrition Supervisory personnel in the following order until one listed person is reached. The switchboard should provide as many details as possible concerning the emergency situation.
   1. Food Service Director
   2. Food Supervisor(s)
   3. Chief Clinical Dietitian

B. Once, one supervisory person in FANS has been contacted, that person will proceed to telephone additional FANS staff as needed.

C. Under all circumstances, notify the Food Service Director as soon as possible.

D. The telephone list provided to the switchboard.

Approved by:

Mario Toussaint
Senior Director, Food & Nutrition

Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTMC

Review/Revision Completed By:
Food & Nutrition

Next Review Date: 7/1/2020

Policies Superseded by This Policy: