Name of Policy:	**Call in procedure for FANS when no supervisory personnel are on duty in the department**	THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Policy Number:	3364-104-807	
Department:	Food & Nutrition	
Approving Officer:	Director, Food & Nutrition	
Responsible Agent:	Food & Nutrition Management	
Scope:	Food & Nutrition Services	**Effective Date:** 6/1/2022 Initial Effective Date: 10/2001

_____	New policy proposal	X	Minor/technical revision of existing policy
_____	Major revision of existing policy	_____	Reaffirmation of existing policy

(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

Food & Nutrition Services has supervisory personnel scheduled for all shifts. In the event any emergency occurs and the supervisor on duty in the Food and Nutrition Services Department has become unavailable/incapacitated:

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 a 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: /s/ 5/3/22 Joshua Krupinski Date Director, Food & Nutrition *Review/Revision Completed By:* *Food & Nutrition*	**Review/Revision Date:** 9/1990 4/1992 9/1992 9/1999 10/2001 9/200 6/2/2008 7/1/2011 7/1/2014 7/1/2017 4/23/2019 5/3/2022 **Next Review Date:** 5/1/2025