

Plan de Contingencia

CENTRO MÉDICO CORRECCIONAL - 2017

Jose A Rodriguez Pagan

CHSC | COMPLEJO CORRECCIONAL BAYAMÓN, PUERTO RICO

PLAN DE CONTINGENCIA TEMPORADA DE HURACANES CENTRO MÉDICO CORRECCIONAL - 2017

RECURSOS CRÍTICOS DE INFRAESTRUCTURA

BASIC INFORMATION				
NAME OF THE FACILITY: Centro Médico Correccional		TYPE: Hospital		CONTACTS NAME: Lcda. Felicitia Alvarado Directora Ejecutiva
				PHONE/E-MAIL: (939) 225 – 2400 ext 1015 Email: fealvarado@chsc-pr.org
CONSTRUCTED (YEAR): 2014		SARAFS LIC.: 33		CONSTRUCTION IMPROVEMENTS (YEAR): N/A
BED CAPACITY: 195		EMERGENCY ROOM BED CAPACITY: 19		
BARIATRIC BED CAPACITY: 0		PEDIATRIC BED CAPACITY: N/A		NEONATAL BED CAPACITY: N/A
BURN PATIENT CAPACITY: 0		MORGUE CAPACITY: N/A		
ICU CAPACITY: 0	NICU CAPACITY: 0	PICU CAPACITY: 0	NEGATIVE PRESSURE ROOM: 9	
DIAGNOSTIC IMAGING: YES		CHEMOTHERAPY: NO		POSITIVE PRESSURE ROOM: 0
BLOOD BANK: N/A		DIALYSIS: NO		MENTAL HEALTH: YES
		COORDINATES: LAT: 18° 25' 03.7" N LONG: 66° 08' 52.9" W		
PART 1: POWER				
EMERGENCY ELECTRICAL GENERATOR				
MAKE: Cummins		MODEL: DQGAB		CAPACITY (kW): 1,500
				YEAR: 2013
AUTOMATIC TRANSFER SWITCH Quantity = 6				
MAKE: General Electric		MODEL: Zenith		TIME FOR TRANSFER (sec): 3 – 5 segundos
TIME FOR RETRANSFERRING (min): 30 minutos		COMBUSTIBLE TANK STORAGE CAPACITY (gal): 9,200 galones		TYPE OF COMBUSTIBLE: Diesel
				SUSTAINABILITY (hr): 120 galones x hora
SECOND EMERGENCY ELECTRICAL GENERATOR				
MAKE: Cummins		MODEL: DQGAB		CAPACITY (kW): 1,500
				YEAR: 2013
AUTOMATIC TRANSFER SWITCH				
MAKE: General Electric		MODEL: Zenith		TIME FOR TRANSFER (sec): 3 – 5 segundos
TIME FOR RETRANSFERRING (min): 30 minutos		COMBUSTIBLE TANK STORAGE CAPACITY (gal): 9,200 galones		TYPE OF COMBUSTIBLE: Diesel
				SUSTAINABILITY (hr): 120 galones x hora
ELECTRICITY METER NUMBER: 146611		COORDINATES: LAT: 18° 25' 07.3" N LONG: 66° 08' 52.2" W		
PART 2: WATER				
WATER STORAGE TANK				
TANK CAPACITY (gal): 151,470 galones		SUSTAINABILITY (hr): 875 galones x hora		
DIALYSIS WATER TREATMENT SYSTEM				
TANK CAPACITY (gal): N/A		SUSTAINABILITY (hr):		
PURIFYING SYSTEM PRODUCTION (gal/day):				
WATER METER NUMBER: 13369056		COORDINATES: LAT: 18° 24' 59.8" N LONG: 66° 08' 54.5" W		
PART 3: MEDICAL GAS				
WHO IS THE PROVIDER? PRAXAIR				
			TYPE:	SUSTAINABILITY (hr):
1) CARBON DIOXIDE	YES	NO		
2) ENTONOX	YES	NO		
3) HELIOX	YES	NO		
4) OXYGEN	YES	NO		
5) NITROGEN	YES	NO		
6) NITROUS OXIDE	YES	NO		
7) OTHER: _____	YES	NO		

PLAN DE CONTINGENCIA TEMPORADA DE HURACANES

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PART 4: PERSONNEL / STAFF

ADMINISTRATIVE:		QTY:	
Administration	(20)		
Engineer/Maintenance	(18)		
Nursing	(116)		
Laboratory	(0)		
SPECIALIST:	QTY:	SPECIALIST:	QTY:
1) ALLERGY AND IMMUNOLOGY	()	31) NEONATOLOGY	()
2) ANESTHESIOLOGY	()	32) NEUROLOGY	()
3) CARDIOLOGY	()	33) NEUROLOGY, PEDIATRIC	()
4) CARDIOLOGY, INTERVENTIONAL	()	34) NEUROPATHOLOGY	()
5) CARDIOLOGY, NUCLEAR	()	35) NEUROPHYSIOLOGY	()
6) CORNEAL DISORDERS	()	36) NEURORADIOLOGY	()
7) DENTIST	(2)	37) NEUROSURGERY	()
8) DERMATOLOGY	()	38) NEUROTOLOGY	()
9) DERMATOLOGICAL IMMUNOLOGIST	()	39) OBSTETRICS AND GYNCOLOGY	()
10) EMERGENCIOLOGIST	()	40) ONCOLOGY	()
11) ENDOCRINOLOGY	()	41) OPHTHALMOLOGY	()
12) ENDODONTICS	()	42) OPTOMETRY	(1)
13) GASTROENTEROLOGY	()	43) ORTHOPEDIC	()
14) GASTROENTEROLOGY, PEDIATRIC	()	44) ORTHOPEDIC, PEDIATRIC	()
15) GENERAL PEDIATRICS	()	45) OTORHINOLARYNGOLOGY	()
16) GENETICIST	()	46) PAIN MANAGEMENT SPECIALIST	()
17) GLAUCOMA	()	47) PATHOLOGY	()
18) GYNCOLOGY	()	48) PATHOLOGY, CLINICAL	()
19) GYNCOLOGY, ONCOLOGIST	()	49) PEDIATRIC CRITICAL CARE	()
20) HEMATOLOGY	()	50) PEDIATRIC DENTISTRY	()
21) HEMATOLOGY, PEDIATRIC	()	51) PEDIATRIC NEPHROLOGY	()
22) INFECTOLOGIST	()	52) PEDIATRIC PHYSIATRIST	()
23) INTENSIVE/CRITICAL CARE MEDICINE	()	53) PHYSICAL THERAPY	(3)
24) INTERN MEDICINE	(1)	54) PNEUMOLOGY	()
25) MEDICINE, ADOLESCENT	()	55) PNEUMOLOGY, PEDIATRIC	()
26) MEDICINE, AEROSPACE	()	56) PODIATRIST	(1)
27) MEDICINE, FAMILY	()		
28) MEDICINE, OCCUPATIONAL	()		
29) MEDICINE, SPORTS	()		
30) NEPHROLOGY	()		
		57) PREVENTIVE MEDICINE	()
		58) PROCTOLOGY	()
		59) PROSTHODONTICS	()
		60) PSYCHIATRY	(7)
		61) PSYCHIATRY, GERIATRIC	()
		62) PSYCHIATRY, ADDICTION	()
		63) PSYCHIATRY, CHILD	()
		64) PSYCHIATRY, FORENSIC	()
		65) PSYCHOLOGIST	(5)
		66) RADIOLOGY	()
		67) RADIOLOGY, INVASIVE	()
		68) RADIOLOGY, PEDIATRIC	()
		69) RETINOLOGY	()
		70) RHEUMATOLOGY	()
		71) SPINAL CORD INJURIES	()
		72) SURGERY, BACK	()
		73) SURGERY, BURN	()
		74) SURGERY, GENERAL	(1)
		75) SURGERY, HAND	()
		76) SURGERY, HEAD AND NECK	()
		77) SURGERY, MOHS MICROGRAPHIC	()
		78) SURGERY, ONCOLOGY	()
		79) SURGERY, RADIOLOGY	()
		80) SURGERY, PLASTIC	()
		81) SURGERY, PEDIATRIC	()
		82) UROLOGY	()

PART 5: HVAC

AIR HANDLING UNIT (AHU) Quantity = 2

MAKE:	MODEL:	CAPACITY (kW):	YEAR:
Standard Ref.	Custom Made	83,000 CFM	2013

DOES THE AIR HANDLING UNIT HAVE SMOKE DETECTORS? YES

EMERGENCY AIR HANDLING UNIT

MAKE:	MODEL:	CAPACITY (kW):	YEAR:
N/A	N/A	N/A	N/A

CHILLER WATER UNIT

MAKE:	MODEL:	CAPACITY:	YEAR:
McQuay	AWS310	291.6 Tons	2013

EMERGENCY CHILLER WATER UNIT

MAKE:	MODEL:	CAPACITY:	YEAR:
McQuay	AWS310	291.6 Tons	2013

PART 6: COMMUNICATION

DOES THE FACILITY HAVE 800MHZ RADIO? YES

DOES THE FACILITY HAVE INTERN COMMUNICATION? YES

DOES THE FACILITY HAVE ANTENNAS? YES

DOES THE FACILITY HAVE LOW CURRENT SYSTEM (CONNECTIONS / INTERNET CABLES)? YES

PART 7: FOOD / ICE

FOOD STORAGE? N/A

FOOD STORAGE CAPACITY (days): N/A

ICE STORAGE FOR CLINICAL PURPOSES? YES

ICE STORAGE CAPACITY: 10 lbs per Unit

PART 8: WASTE MANAGEMENT

WASTE STORAGE CONTAINER? YES

CONTAINER CAPACITY (yd³ or lbs): 36 yd³

BIOHAZARD WASTE STORAGE CONTAINER? YES

CONTAINER CAPACITY (yd³ or lbs):

PLAN DE CONTINGENCIA TEMPORADA DE HURACANES CENTRO MÉDICO CORRECCIONAL - 2017

LISTADO DE NUMEROS TELEFÓNICOS:

Ambiente de Cuidado / Planta Física:

- Lcda Felicita E. Alvarado, Cel. (787) 615-7913
- José Alberto Rodríguez, Cel. (939) 268-6901
- Jose A Laboy, Cel. (787) 347-2235

Compañías servicios Utilidades:

- Controles HVAC – Carriotech, tel. (787) 796-4371
- HVAC – Standard, tel. (787) 789-1000
- Generadores – Power Pro, tel. (787) 602-3000
- UPS – ASD, tel. (787) 833-2658
- Equipos Biomédicos – Ciracet, tel. (787) 635-2000
- Equipos Radiología – Alpha Biomedical, tel. (787) 746-5387
- Elevadores – Thyssen Krupp, tel. (787) 708-5605
- Desperdicios Biomédicos – Monaco, tel. (787) 614-7796

Agencias Manejo de Emergencias:

- Emergencias, 9 – 1 – 1
- Manejo de Emergencias, tel. (787) 786-6400
- Bomberos Bayamón, tel. (787) 785-3030
- Policía de Puerto Rico, tel. (787) 343-2020
- Emergencia AEE: (787) 289-3434
- Cruz roja americana: (787) 729-9400, (787) 704-9400
- FBI: (787) 754-6000
- Centro de envenenamiento: (787) 754-1333

PLAN DE CONTINGENCIA TEMPORADA DE HURACANES

CENTRO MÉDICO CORRECCIONAL - 2017

INTRODUCCIÓN:

La implantación de la función de ambiente de cuidado en el Centro Médico Correccional va dirigida a mantener un ambiente seguro y libre de riesgos. Este plan de contingencia define con anticipación lo que el personal deberá realizar antes, durante y después de una situación de desastre y definirá qué recursos serán necesarios para que la empresa continúe funcionando en una situación crítica.

Las funciones en el Centro Médico Correccional deben reanudarse en o antes de las próximas 24 horas después del desastre. Las funciones necesarias para proseguir con el funcionamiento de la empresa deben de reanudarse inmediatamente después que se reanuden las funciones críticas, pero no más tarde de tres (3) días después del desastre.

PROPÓSITO:

Proveer una guía de acción a seguir durante situaciones de emergencia que ocasione la interrupción de los servicios y afecte la vida y salud de confinados, visitantes y empleados.

CENTRO DE COMUNICACIONES:

Se establecerá un Centro de Comunicaciones de Emergencia en la Oficina del Comandante de la Guardia durante la emergencia, para proveer comunicaciones primarias a través del teléfono y secundarias a través de la radio, con el fin de comunicarse efectivamente con:

- | | |
|-------------------------------|----------------------------|
| • La persona al mando. | • Cuartel de la Policía. |
| • Unidades ambulantes. | • Personal de apoyo. |
| • Entrada (portón principal). | • Bomberos. |
| • Patrullas del perímetro. | • Otras agencias de apoyo. |
| • Centro de Mando. | |

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CENTRO DE MANDO:

El Centro de Mando dirigirá la operación para poder controlar efectivamente la situación. Esto incluye los esfuerzos de los oficiales correccionales, el personal de las Áreas de Servicios de Salud, la Policía, el Centro de Comunicaciones y los empleados de la institución. El oficial correccional de mayor rango estará a cargo en estrecha comunicación y coordinación con el Director de Servicios Clínicos, Administrador o persona designada.

En el Centro de Mando estarán presentes las siguientes personas:

- Comandante de la Guardia
- Subcomandante de la Guardia
- Superintendente
- Directora Ejecutiva
- Director Medico
- Directora Enfermería
- Ambiente de Cuidado / Planta Física
- Oficial de Prevención de Incendio

Dependiendo de la magnitud de la emergencia, las siguientes personas podrían estar presentes en el Centro de Mando:

- Secretario de Corrección
- Subsecretario
- Administrador Auxiliar en Seguridad
- Superintendente de la Policía
- Director Regional de DCR
- Director Regional en Seguridad
- Jefe del Cuerpo de Bomberos de Puerto Rico
- Oficial a Cargo de las Relaciones Públicas
- Director de Servicios Clínicos

El Centro de Mando estará ubicado en una de las siguientes áreas dependiendo la situación:

- Administración.
- Estacionamiento
- Admisiones / Ambulancias
- Master Control

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PLAN EN CASO DE TORMENTA TROPICAL O HURACÁN

PREPARACIÓN:

- Se estará pendiente de la información emitida por el Centro Nacional de Huracanes y otras agencias pertinentes. Una vez se emita la Vigilancia de Huracán y se anuncie la activación del Plan, éste se pondrá en vigor y se alertará al personal.
- Se tomarán todas las medidas necesarias para proteger las utilidades, los materiales y equipos que puedan sufrir daños.
- Se verificará la disponibilidad y el abasto suficiente para mantener en operación por una semana las siguientes Utilidades:
 - Cisterna (agua potable)
 - Generadores / Sistema eléctrico - UPS
 - Sistema rociadores
 - Aire acondicionado
 - Sistema comunicaciones
- Se verificará que las mangas de incendio y extintores estén debidamente cargados y accesibles.
- Se verificará la disponibilidad de un abasto suficiente de ropa de cama, ropa de confinados, linternas y baterías.
- Se verificará con el área de Farmacia la disponibilidad de un abasto suficiente para una semana de medicamentos, suplido médico y material de primeros auxilios.
- Se verificará con el área de Sala De emergencia la disponibilidad de material y equipos de primeros auxilios.
- Se tendrá disponible una lista de los números telefónicos de los empleados, compañías de servicios a Utilidades y de las agencias que prestan servicios de emergencia.

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ACTIVACIÓN DEL PLAN:

- Se asignará el personal necesario en turnos de 12 o 24 horas, de ser necesario.
- Se utilizará el salón de conferencias en el área de administración como centro de mando y se proveerá al menos un radio portátil con baterías al Área de Servicios de Salud para que el personal pueda mantenerse informado con los informes actualizados del tiempo.
- Se coordinará con la Administración de Corrección y se notificará a CHSC, sobre el progreso e impedimentos en la implantación del Plan.
- Se asignará personal de planta física necesario para mantener y verificar los equipos y utilidades durante la emergencia.
- Se asignará el personal necesario de la compañía contratada de servicios ambientales, para mantener los servicios de mantenimiento requeridos durante la emergencia.
- El personal permanecerá dentro del edificio, personal que necesite salir del área solicitará autorización a la persona encargada del Área de Servicios de Salud y luego a la Comandancia.
- El personal se mantendrá escuchando los boletines del Servicio Nacional de Meteorología, del Centro Nacional de Huracanes y del Centro de Manejo de Emergencias de Puerto Rico.
- Compañía contratada por la Administración de Corrección deberá ofrecer alimentos al personal designado a ofrecer servicios y/o pernoctará en los predios del Centro Medico Correccional durante la emergencia.
- Se proveerá cincuenta (50) camas para alojamiento al personal civil y a los oficiales en la Unidad 3 y 4, en el piso dos del Centro Medico Correccional.
- La Unidad 3 servirá de alojamiento para el personal femenino y la Unidad 4 servirá de alojamiento al personal masculino.
- El personal designado a pernoctar en el Centro Medico Correccional deberá traer sus suministros.
- El personal designado que termine su turno y la situación no le permita hacer salida del Centro Medico Correccional, se le proveerá alojamiento y artículos de primera necesidad.

PLAN DE CONTINGENCIA TEMPORADA DE HURACANES CENTRO MÉDICO CORRECCIONAL - 2017

CULMINACIÓN DEL PLAN:

- Los Coordinadores, Supervisores y empleados harán una inspección visual de las áreas afectadas y rendirán un informe de los daños y pérdidas ocurridas.
- Se notificará inmediatamente al Supervisor de Facilidades sobre problemas de planta física, tales como líneas caídas y tubos de agua dañados para su reparación inmediata.
- Se determinará las prioridades de reparación y de materiales y se solicitarán las mismas de inmediato.
- Se impedirá el acceso a áreas afectadas que presenten riesgo a la salud o la vida del personal o confinados.

PLAN DE CONTINGENCIA TEMPORADA DE HURACANES CENTRO MÉDICO CORRECCIONAL - 2017

DEPARTAMENTO DE ENFERMERÍA

FASE I: MITIGACIÓN Y PREPARACIÓN

- Todo el personal del que labore en el Centro Medico Correccional realizara tareas durante las fases de mitigación y preparación para asegurar el equipo y materiales bajo su responsabilidad.
- Todo el personal deberá llegar hasta las facilidades del Centro Medico Correccional y/o comunicarse con su supervisor inmediato para recibir instrucciones al respecto.

FASE II: RESPUESTA:

- Se activará equipos de trabajo en turnos de 12 horas.
- Equipo 1:
 - Presentarse al momento de activación del plan de contingencia.
 - Ofrecer atención de enfermería a cualquier emergencia médica o psiquiátrica que se presente.
 - Ofrecer rondas frecuentes en las unidades y pacientes confinados.
 - Verificar que el equipo para cuidado a paciente este seguro y en funcionamiento.
 - Proveer apoyo emocional a los pacientes confinados.
 - Asegurarse que los servicios que los pacientes ameritan para su condición y tratamiento no se afecten.
 - Distribución de alimentos de forma adecuada.
- Equipo 2:
 - Relevar al personal del equipo I al termino de 12 horas establecido.
 - Continuar con las funciones del equipo I.
- Equipo 3:
 - Relevar al personal del equipo II al termino de 12 horas establecido.
 - Continuar con las funciones del equipo II.

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FASE III: RECUPERACIÓN:

- El personal que no participo de la fase de respuesta realizara las tareas correspondientes a la fase de recuperación.
- Todo el personal deberá llegar hasta las facilidades del CMC y/o mantener comunicación directa con su supervisor inmediato para recibir instrucciones al respecto.

TRINITY SERVICES GROUP
EMERGENCY CONTINGENCY PLAN
EMERGENCY TELEPHONE NUMBERS

Operational Number: **13468**

Unit/Location Name: **Bayamon 705 (Mens)**

Address: **Complejo Correccional de Bayamón**

Ave. Central Juanita C/ Luchetti Bayamón PR 00956

<i>Unit/Location Telephone Number:</i>	787-778-0471
<i>Unit/Location Fax Number:</i>	787-778-0472
<i>Manager's Name:</i>	Sra. Sooner Santiago
<i>Manager's Emergency Phone Number:</i>	939-308-9179 787-649-0300
<i>District Manager's Name:</i>	Sr. Gerardo López
<i>District Manager's Emergency Phone Number:</i>	787-318-1233
<i>RVP's Name:</i>	Sr. Gerardo López
<i>RVP'S Emergency Phone Number:</i>	787-318-1233
<i>Fire Department Emergency Number:</i>	911
<i>Health Department Emergency Phone Number:</i>	911
<i>Paramedics:</i>	911
<i>Purchasing Dept.:</i>	787-318-1233
<i>Zurich Insurance Company:</i>	1-800-987-3373
<i>Unit/Location Emergency Contact:</i>	Bayamon 705
<i>Emergency Phone Number:</i>	787-778-0471

Emergency Equipment Repair:

Contact Name:

Number:

Specialty Gas Repair

Nelson Alayón

787-216-6437/787-866-0361

Emergency Refrigeration Repair:

D.M. Gerardo López

Emergency Electrical Repair:

A.O.C. 787-864-3112

Emergency Gas Repair:

A.O.C. 787-864-3112

Emergency Plumbing Repair:

A.O.C. 787-864-3112

Kitchen destroyed by fire, flood or other natural disaster. Complete emergency mobile kitchens available from the following:

- 1. Nationwide Mobile Kitchens – 800-639-3229
Located in CA, CO, MA, GA, AL, MO***
- 2. KTG (Kitchens To Go)
P. O. Box 7
Naperville, IL 60567
630-305-6147***
- 3. Gold Coast Kitchen Rentals
110 Glen Cove Ave.
Glen Cove, NY 11542
516-676-6656***

**IT IS IMPERATIVE THAT THE EMERGENCY AMOUNT ON HAND COMPLIES WITH THE
CLIENT FACILITY AGREEMENT.**

***Emergency Contingency Plan
Alternate Locations for Support***

Grocery Supplier:

Contact Name:

Emergency Number:

Ballester Hnos. Inc.

Luis I Freirmaint

787-548-6643

Produce Supplier:

Contact Name:

Emergency Number:

Central Marketing

Raúl Rosa

787-898-1357

Bread Supplier:

Contact Name:

Emergency Number:

International Bakery

Sergio Stakum

787-860-0795

Milk Supplier:

Contact Name:

Emergency Number:

Smart Distributors

Dr. Colon Cora

787-786-9435

Paper/Cleaning:

Contact Name:

Emergency Number:

Ballester Hnos. Inc.

Luis I Freirmaint

787-548-6643

Ice Supplier:

Contact Name:

Emergency Number:

A.O.C. 787-864-3112

Water Supplier:

Contact Name: A.O.C.787-864-3312
Emergency Number:

Emergency Equipment Repair: Specialty Gas Repair
Contact Name: Nelson Alayón
Number: 787-216-6437

Emergency Refrigeration Repair: G.M. Gerardo López

Emergency Electrical Repair: A.O.C. 787-864-3112

Emergency Gas Repair: A.O.C. 787-864-3112

Emergency Plumbing Repair: A.O.C. 787-864-3112

Kitchen destroyed by fire, flood or other natural disaster. Complete emergency mobile kitchens available from the following:

1. *Nationwide Mobile Kitchens – 800-639-3229*
Located in CA, CO, MA, GA, AL, MO

2. *KTG (Kitchens To Go)*
P. O. Box 7
Naperville, IL 60567
630-305-6147

3. *Gold Coast Kitchen Rentals*
110 Glen Cove Ave.
Glen Cove, NY 11542
516-676-6656

IT IS IMPERATIVE THAT THE EMERGENCY AMOUNT ON HAND COMPLIES WITH THE CLIENT FACILITY AGREEMENT.

*Emergency Contingency Plan
Alternate Locations for Support*

If a location should become unusable Canteen Correctional Services would prepare and transport food from alternate locations.

<i>Unit #</i>	<i>Location</i>	<i>Supported by</i>
<i>13460</i>	<i>Ponce 676/304</i>	<i>Other Ponce Units</i>
<i>13461</i>	<i>Ponce 500</i>	<i>Other Ponce Units</i>
<i>13462</i>	<i>Ponce 1000</i>	<i>Other Ponce Units</i>
<i>13463</i>	<i>Ponce Maxima</i>	<i>Other Ponce Units</i>
<i>13464</i>	<i>Guayama 1000</i>	<i>Guayama 945</i>
<i>13466</i>	<i>Bayamon 501</i>	<i>Other Bayamon units</i>
<i>13467</i>	<i>Bayamon 1072</i>	<i>Other Bayamon units</i>
<i>13468</i>	<i>Bayamon 705</i>	<i>Other Bayamon units</i>
<i>13470</i>	<i>Industrial Mujeres Vega Alta</i>	<i>Bayamón Units</i>
<i>13471</i>	<i>Camp Sabana Hoyos</i>	<i>Bayamon Units</i>
<i>13472</i>	<i>Aguadilla</i>	<i>Mayaguez</i>
<i>13473</i>	<i>CDO Mayaguez</i>	<i>Aguadilla</i>
<i>13476</i>	<i>La Pica, Jayuya</i>	<i>Juana Diaz</i>
<i>13477</i>	<i>Camp Zarzal</i>	<i>Bayamón Units</i>

TRINITY SERVICES GROUP

SUBJECT: EMERGENCY CONTINGENCY PLAN

ORIGINATING DEPT: A.O.C. PR / TRINITY SERVICES GROUP

INITATED BY: ACA STANDARDS FS030

APPROVED BY: _____

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POLICY:

The food service department at each facility will develop and maintain a plan to ensure uninterrupted meal service in the event of an emergency.

RESPONSIBILITY: All Foodservice Personnel

DEFINITIONS: NONE

STANDARD: FS030

All food service personnel are trained in the implementation of written emergency plans. (Mandatory)

PROCEDURES: FS030

1. Refer to **EMERGENCY CONTINGENCY PLAN** which accompanies this policy.
2. Whenever possible, served the planned menu. If this can be done with little or no adjustment do not switch to the emergency menu.
3. Be sure to record all changes on the Menu Substitution Record for later review.
4. Be sure that all on-duty staff are aware of the changes that are needed so that the kitchen inmates will be directed effectively.
5. If necessary, call in additional off-duty staff or arrange for them to be available on a stand-by basis. Consider calling nearby units for assistance.
6. Do not switch to disposables unless absolutely necessary.
7. Inform the client of the steps that are being taken and adjust these as requested.
8. Contact vendors as necessary to ensure that supplies on hand are replenished as soon as used.
9. When the emergency is over, review that handling and update procedures as Needed. Be sure that any changes are incorporated into the employee inservice training sessions.
10. Keep the District Manager and Dietitian fully informed.
11. Document events into the Food Service Department Log.

TRINITY SERVICES GROUP (con't)

EMERGENCY CONTINGENCY PLAN

It is TRINITY SERVICE GROUP policy to be prepared to serve all meals as scheduled despite emergency situations, such as power loss, fire, inmate-lock-down or local disaster. Each unit is required to have a written plan which outlines its particular needs in the event of the above.

A minimum three-day supply of food and disposable serviceware is kept at all times. Additional supplies of those items which would be most needed in an emergency are also kept; the amount and scope vary with the size and complexity of the individual facility. This must be coordinated with the Facility Commander.

Staff from units closest to that effected would be detailed to assist if required. Unit staff would be on 24 hour alert.

If needed, a self-contained refrigerated vehicle will be requested from a vendor.

It is the duty of the unit's Food Service Director, in consultation with the client, to determine the steps to be taken.

PROCEDURES:

A. Loss of Water:

1. All food will be served on disposable serviceware.
2. Arrangements will be made with a local water supplier to provide emergency supplies.
3. Emergency menus will be used until the end of the emergency.

B. Loss of Steam or Electricity:

1. The Food Service Manager will evaluate the possibility of using alternative cooking methods. If alternative power is available, the standard menu will be followed.

C. Vendor Failure:

1. Substitutions of appropriate menu items of like quality and nutritional value for undelivered items.
2. The Food Service Department will maintain the standard house menus with appropriate substitutions unless delivery failure is of such a significant amount that emergency menus are required.

D. Work Stoppage:

1. Food Service will have on hand sufficient foodstuff and supplies to provide meal service during a work stoppage.
2. Emergency menus will be instituted.

TRINITY SERVICES GROUP (con't)

3. An emergency work force will be assembled from employees of other units.
4. Eleven hours shifts will be implemented

E. Emergency Menus:

1. A 24-hour emergency menu is developed that can be used in contingency situations.
2. Supplies to fulfill emergency menus will be maintained at all times.

General Food Service emergency Procedures:

1. Whenever possible, normal operating procedures and schedules will be followed.
2. Food Service employees will be subject to call in to provide staffing on a 24 hour basis; at the discretion of the Food Service Director/Unit Manager or his representative.
3. Meal Service:
 - a. By mutual agreement the food Service Director or his representative, and the Facility Commander, may change the meal hours based on the extent of the emergency.
 - b. In the event of power failure, a one-day menu is available.
4. Disposable utensils, trays and flatware are available in the event that the extent of the emergency is such that their use is warranted. The decision to use the disposable service or a portion of same shall rest with the Food service Director/Unit Manager or his representative in conjunction with the Facility Commander.
5. A three-day stock of food and supplies are on hand at all times. This needs to be confirmed by the Agreement between Canteen Correctional Services and the Facility. Re-supply may be accomplished by phoning the authorized vendors, or if there is a problem with delivery, other nearby Canteen Correctional Service units will provide assistance.
6. Instruction in emergency procedures will be provided for employees in routine training sessions.

TRINITY SERVICES GROUP (con't)

EMERGENCY MENU (NO ELECTRICITY)

This menu assumes that the meat slicer has been wired to the emergency circuit. Most gas and steam equipment would be inoperable as these items are usually electrically controlled.

BREAKFAST

Dry Cereal or Juice
Fruit 4oz. Cheese or Peanut Butter
Bread or Prepared Breakfast Pastry
Milk

LUNCH

Tuna Salad or Lunch Meat Sandwich
Chips
Fresh or Canned Fruit
Cold Beverage

DINNER

Sliced Turkey or Turkey Ham w/lettuce and Vegetable Garnishes
Bread or Rolls
Margarine or Cond.
Salad w/Dressing
Fruit or Prepared Dessert
Milk

IMPORTANT: For Proper implementation of the above menu, contact the Canteen Correctional Services Dietitian for portion sizes etc. prior to initiating. This is Mandatory.

TRINITY SERVICES GROUP (con't)

EMERGENCY MENU (NO ELECTRICITY)

This menu assumes that there is power to the steam equipment.

BREAKFAST

Fruit Juice or Canned Fruit
Scrambled Eggs (in Steam Kettle)
Cooked Cereal (in Steam Kettle)
Cold Milk
Bread and Margarine

LUNCH

Tuna Salad or Cheese Sandwich
Potato Chips
Tossed Salad with Dressing
Fruit or Cookies
Punch

DINNER

Roast Beef or Turkey Sandwich with Crackers
Tossed Salad with Dressing
Fruit
Milk

IMPORTANT: For Proper implementation of the above menu, contact the Canteen Correctional Services Dietitian for portion sizes etc. prior to initiating. This is Mandatory.

TRINITY SERVICES GROUP (con't)

EMERGENCY MENU (NO STEAM)

BREAKFAST

Fruit or Juice
Dry Cereal
Scrambled Eggs (On Gas or Electric Grill)
Toast or Breakfast Pastry
Margarine
Milk
Coffee

LUNCH

Beef Patty (On Gas or Electric Grill)
Cheese Slice
Potato Sticks
Corn
Planned Salad
Hamburger Bun or Bread
Condiments
Canned Fruit or Prepared Dessert
Beverage

DINNER

Sliced Turkey
Potatoes
Green Beans
Planned Salad
Bread Rolls
Margarine
Instant Pudding or Prepared Dessert
Milk

IMPORTANT: For Proper implementation of the above menu, contact the Canteen Correctional Services Dietitian for portion sizes etc. prior to initiating. This is Mandatory.

TRINITY SERVICES GROUP (con't)

EMERGENCY MENU (NO WATER OR POWER)

Food would be served on disposables as hot water would be unavailable for dish washing.

BREAKFAST

Fruit or Juice
Dry Cereal
Bread or Prepared Breakfast Pastry
Margarine
Milk

LUNCH

Tuna Salad or Peanut Butter Sandwich
Chips
Canned Fruit or Prepared Dessert
Fruit Juice or Punch

DINNER

Sliced Meat and/or Cheese Plate
Marinated Canned Vegetable Salad
Canned Pudding or Prepared Dessert
Bread or rolls
Margarine
Milk

IMPORTANT: For Proper implementation of the above menu, contact the Canteen Correctional Services Dietitian for portion sizes etc. prior to initiating. This is Mandatory.

TRINITY SERVICES GROUP (con't)

EMERGENCY LOCK-DOWN MENU

1. The following menu will be utilized in the event of an institutional lock-down that is longer than one day.
2. All meals may be shipped in a three-compartment tray or brown paper bag along with condiments for meals, (napkins, utensils, salt & pepper, sugar packets, etc.). Check with the Facility Commander as to the type that is required.
3. All punch and coffee will be delivered in bulk and served by unit personnel and/or correctional officers in paper cups - check with the Facility Commander beforehand.
4. The following menus are based on these assumptions:

- No inmate labor
- All utilities are operative
- Dishes and flatware are all disposable

DAY 1

BREAKFAST

Fruit Juice
Cold Cereal
Bread
Peanut Butter
Margarine
Milk 2%

LUNCH

Turkey Hot Dogs
Baked Beans
Coleslaw
Hot Dog Buns
Mustard p.c.
Fresh Fruit

DINNER

Macaroni - Beef Tomato Casserole
Peas
Tossed Salad w/Italian Dressing
Pudding
Bread or Rolls
Margarine
Milk 2%

IMPORTANT: For Proper implementation of the above menu, contact the Canteen Correctional Services Dietitian for portion sizes etc. prior to initiating. This is Mandatory.

EMERGENCY LOCK-DOWN MENU (cont.)

DAY 2

BREAKFAST

Fruit Juice
Cold Cereal
Bread
Hard Cooked Egg
Margarine
Milk 2%

LUNCH

Sloppy Joe
Potato Sticks
Carrot Sticks
Hamburger
Catsup p.c.
Fresh Fruit
Punch

DINNER

Ham-Potato Au Gratin
Mixed Vegetables
Tossed Salad w/French Dressing
Gelatin
Bread or Rolls
Margarine
Milk 2%

DAY 3

BREAKFAST

Fruit Juice
Cold Cereal
Bread
Potato-Egg Casserole
Margarine
Milk 2%

LUNCH

Vegetable Soup
Tuna Sandwich
Tuna Salad
Bun Bread
Cheese
Fresh Fruit
Punch

DINNER

Turkey Noodle Casserole (inc. veg.)
Tossed Salad w/1000 Isle Dressing
Canned Pudding
Bread or Rolls
Margarine
Milk 2%

IMPORTANT: For Proper implementation of the above menu, contact the Canteen Correctional Services Dietitian for portion sizes etc. prior to initiating. This is Mandatory.

24-Hour
A.O.C. P.R. Utility Contingency 3200-Calorie Menu
Attempt to follow this basic menu pattern. Make changes as appropriate to the
emergency at hand.

No Refrigeration, Steam, or Cooking Gas

Assume that potable water is available for food preparation.

Breakfast

Fresh or canned fruit	1 ea OR ½ cup
Dry Cereal	1 cup
Bread	2 slices
Butter	1 Tbsp
Jelly	1 oz
**Milk – 2%	8 oz
Sugar Packet	3 ea

Lunch

Tuna (3oz) Salad	¾ cup
(Canned Tuna, Mayo, Seasoning)	
Bread	4 slices
Chips	1 oz bag
Canned Vegetable Vinaigrette	¾ cup
(E.g. Canned Green Beans, Ital. Dressing)	
Chocolate Pudding	
(Inst. Pudding mix, NFDM, Water)	½ cup
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

Dinner

Canned Ravioli	1 ¼ cup
Bread	2 slices
Canned Vegetable Salad	½ cup
(e.g. Canned Peas, Mayo, Seasonings)	
Cookies	2 oz
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz

**** Assume that milk in coolers would be served at the meal following loss of electricity if coolers are kept closed and milk temperatures stay below 45 degrees F (*only in an emergency*). Alternative is to prepare reconstituted nonfat dry milk (NFDM) as accompaniment to cold cereal.**

NOTE: Most refrigerated foods will be safe for 4 hours-as long as the door is kept closed and the refrigerator temperature is set at 40 degrees or lower. The freezer, if unopened, will keep foods at a safe temperature for 24 – 48 hours if it's full (The more frozen foods, the longer it takes for the freezer to warm up).

RD Signature:

DAY 1
Utility Contingency 3200-Calorie Menu

Attempt to follow this basic menu pattern. Make changes as appropriate to the emergency at hand.

No Refrigeration

Assume that potable water is available for food preparation. Assume that steam and cooking gas are available.

Breakfast

Fresh or canned fruit	1 ea OR ½ cup
Hot Cereal	1 cup
Bread	3 slices
Butter	1 Tbsp
Coffee (<i>facility specific</i>)	8 oz
**Milk – 2%	8 oz
Sugar Packet	3 ea

Lunch

Meat* (2oz) Noodle Casserole	1 ¼ cup
Bread	3 slices
Carrots (<i>or other frozen vegetables</i>)	½ cup
Iced Cake	1 ea
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

Dinner

*T. Bologna	3 oz
Bread	4 slices
Mustard	1 pkt
Mashed Potatoes	1 cup
Cookies	2 oz
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

*Assume that frozen or refrigerated meat and cheese products (e.g. Gr. turkey, fish square or bologna) would be served at the meal following loss of electricity. If freezers/coolers are kept closed and meat temperatures stay below 30 degrees F and refrigerated meat temperatures stay below 45 degrees F. Alternate would be to substitute 2 oz tuna or 4 Tbsp peanut butter.

** Assume that milk in coolers would be served at the meal following loss of electricity if coolers are kept closed and milk temperatures stay below 45 degrees F (*only in an emergency*). Alternative is to prepare reconstituted nonfat dry milk as accompaniment to cold cereal or add to hot cereal.

NOTE: Most refrigerated foods will be safe for 4 hours-as long as the door is kept closed and the refrigerator is set at 40 degrees or lower. The freezer, if unopened, will keep foods at a safe temperature for 24-48 hours if it's full. (The more frozen foods, the longer it takes for the freezer to warm up).

RD Signature:

DAY 2
Utility Contingency 3200-Calorie Menu

Attempt to follow this basic menu pattern. Make changes as appropriate to the emergency at hand.

No Refrigeration

Assume that potable water is available for food preparation. Assume that steam and cooking gas are available.

Breakfast

Fresh or canned fruit	1 ea OR ½ cup
Hot Cereal	1 cup
* Donut or Muffin	1 ea
Coffee (<i>facility specific</i>)	8 oz
**Milk – NFDM	8 oz
Sugar Packet	3 ea

Lunch

Vegetarian Chili	1 ¼ cup
Bread	4 slices
Corn (<i>or other canned vegetables</i>)	½ cup
Iced Cake	1 ea
Canned fruit	¾ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

Dinner

Peanut Butter	4 Tbsp
Bread	4 slices
Jelly	1 oz
Noodle Soup	1 cup
Cookies	2 oz
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

* Must be purchased. Bread deliveries continue daily, if possible.

**** Prepare reconstituted nonfat dry milk (NFDM) as accompaniment to cold cereal or add to hot cereal.**

NOTE: Most refrigerated foods will be safe for 4 hours-as long as the door is kept closed and the refrigerator temperature is set at 40 degrees or lower. The freezer, if unopened, will keep foods at a safe temperature for 24-48 hours if it's full. (The more frozen foods, the longer it takes for the freezer to warm up).

RD Signature:

DAY 2
A.O.C. P.R. Contingency 2700-Calorie Menu

Attempt to follow this basic menu pattern. Make changes as appropriate to the emergency at hand.

No Refrigeration

Assume that potable water is available for food preparation. Assume that steam and cooking gas are available.

Breakfast

Fresh or canned fruit	1 ea OR ½ cup
Hot Cereal	1 cup
* Donut or Muffin	1 ea
Coffee (<i>facility specific</i>)	8 oz
**Milk – NFDM	8 oz
Sugar Packet	3 ea

Lunch

Vegetarian Chili	¾ cup
Bread	2 slices
Corn (<i>or other canned vegetables</i>)	½ cup
Iced Cake	1 ea
Canned fruit	¾ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

Dinner

Peanut Butter	3 Tbsp
Bread	2 slices
Jelly	1 oz
Noodle Soup	1 cup
Cookies	2 oz
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

* Must be purchased. Bread deliveries continue daily, if possible.

**** Prepare reconstituted nonfat dry milk (NFDM) as accompaniment to cold cereal or add to hot cereal.**

NOTE: Most refrigerated foods will be safe for 4 hours-as long as the door is kept closed and the refrigerator temperature is set at 40 degrees or lower. The freezer, if unopened, will keep foods at a safe temperature for 24-48 hours if it's full. (The more frozen foods, the longer it takes for the freezer to warm up).

RD Signature

DAY 3
A.O.C. P.R. 3200-Calorie Menu

Attempt to follow this basic menu pattern. Make changes as appropriate to the emergency at hand.

No Refrigeration

Assume that potable water is available for food preparation. Assume that steam and cooking gas are available.

Breakfast

Fresh or canned fruit	1 ea OR ½ cup
Hot Cereal	1 cup
* Donut or Muffin	1 ea
Coffee (<i>facility specific</i>)	8 oz
**Milk – NFDM	8 oz
Sugar Packet	3 ea

Lunch

Red Beans & Rice	1 ¼ cup
Bread	4 slices
Stewed Tomatoes (<i>or other canned vegetables</i>)	½ cup
Iced Cake	1 ea
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

Dinner

Tuna (4oz) Salad	
(Canned Tuna, Mayo, Seasonings)	1 cup
Bread	4 slices
Chips	1 oz bag
Canned Vegetable Salad	
(e.g. Canned Beet or 3-Bean, Ital. Dressing)	½ cup
Cookies	2 oz
Canned fruit	¾ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

* Must be purchased. Bread deliveries continue daily, if possible.

**** Prepare reconstituted nonfat dry milk (NFDM) as accompaniment to cold cereal or add to hot cereal.**

NOTE: Most refrigerated foods will be safe for 4 hours-as long as the door is kept closed and the refrigerator is set at 40 degrees or lower. The freezer, if unopened, will keep foods at a safe temperature for 24-48 hours if it's full. (The more frozen foods, the longer it takes for the freezer to warm up).

RD Signature:

DAY 3
A.O.C. P.R. Contingency 2700-Calorie Menu

Attempt to follow this basic menu pattern. Make changes as appropriate to the emergency at hand.

No Refrigeration

Assume that potable water is available for food preparation. Assume that steam and cooking gas are available.

Breakfast

Fresh or canned fruit	1 ea OR ½ cup
Hot Cereal	1 cup
* Donut or Muffin	1 ea
Coffee (<i>facility specific</i>)	8 oz
**Milk – NFDM	8 oz
Sugar Packet	3 ea

Lunch

Red Beans & Rice	1 cup
Bread	2 slices
Stewed Tomatoes (<i>or other canned vegetables</i>)	½ cup
Iced Cake	1 ea
Fresh or canned fruit	1 ea OR ½ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

Dinner

Tuna (2 oz) Salad	
(Canned Tuna, Mayo, Seasonings)	½ cup
Bread	2 slices
Chips	1 oz bag
Canned Vegetable Salad	
(e.g. Canned Beet or 3-Bean, Ital. Dressing)	½ cup
Cookies	2 oz
Canned fruit	¾ cup
Fruit Drink	8 oz
Salt/Pepper	1 ea

* Must be purchased. Bread deliveries continue daily, if possible.

**** Prepare reconstituted nonfat dry milk (NFDM) as accompaniment to cold cereal or add to hot cereal.**

NOTE: Most refrigerated foods will be safe for 4 hours-as long as the door is kept closed and the refrigerator is set at 40 degrees or lower. The freezer, if unopened, will keep foods at a safe temperature for 24-48 hours if it's full. (The more frozen foods, the longer it takes for the freezer to warm up).

RD Signature:

TRINITY SERVICES GROUP (con't)

EMERGENCY PREPAREDNESS

The following is a recommended, generalized amount of product that should be on hand at all times in the facility. The stock can either be intermingled with the general inventory or can be separated. If it is separated (i.e. on separate pallets) then the stock must be rotated into the general inventory and used every three months. Naturally, the emergency stock would have to be replaced at that time.

FOOD GROUP

RECOMMENDED EMERGENCY AMOUNT ON HAND

Assorted Frozen Vegetables	7 day supply
Frozen Entrees	7 day supply
Frozen Poultry	7 day supply
Frozen Fish	7 day supply
Frozen Meats	7 day supply
Fresh Milks and Dairy Items	1 1/2 day supply (daily delivery)
Prepared Vegetables and Potatoes	2 1/2 day supply
Bread and Rolls	1 1/2 day supply (daily delivery)
Frozen Desserts	7 day supply
Frozen Juices	7 day supply
Canned Products	10 day supply
Dry Staples, Groceries	10 day supply
Cleaning supplies	10 day supply

** Food preparations also available at near by facilities.

** Water will be truck in by 10,000 gallons tankers at cost of .04 a gallon if necessary.

** Letter of Agreement with vendor for purchasing on off schedule hours



TRINITY SERVICES
GROUP, INC.

MENÚ TEMPORERO

Menú 1	Menú 2	Menú 3
<i>Desayuno</i>	<i>Desayuno</i>	<i>Desayuno</i>
1 oz. Jamón, Queso o Sausage 8 oz Cereal Caliente 1 ea. Dinner Roll 1 cdta. Margarina 8 oz. Batida	1 oz. Jamón, Queso o Sausage 8 oz Cereal Caliente 1 ea. Dinner Roll 1 cdta. Margarina 8 oz. Batida	1 oz. Jamón, Queso o Sausage 8 oz Cereal Caliente 1 ea. Dinner Roll 1 cdta. Margarina 8 oz. Batida
<i>Almuerzo</i>	<i>Almuerzo</i>	<i>Almuerzo</i>
6 oz. Proteína (4M) 12 oz. Farináceo* 4 oz. Vegetal 8 oz. Bebida de Fruta con Vit. C	6 oz. Proteína (4M) 12 oz. Farináceo* 4 oz. Vegetal 8 oz. Bebida de Fruta con Vit. C	6 oz. Proteína (4M) 12 oz. Farináceo* 4 oz. Vegetal 8 oz. Bebida de Fruta con Vit. C
<i>Cena</i>	<i>Cena</i>	<i>Cena</i>
6 oz. Proteína (4M) 16 oz. Farináceo* 4 oz. Postre* 8 oz. Batida	6 oz. Proteína (4M) 16 oz. Farináceo* 4 oz. Postre* 8 oz. Batida	6 oz. Proteína (4M) 16 oz. Farináceo* 4 oz. Postre* 8 oz. Batida

Nota: Este Menú estará sujeto a cambios de acuerdo al estado de emergencia, a la disponibilidad de las utilidades y del equipo que pueda ser utilizado.

*Las 12oz de farináceo en el almuerzo pueden ser arroz, papa majada, pasta o 2 Bun Medianoche. De ser arroz la alternativa deberán incluir 8 oz arroz y 5 oz habichuelas.

*Las 16oz de farináceo en la cena pueden ser arroz, papa majada, o pasta. De ser arroz la alternativa deberán incluir 12 oz arroz y 5 oz habichuelas.

*El huevo y la carne de res no podrá servirse más de 3 veces en semana.

*La proteína del almuerzo no podrá repetirse en la cena del mismo día.

*Podrán reducir el número de comidas calientes hasta un mínimo de 1 en cada periodo de 24 horas.

*Podrán incluir: fruta fresca, frutas enlatadas, bizcocho y galletas dulces.