


<b>Name of Policy:</b>	<u>Department Disaster Plan Code Yellow</u>	 <b>Effective Date:</b> 6/7/2011 <b>Initial Effective Date:</b> 6/1999
<b>Policy Number:</b>	3364-101-07-01	
<b>Department:</b>	Ambulatory Services	
<b>Approving Officer:</b>	Sr. Vice President and Executive Director, UTMC	
<b>Responsible Agent:</b>	Interim Director, Primary Care Clinics	
<b>Scope:</b>	Ambulatory Services	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

Procedure will exist for offices to follow in the event of a Code Yellow (Disaster).

**(B) Purpose of Policy**

To familiarize Ambulatory Services personnel with their role in the event of a disaster.

**(C) Procedure**

Person in Authority:

1. Triage Nurse – Office Manager or designee
2. Triage Office Manager – Hospital Office or designee
3. Triage Physician – designated by the command center

Call-In List:

1. Hospital Administration – called by operator.
2. Office Managers of Ambulatory Service – called by Director of Ambulatory Services, or the operator if the Director is not available.

Monday – Friday, Between the Hours of 8:30 a.m. – 5:00 p.m.:

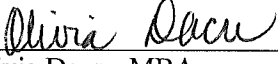
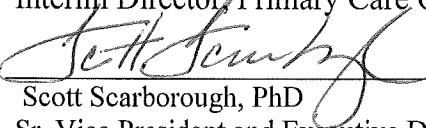
1. The Chief Nursing Officer, or the House Supervisor, notifies the Operator of the phase condition.
  - A. Code Yellow – Phase 0 - Disaster warning
  - B. Code Yellow – Phase I – Up to 15 victims
  - C. Code Yellow – Phase II – 15 or more victims
2. The Operator activates the emergency tone device and announces, “Attention all personnel, Code Yellow, indicating Phase 0, Phase I, or Phase II.
3. The triage nurse will proceed to the Main Lobby of the hospital, to prepare for Priority III patients. Priority III patients identified by a green patient tag, are ambulatory, non-critical, non-urgent patients requiring first aid.
4. All available Ambulatory Services staff will report to Hospital Main Lobby with blood pressure cuffs (pediatric and adult), stethoscopes, and available I.V. poles. The triage nurse will decide who stays.
5. The Command Center will have the disaster equipment box delivered to hospital main lobby. The box will contain patient disaster medical records with Progress Notes and Data Sheets.
6. The Triage Nurse will designate one person to be a traffic director to direct patient, visitor, and victim flow through the area in the front office hall.

7. The Triage Nurse will determine if routine office patients should remain in the office for their appointment or be rescheduled for another time. This will be determined on a case by case basis depending on the patient's condition.
8. Patients and visitors waiting in the hospital lobby area will be relocated to the main hospital cafeteria.
9. The Triage Nurse will assign a clerical staff member to take disaster tags from victims to the command center.
10. The Triage Nurse will assign a staff member to log in-patients and assign staff member(s) to patients.
11. The Triage Physician will examine each victim and direct patient care.
12. Documentation of the care provided is recorded by all staff on paperwork provided in the green chart, which is prepared for each patient.
13. If valuables must be removed, personnel will place valuables in the appropriate envelope, label the envelope, and give the envelope to the adult patients. In case of a child or incoherent adult, the envelope will be transferred to the Admitting Department. This will be documented in the patient's Medical Record.
14. Clothing removed will be placed in a plastic bag. The patients chart number, and/or hospital number must be placed on the bag. Clothing will remain with the patient.
15. Laundry and Central Supply will provide supplies to the Main Lobby of the hospital.

The Ambulatory Services Disaster Call-In list will be activated by the Operator (see Policy 6-128).

Supplies will include:

1. Portable Blood Pressure Manometers (from office areas)
2. Stethoscopes (from office area)
3. Portable I.V. Poles (from office areas)
4. Disaster Equipment Box (picked up from Emergency Department)
5. Clothing Bags (provided by the Emergency Department)
6. Valuables Envelopes (provided by the Emergency Department)
7. Clip Boards (from office area)

<p><b>Approved by:</b></p> <div style="margin-top: 20px;">               _____              Olivia Dacre, MBA              Interim Director, Primary Care Clinics         </div> <div style="margin-top: 20px;">               _____              Scott Scarborough, PhD              Sr. Vice President and Executive Director,              UTMCM         </div> <div style="margin-top: 20px;"> <p><i>Review/Revision Completed By:</i>  <i>Ambulatory Services</i></p> </div>	<p><b>Review/Revision Date:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px;">11/81</td> <td style="padding: 2px;">6/7/2011</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">10/84</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">7/86</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">10/87</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">5/90</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">5/91,</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">4/92</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">10/93</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">10/95</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">1/99</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">11/00</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">10/03</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">06/05</td> <td></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">6/08</td> <td></td> </tr> </table> <p style="margin-top: 10px;"><b>Next Review Date:</b> 6/1/2014</p>	11/81	6/7/2011	10/84		7/86		10/87		5/90		5/91,		4/92		10/93		10/95		1/99		11/00		10/03		06/05		6/08	
11/81	6/7/2011																												
10/84																													
7/86																													
10/87																													
5/90																													
5/91,																													
4/92																													
10/93																													
10/95																													
1/99																													
11/00																													
10/03																													
06/05																													
6/08																													
<p><b>Policies Superseded by This Policy:</b> 7-01</p>																													