Name of Policy:	<u>**Code Yellow Response Plan**</u>	
Policy Number:	3364-103-PC-01	
Department:	Service Excellence – Pastoral Care	
Approving Officer:	Chief Experience Officer	
Responsible Agent:	Spiritual Support Manager	**Effective Date:** 10/4/2019
Scope:	UTMC Pastoral Care	Initial Effective Date: 1/24/2008

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

(A)   Policy Statement

The Pastoral Care Department staff will participate in the Health Science Campus major disaster plan.

(B) Purpose of Policy

To assist hospital personnel coordinate and tend to the needs of disaster victims and their family members.

(C) Procedure

1. Pastoral Care Department staff will follow the Code Yellow-Mass Casualty Disaster Procedure (policy number EP-08-001)
2. Scheduled manager will report to the Command Center in the main lobby of the hospital to receive assignments.
3. Scheduled Chaplains report to the Hospital Cafeteria, where the families and friends of disaster victims, discharged inpatients and discharged victims of the disaster will be located. Chaplains are to:
   a. Provide information and spiritual and emotional support.
   b. Facilitate communication (ie. phone calls, make calls, email, etc).
   c. Provide hospitality i.e., food and amenities as permitted by Food and Nutrition Services.
   d. Any service that may add to the comfort of the patient or family member.

4. If a code yellow occurs outside the regular department hours, the PC Department Manager or designee will call staff at home. (See attached call list.) Staff will report, with the required hospital identification, to the OTM department for assignment.

Key Phone Numbers: COMMAND CENTER   5701, 5702, 5703, 5704 (Emergency Only)
                                  INFORMATION LINE   6200 (For informational voicemail anytime)

Approved by:		**Review/Revision Date:**
 /s/ Mario Toussaint Date Chief Experience Officer *Review/Revision Completed By:* *Dan Deeter* 		3/1998 10/4/19 4/2001 9/2002 3/2004 2/2005 10/2006 8/15/2008 10/29/2012 9/2/2015 10/23/2015
		Next Review Date: 10/4/2022

Policies Superseded by This Policy: None

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.