(A) Policy Statement

A disaster plan to identify the duties of the department, during a department or hospital-wide disaster.

(B) Purpose of Policy

To assist the Health Information Management to continue operation during a department or hospital-wide disaster.

(C) Procedure

Persons in authority:
1. Director
2. Manager
3. Supervisor(s)

Call-In Procedure
1. The Director or manager(s) will assess the staffing at the time of the disaster to determine if the department call-in list is to be activated.

2. The Director or manager(s) will determine if the call-in plan is to be initiated, based on current staffing at the time of the disaster. The HIM employees and the Director/Manager(s) will complete the telephone calls.

3. Employees will be asked if they are able to come to work and, if so, the length of time it would take them to do so. In the event of a disaster, employees may be asked to come to work, as instructed by the department director or supervisor.

4. The Health Information Management employee will compile a list of available employees, and call the disaster control center, relaying the number of available employees and the length of time needed to arrive at work if requested.

5. If employees are instructed to report to work, they will report to the HIM Department and await assignment by the director or manager.

6. At the completion of the disaster, the HIM Employee will notify the Director or Manager(s).
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<th>Policies Superseded by This Policy: 10-800</th>
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It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.