**Code Yellow Job Action Sheet – EOC Director**

The EOC Director is responsible to lead the Code Yellow Stage 2 comprehensive search and may delegate the tasks listed below to staff:

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**STEP 1 - NOTIFICATIONS**

* Notify all staff and additional leadership, as needed, of the EOC activation
* Notify additional parties:
  + *[Insert departments/agencies/organizations to be notified and consider if family and physician notifications should be made]*

**STEP 2 – ASSIGN ROLES AND SET-UP EOC**

* Appoint Search Coordinator(s) and direct them to set up the EOC
  + *See Search Coordinator Job Action Sheet for set up information*
* Ensure a description of the missing resident/client is posted in the EOC
  + Ensure copies of the completed Code Yellow email description are available

**STEP 3 – TEAM BRIEFING**

Once the room is set-up, ensure a briefing is held with the team involved in the search:

* Delegate the Search Coordinator to explain the current situation, missing resident/client description, risk factors, search methods, what to do when client/resident is found, and documentation required
* As staff arrive, ensure they are briefed on their role

**STEP 4 – SEARCH INITIATION**

* Ensure Search Coordinator(s) have assigned search teams to each area of the building
* Ensure any external parties are notified of search status if questions arise during search

**STEP 5 – IF FOUND/NOT FOUND**

**If found:**

* Notify all staff and previously contacted parties of the “Code Yellow – All Clear”
* Ensure all maps and the map tracking forms are completed, returned, and stored in the chance of further investigation
* Ensure Code Yellow Kit is replenished and returned to original location

**If not found:**

* Based on a thorough evaluation of the situation, repeat the search or consider taking steps to discontinue the search