**Code Yellow Job Action Sheet – Search Coordinator**

The Search Coordinator role is responsible for all Code Yellow Stage 2 search documentation, search teams assignments, briefings and ensuring a thorough search of the facility is completed. This role may be divided among multiple people.

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**STEP 1 – SET-UP EOC**

* Assist with table(s) set up for map sign-in/out
* Retrieve Code Yellow Kit
* Ensure tables are set-up with:
  + Search Maps
  + Search Map Tracking Form
  + Stationary Search Supplies
    - Pens
    - Clipboards
    - Building reference guide, if available
    - Description and picture, if available, of missing person
* Assist with writing a description of the missing client/resident and ensure its available in EOC
* Assist with printing copies of the completed Code Yellow: Missing Patient/Resident Form

**STEP 2 – TEAM BRIEFING**

* Lead the team briefing to understand/explain the current situation, missing resident/client description, risk factors, search methods, and documentation required
* As staff arrive to the EOC, establish two or more-person Search teams and ensure all areas are assigned
  + Remind teams:
    - The exact location(s) of their search areas
    - What to do if they find the missing client/resident
    - To listen for the “All Clear” and immediately report back to the EOC
    - Remain calm and not to rush; a thorough search is required
    - Provide all information they gathered during their search upon return to the EOC
    - To immediately report back to the EOC at end of their search, as they may be needed for further search assignments

**STEP 3 – SEARCH INITIATION**

* Distribute maps to each team and ensure the Map Tracking Form is completed

**STEP 4 – END OF SEARCH**

When search teams return, record search results:

* Record times
* Ensure maps are marked correctly (signed, dated, and appropriately marked)
* Record any comments by the Search Teams
* Collect supplies and return to the Code Yellow Kit
* Consult with the EOC Director about any next steps