

## EEU SEARCH POLICY AND PROCEDURES

### BUILDING SEARCH

1. Inform the switchboard, Principal and/or Assistant Principal immediately (ext. 100)
  - Give the following information: child's name, general physical description, what they were wearing, etc.
2. The Principal or Assistant Principal will coordinate the **Building Search**
3. Classroom staff and available EEU staff members conduct a search of the building:
  - LOOK UNDER AND IN ALL NOOKS AND CRANNIES (Any where a child could hide)
  - After checking each area within the building, LOCK THE DOOR to prevent the child from reentering unseen

\*\*If the teacher is certain the child is out of the building, or if there are other pressing circumstances, a grounds search may be undertaken immediately

### GROUND'S SEARCH

1. The Principal or Assistant Principal will determine if and when to conduct a **Grounds Search**
2. The switchboard will make an announcement over the intercom using a phrase "**It's Time To Start Your Route**" that will signal the staff that there is a need for a Grounds Search
  - When classroom staff hear the announcement, one staff member from each designated team or room should come directly to the office and pick up a map and a walkie talkie
  - Look at the child's picture (kept on the back of contact cards at the front desk)
  - Begin designated route (see map)

Route 1	Staff from room 130 & ITP
Route 2	Staff from Room 135
Route 3	Staff from Room 129 & 134
Route 4	Staff from Room 136
Route 5	Staff from room 140 & 144
Route 6	Staff from Room 127

3. The switchboard will signal staff members on the walkie talkies if the child has been found
4. The Principal or Assistant Principal will determine if and when to notify the police

<b>ROUTE</b>	<b>STAFF</b>	<b>DESCRIPTION</b>
Route 1	Staff from room 130 & ITP	<ul style="list-style-type: none"> <li>• Out the front door by the office</li> <li>• Up the steps</li> <li>• Turn left and go down the street in front of EEU (Columbia Road) until the end of the S1 parking lot</li> <li>• Look in the top floor of the S1 parking lot when returning</li> </ul>
Route 2	Staff from Room 135	<ul style="list-style-type: none"> <li>• Out the front door by the office</li> <li>• Up the steps</li> <li>• Turn right and go down the street in front of EEU (Columbia Road)</li> <li>• Up the road in between the UW Medical Center and Surgery Pavilion</li> <li>• Follow the road to Pacific Ave NE</li> <li>• Turn right on Montlake Blvd. and stop at the beginning of the bridge</li> </ul>
Route 3	Staff from Room 129 & 134	<ul style="list-style-type: none"> <li>• Out the door by room 135 and take rescue tube hanging above the door</li> <li>• Go directly to the Montlake Cut</li> <li>• One person search area to the left along the cut, under the Mountlake bridge until they reach the stairs that lead to the stadium parking lot</li> <li>• One person will search the area to the right along the cut until they reach the South Building (next to the EEU)</li> </ul>
Route 4	Staff from Room 136	<ul style="list-style-type: none"> <li>• Out the door by room 144 and take rescue tube hanging above the door</li> <li>• Turn left and follow the path down to the cut</li> <li>• Follow the cut behind the So. Building to the Fisheries</li> </ul>
Route 5	Staff from room 140 & 144	<ul style="list-style-type: none"> <li>• Out the door by Admissions office</li> <li>• One person into the CHDD (search down hallways)</li> <li>• One person to S1 Parking Lot (bottom and middle levels)</li> </ul>
Route 6	Staff from Room 127	<ul style="list-style-type: none"> <li>• Out the door by room 127</li> <li>• Up the pathway (wood chip) to Montlake Blvd.</li> <li>• Turn right on Montlake Blvd. and continue across the bridge for two blocks</li> </ul>



