



New Employee Orientation  
Tour of Facility

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✓ Name of Home	<u>Beacon Home at Blue Lake</u>
✓ Address of Home	<u>6780 Blue Lake Rd.</u>
✓ Phone Number of Home	<u>231-828-7032</u>
✓ Name of Home/Program Manager	<u>Katrina Pierce</u>
✓ Home/Program Manager Cell Phone Number	<u>231-923-3771</u>
✓ Name of Level VI	<u></u>
✓ Level VI Cell Phone Number	<u><del>231-268-2218</del> On-Call Phone</u>
✓ Map to the Home	<u>Google Maps</u>
✓ Location of Emergency Phone Numbers	<u>On Clipboard</u>
✓ Location of First-Aid Kit	<u>Cabinet Right of Stove</u>
✓ Location of Biohazard Kit	<u>Cabinet Right of Stove</u>
✓ Location of CPR Masks	<u>Medication Room</u>
✓ Location of Utility Shut Offs	<u>Basement, Outside</u>
✓ Location of Safe Area for Fire	<u>End of Driveway</u>
✓ Location of Safe Area for Tornado	<u>Bathroom across from Laundry</u>
✓ Window Alarm Codes	<u>N/A</u>
✓ Door Alarm Codes	<u>N/A</u>
✓ Fire Alarm Codes	<u>N/A</u>
✓ Fire Exits	<u>Front Door</u>
✓ How to Use Fire Alarm Systems (if applicable)	<u>N/A</u>
✓ Location of Evacuation Routes	<u>Front Door</u>



**BEACON**  
Specialized Living

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Location of Special Needs Posters	<u>Next to Bedroom Doors</u>
Location of Emergency Preparedness Book	<u>Cabinet in Kitchen</u>
Location of SDS Poster and Book	<u>Cabinet in Kitchen</u>
Location of Environment of Care Book	<u>Cabinet in Kitchen</u>
✓ Location of Computers	<u>On table in livingroom</u>
✓ Meal Times and Locations	<u>6am, 12am, 5pm</u>
✓ Location of Chemicals (needs to be locked at all times)	<u>Basement</u>
✓ Who is All Hazards Commander	<u>Ken Ratzlaff</u>
Where is the bomb threat checklist	<u>Clipboard Next to Stove</u>
What do we do when a bomb threat happens	<u>Follow Bomb Threats Checklist</u>
What do we do for a Full Evacuation Emergency	<u>Gather Residents</u>
Where do we go for a Full Evacuation Emergency	<u>Bangor</u>
What do we do for an In-Shelter Emergency	<u>Staff remains in the home until all clear</u>
What are your obligations for an In-Shelter Emergency	<u>Keep residents safe &amp; entertain them. Complete In-Shelter Form</u>

*Dakisha Sanders*  
03/03/2020