

Zahnay Thomas



New Employee Orientation
Tour of Facility

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| Name of Home | <u>Trolley Center</u> |
| Address of Home | <u>320 64th Ave N. Coopersville, MI</u> |
| Phone Number of Home | <u>616-384-3141</u> |
| Name of Home/Program Manager | <u>Malka Coleman-Fisher</u> |
| Home/Program Manager Cell Phone Number | <u>231-578-0404</u> |
| Name of Level VI | <u> </u> |
| Level VI Cell Phone Number | <u> </u> |
| Map to the Home | <u> </u> |
| Location of Emergency Phone Numbers | <u>Posted in Kitchen</u> |
| Location of First-Aid Kit | <u>Med room/ vehicles/kitchen</u> |
| Location of Biohazard Kit | <u>Med room/kitchen</u> |
| Location of CPR Masks | <u>Med room</u> |
| Location of Utility Shut Offs | <u>Utility Room</u> |
| Location of Safe Area for Fire | <u>Mailbox</u> |
| Location of Safe Area for Tornado | <u>Large Bath/ Laundry room</u> |
| Window Alarm Codes | <u>N/A</u> |
| Door Alarm Codes | <u>1234-on/ 1234-off</u> |
| Fire Alarm Codes | <u>N/A</u> |
| Fire Exits | <u>Front Entrance/ Side Exit</u> |
| How to Use Fire Alarm Systems (if applicable) | <u>Reset Panel</u> |
| Location of Evacuation Routes | <u>Posted near entrances/exits</u> |



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| Location of Special Needs Posters | <u>Posted near entrances/exits/bedrooms</u> |
| Location of Emergency Preparedness Book | <u>Staff cupboard</u> |
| Location of SDS Poster and Book | <u>Staff cupboard/ dining area</u> |
| Location of Environment of Care Book | <u>Staff cupboard</u> |
| Location of Computers | <u>Laundry room/Med room</u> |
| Meal Times and Locations | <u>Dining area</u> |
| Location of Chemicals (needs to be locked at all times) | <u>Closet in Foyer</u> |
| Who is All Hazards Commander | <u>Ken Ratzlaff</u> |
| Where is the bomb threat checklist | <u>Kitchen on clipboard</u> |
| What do we do when a bomb threat happens | <u>Follow the checklist/complete form</u> |
| What do we do for a Full Evacuation Emergency | <u>Relocated to designated host</u> |
| Where do we go for a Full Evacuation Emergency | <u>Lakeview</u> |
| What do we do for an In-Shelter Emergency | <u>Remain indoors/ Utilize emergency supplies</u> |
| What are your obligations for an In-Shelter Emergency | <u>Pass meds/ prep food/ communicate w/ others</u> |

ZT
3/26/20
Jeffrey Kell
3/26/20