





New Employee Orientation  
Tour of Facility

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>

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