

Jessica Eniswald
4.3.2020



New Employee Orientation
Tour of Facility

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>


M. Coleman-Fisher