



SARINA MAREZ
5/20/2020

New Employee Orientation
Tour of Facility

Name of Home	Trolley Center
Address of Home	320 64th Ave N. Coopersville MI 49404
Phone Number of Home	616-384-3141
Name of Home/Program Manager	Malka Coleman-Fisher
Home/Program Manager Cell Phone Number	231-578-0404
Name of Level VI	Yolanda Coffey-Kelly
Level VI Cell Phone Number	231-855-0278
Map to the Home	Posted on wall by office
Location of Emergency Phone Numbers	Kitchen
Location of First-Aid Kit	Med Room and Kitchen
Location of Biohazard Kit	Kitchen
Location of CPR Masks	Employee Badge and Med Room
Location of Utility Shut Offs	Utility Room
Location of Safe Area for Fire	Mailbox
Location of Safe Area for Tornado	Laundry Room and Bathroom 1
Window Alarm Codes	1234
Door Alarm Codes	1234
Fire Alarm Codes	N/A
Fire Exits	Front, Side, and Back Doors
How to Use Fire Alarm Systems (if applicable)	Hold Reset Until Light Turns Green
Location of Evacuation Routes	Posted by Office



New Employee Orientation
Tour of Facility

Location of Special Needs Posters

By Each Exit

Location of Emergency Preparedness Book

Dining Room Cupboard

Location of SDS Poster and Book

Dining Room Cupboard

Location of Environment of Care Book

Dining Room Cupboard

Location of Computers

Med Room and Living Room Lock Box

Meal Times and Locations

7am, 12pm, 5pm, and 7pm snack

Location of Chemicals (needs to be locked at all times)

Closet by the Front Door

Who is All Hazards Commander

Ken Ratzlaff

Where is the bomb threat checklist

Next to the microwave

What do we do when a bomb threat happens

Ask the questions on the list, keep the person on the phone as long as you can; call 911

What do we do for a Full Evacuation Emergency

Lakeview, all staff and residents leave the facility

Where do we go for a Full Evacuation Emergency

Lakeview

What do we do for an In-Shelter Emergency

No one leaves or enters the facility for 24 hours

What are your obligations for an In-Shelter Emergency

keep track of the weather conditions

Aanna Marie 5/20/20