



BEACON
Specialized Living

TAYLOR
ZANK
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



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Location of Special Needs Posters	<u>By Each Exit</u>
Location of Emergency Preparedness Book	<u>Dining Room Cupboard</u>
Location of SDS Poster and Book	<u>Dining Room Cupboard</u>
Location of Environment of Care Book	<u>Dining Room Cupboard</u>
Location of Computers	<u>Med Room and Living Room Lock Box</u>
Meal Times and Locations	<u>7am, 12pm, 5pm, and 7pm snack</u>
Location of Chemicals (needs to be locked at all times)	<u>Closet by the Front Door</u>
Who is All Hazards Commander	<u>Ken Ratzlaff</u>
Where is the bomb threat checklist	<u>Next to the microwave</u>
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	<u>Lakeview, all staff and residents leave the facility</u>
Where do we go for a Full Evacuation Emergency	<u>Lakeview</u>
What do we do for an In-Shelter Emergency	<u>No one leaves or enters the facility for 24 hours</u>
What are your obligations for an In-Shelter Emergency	<u>keep track of the weather conditions</u>

Taylor Jane 5/20/2020