



SARAE CLARK
5/21/20

New Employee Orientation
Tour of Facility

Name of Home	<u>Trolley Center</u>
Address of Home	<u>320 64th Ave N. Coopersville MI 49404</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>Yolanda Coffey-Kelly</u>
Level VI Cell Phone Number	<u>231-855-0278</u>
Map to the Home	<u>Posted on wall by office</u>
Location of Emergency Phone Numbers	<u>Kitchen</u>
Location of First-Aid Kit	<u>Med Room and Kitchen</u>
Location of Biohazard Kit	<u>Kitchen</u>
Location of CPR Masks	<u>Employee Badge and 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>Laundry Room and Bathroom 1</u>
Window Alarm Codes	<u>1234</u>
Door Alarm Codes	<u>1234</u>
Fire Alarm Codes	<u>N/A</u>
Fire Exits	<u>Front, Side, and Back Doors</u>
How to Use Fire Alarm Systems (if applicable)	<u>Hold Reset Until Light Turns Green</u>
Location of Evacuation Routes	<u>Posted by Office</u>



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

Shane A. White