



Alicia MARVIN
5/27/2020

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>



New Employee Orientation Tour of Facility

Location of Special Needs Posters

Location of Emergency Preparedness Book

Location of SDS Poster and Book

Location of Environment of Care Book

Location of Computers

Meal Times and Locations

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

Who is All Hazards Commander

Where is the bomb threat checklist

What do we do when a bomb threat happens

What do we do for a Full Evacuation Emergency

Where do we go for a Full Evacuation Emergency

What do we do for an In-Shelter Emergency

What are your obligations for an In-Shelter Emergency

By Each Exit

Dining Room Cupboard

Dining Room Cupboard

Dining Room Cupboard

Med Room and Living Room Lock Box

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

Closet by the Front Door

Ken Ratzlaff

Next to the microwave

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

Lakeview, all staff and residents leave the facility

Lakeview

No one leaves or enters the facility for 24 hours

keep track of the weather conditions

alicia
gentry-100