

NEW EMPLOYEE ORIENTATION
TOUR OF FACILITY

Name of Home - Nunica
Address of Home - 11326 Michigan Ave. Nunica, MI 49448
Phone Number for Home - (616) 384-3175
Name of Home/Program Manager - Malka Coleman
Home/Program Manager Cell Phone Number - (231)578-0404
Name of Level VI - _____
Level VI Cell Phone Number - _____
Map to the Home - Google Maps if Needed
Location of Emergency Phone Numbers - Side of fridge, staff book
Location of First Aid Kit - Laundry Room above Dryer
Location of Biohazard Kit - Laundry Room above Dryer
Location of CPR Masks - In Med Room Cabinet
Location of Utility Shut Offs - Utility Room
Location of Safe Area for Fire - By the Mailbox
Location of Safe Area for Tornado - Staff Bathroom, Closet
Window Alarm Codes - N/A
Door Alarm Codes - N/A
Fire Alarm Codes - N/A
Fire Exits - Front Door, Med Room Door, Back Door
How to Use Fire Alarm System (If Applicable) - N/A- Only have Smoke Detectors
Location of Evacuation Routes - _____

Location of Special Needs Posters - By all exits and bedrooms

Location of Emergency Preparedness Book - Medication Room

Location of the SDS Poster and Book - Utility Room

Location of the Environment of Care Book - Medication Room

Location of Computers - Medication Room

Meal Times and Locations - 8am, 1pm, 6pm

Location of Chemicals (Needs to be locked up at all times) - Utility Room

Who is the All Hazards Commander? - Ken Ratzlaff

Where is the Bomb Threat Checklist and what do we do when one happens?

In Kitchen hanging up on the wall, Go through the checklist when you receive a threat

What do we do and where do we go for a Full Evacuation Emergency?

Lakeview - Grab medications, all residents and head to Lakeview

What do we do for an In-shelter Emergency and what are your obligations?

All vehicles are to remain parked, residents and staff stay in the homes and complete In-Shelter Form

Employee Christina Tan Date 12-12-19

Trainer Heather Jones Date 12-12-19