



New Employee Orientation Tour of Facility

Name of Home	<u>Stanton Cottage</u>
Address of Home	<u>1550 E Colby Rd. Stanton MI 48888</u>
Phone Number of Home	<u>989-831-0625</u>
Name of Home/Program Manager	<u>Alexis Clark</u>
Home/Program Manager Cell Phone Number	<u>989-763-9036</u>
Name of Level VI	<u>Lauryn Hill</u>
Level VI Cell Phone Number	<u>517-993-8258</u>
Map to the Home	<u>Google Maps</u>
Location of Emergency Phone Numbers	<u>Blue Board/Staff Binder</u>
Location of First-Aid Kit	<u>Kitchen/Medication Room</u>
Location of Biohazard Kit	<u>Medication Room/Under Utility Sink</u>
Location of CPR Masks	<u>Medication Room/Employee Badges</u>
Location of Utility Shut Offs	<u>Gas-Propane Tank, Water&Electric-Basement Utility Room</u>
Location of Safe Area for Fire	<u>Light Pole Near Dumpsters</u>
Location of Safe Area for Tornado	<u>Basement/Main Floor Bathrooms</u>
Window Alarm Codes	<u>N/A</u>
Door Alarm Codes	<u>N/A</u>
Fire Alarm Codes	<u>Red Fire Box in Dining Room</u>
Fire Exits	<u>Front Door, Kitchen Door, Side Door, Upstairs Fire Door</u>
How to Use Fire Alarm Systems (if applicable)	<u>Silence Alarm, Reset System</u>
Location of Evacuation Routes	<u>Posted near exits and hallways</u>



New Employee Orientation Tour of Facility

Location of Special Needs Posters	<u>Posted by Bedrooms</u>
Location of Emergency Preparedness Book	<u>Burgundy Book</u>
Location of SDS Poster and Book	<u>Kitchen Cabinet near Fridge</u>
Location of Environment of Care Book	<u>Burgundy Book</u>
Location of Computers	<u>Medication Room</u>
Meal Times and Locations	<u>7am, 12pm, 5pm</u>
Location of Chemicals (needs to be locked at all times)	<u>Chemical Cabinet</u>
Who is All Hazards Commander	<u>Melissa Williams</u>
Where is the bomb threat checklist	<u>Kitchen Cabinet near Fridge</u>
What do we do when a bomb threat happens	<u>Stay on the phone, Ask questions, Follow Checklist</u>
What do we do for a Full Evacuation Emergency	<u>Evacuate Home, Account for all Residents, Bring Meds</u>
Where do we go for a Full Evacuation Emergency	<u>Stanton Bunkhouse</u>
What do we do for an In-Shelter Emergency	<u>Stay in the Home</u>
What are your obligations for an In-Shelter Emergency	<u>Account for all Residents, Keep all Residents in the Home</u>

Lierza Kellogg



New Employee Orientation Tour of Facility

Name of Home	<u>Stanton Bunkhouse</u>
Address of Home	<u>1550 E Colby Rd. Stanton MI 48888</u>
Phone Number of Home	<u>989-831-0627</u>
Name of Home/Program Manager	<u>Mandy Betancourt</u>
Home/Program Manager Cell Phone Number	<u>810-513-5364</u>
Name of Level VI	<u>Crystal Rose</u>
Level VI Cell Phone Number	<u>616-824-1466</u>
Map to the Home	<u>Google Maps</u>
Location of Emergency Phone Numbers	<u>Blue Board/Staff Binder</u>
Location of First-Aid Kit	<u>Kitchen/Medication Room</u>
Location of Biohazard Kit	<u>Medication Room</u>
Location of CPR Masks	<u>Medication Room/Employee Badges</u>
Location of Utility Shut Offs	<u>Utility Room, Propane Tank, Cottage Basement</u>
Location of Safe Area for Fire	<u>Light Pole Near Dumpsters</u>
Location of Safe Area for Tornado	<u>Bathrooms</u>
Window Alarm Codes	<u>N/A</u>
Door Alarm Codes	<u>N/A</u>
Fire Alarm Codes	<u>Red Fire Box in Living Room</u>
Fire Exits	<u>South Living Room Entrance, West Dining Room Entrance</u>
How to Use Fire Alarm Systems (if applicable)	<u>Silence Alarm, Reset System</u>
Location of Evacuation Routes	<u>Posted near Exits</u>



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Location of Special Needs Posters	<u>Posted by Bedrooms</u>
Location of Emergency Preparedness Book	<u>Burgundy Book</u>
Location of SDS Poster and Book	<u>Kitchen</u>
Location of Environment of Care Book	<u>Burgundy Book</u>
Location of Computers	<u>Medication Room</u>
Meal Times and Locations	<u>7am, 12pm, 5pm</u>
Location of Chemicals (needs to be locked at all times)	<u>Chemical Cabinet</u>
Who is All Hazards Commander	<u>Melissa Williams</u>
Where is the bomb threat checklist	<u>Kitchen</u>
What do we do when a bomb threat happens	<u>Stay on the phone, Ask questions, Follow Checklist</u>
What do we do for a Full Evacuation Emergency	<u>Evacuate Home, Account for all Residents, Bring Meds</u>
Where do we go for a Full Evacuation Emergency	<u>Stanton Cottage</u>
What do we do for an In-Shelter Emergency	<u>Stay in the Home</u>
What are your obligations for an In-Shelter Emergency	<u>Account for all Residents, Keep all Residents in the Home</u>

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New Employee Orientation Tour of Facility

Name of Home	<u>Stanton Lodge</u>
Address of Home	<u>1550 E Colby Rd. Stanton MI 48888</u>
Phone Number of Home	<u>989-831-0626</u>
Name of Home/Program Manager	<u>Bonnie Sourthard</u>
Home/Program Manager Cell Phone Number	<u>616-548-1584</u>
Name of Level VI	<u>Ashley Pearson</u>
Level VI Cell Phone Number	<u>616-824-5018</u>
Map to the Home	<u>Google Maps</u>
Location of Emergency Phone Numbers	<u>Blue Board/Staff Binder</u>
Location of First-Aid Kit	<u>Kitchen/Medication Room</u>
Location of Biohazard Kit	<u>Medication Room</u>
Location of CPR Masks	<u>Medication Room/Employee Badges</u>
Location of Utility Shut Offs	<u>Utility Room, Propane Tank, Cottage Basement</u>
Location of Safe Area for Fire	<u>Big Gate</u>
Location of Safe Area for Tornado	<u>Big Bathrooms</u>
Window Alarm Codes	<u>N/A</u>
Door Alarm Codes	<u>Key Fobs on House Keys</u>
Fire Alarm Codes	<u>Red Fire Box in Living Room</u>
Fire Exits	<u>Front Door, Rear Door, Side Door</u>
How to Use Fire Alarm Systems (if applicable)	<u>Silence Alarm, Reset System</u>
Location of Evacuation Routes	<u>Posted near Exits/Hallways</u>



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Location of Special Needs Posters	<u>Posted by Bedrooms</u>
Location of Emergency Preparedness Book	<u>Burgundy Book</u>
Location of SDS Poster and Book	<u>Kitchen</u>
Location of Environment of Care Book	<u>Burgundy Book</u>
Location of Computers	<u>Medication Room</u>
Meal Times and Locations	<u>7am, 12pm, 5pm</u>
Location of Chemicals (needs to be locked at all times)	<u>Chemical Closet</u>
Who is All Hazards Commander	<u>Melissa Williams</u>
Where is the bomb threat checklist	<u>Kitchen</u>
What do we do when a bomb threat happens	<u>Stay on the phone, Ask questions, Follow Checklist</u>
What do we do for a Full Evacuation Emergency	<u>Evacuate Home, Account for all Residents, Bring Meds</u>
Where do we go for a Full Evacuation Emergency	<u>Stanton Cottage</u>
What do we do for an In-Shelter Emergency	<u>Stay in the Home</u>
What are your obligations for an In-Shelter Emergency	<u>Account for all Residents, Keep all Residents in the Home</u>

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