



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
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Location of Special Needs Posters

Posted by Bedrooms

Location of Emergency Preparedness Book

Burgundy Book

Location of SDS Poster and Book

Kitchen Cabinet near Fridge

Location of Environment of Care Book

Burgundy Book

Location of Computers

Medication Room

Meal Times and Locations

7am, 12pm, 5pm

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

Chemical Cabinet

Who is All Hazards Commander

Melissa Williams

Where is the bomb threat checklist

Kitchen Cabinet near Fridge

What do we do when a bomb threat happens

Stay on the phone, Ask questions, Follow Checklist

What do we do for a Full Evacuation Emergency

Evacuate Home, Account for all Residents, Bring Meds

Where do we go for a Full Evacuation Emergency

Stanton Bunkhouse

What do we do for an In-Shelter Emergency

Stay in the Home

What are your obligations for an In-Shelter Emergency

Account for all Residents, Keep all Residents in the Home

Nathan Campbell

Alexis Olson



New Employee Orientation
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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>

Nathan Combs
Alexis Clark



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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>

Nathan Conko

Alexis Clark