



New Employee Orientation  
Tour of Facility

Name of Home	Saunders Point Lodge
Address of Home	9284 HWY M-35 Gladstone, MI 49837
Phone Number of Home	906-420-8700
Name of Home/Program Manager	Chelsy Skyles
Home/Program Manager Cell Phone Number	(573) 263-8769
Name of Level VI	Tammy Gillis-Lead Staff
Level VI Cell Phone Number	(906) 420-0872
Map to the Home	
Location of Emergency Phone Numbers	By Phones/Emerg.Prepare.Book
Location of First-Aid Kit	In Kitchen/Medication Room
Location of Biohazard Kit	In Kitchen Cuboard
Location of CPR Masks	In Kitchen/Medication Room Cuboards
Location of Utility Shut Offs	Gas-Propane in back, Electric between Rm. 1&2
Location of Safe Area for Fire	Tree line in front of home
Location of Safe Area for Tornado	Bathrooms
Window Alarm Codes	N/A
Door Alarm Codes	N/A
Fire Alarm Codes	N/A
Fire Exits	Front Entrance, Two Back Doors
How to Use Fire Alarm Systems (if applicable)	Fire Panel by Med Room, Hold Reset
Location of Evacuation Routes	Located by each door.



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Location of Special Needs Posters	<u>Located by each door.</u>
Location of Emergency Preparedness Book	<u>On dining room shelf.</u>
Location of SDS Poster and Book	<u>On dining room shelf.</u>
Location of Environment of Care Book	<u>On dining room shelf.</u>
Location of Computers	<u>Medication Room</u>
Meal Times and Locations	<u>8am, Noon, 5pm, in dining room.</u>
Location of Chemicals (needs to be locked at all times)	<u>Chemical Cabinet back entry.</u>
Who is All Hazards Commander	<u>Melissa Williams</u>
Where is the bomb threat checklist	<u>Located by each phone.</u>
What do we do when a bomb threat happens	<u>Follow the procedures and question on form.</u>
What do we do for a Full Evacuation Emergency	<u>Get everyone to safety, do a head count, call HM.</u>
Where do we go for a Full Evacuation Emergency	<u>Nicolet Lodge-Sault Ste. Marie</u>
What do we do for an In-Shelter Emergency	<u>Call HM, remain calm in doors.</u>
What are your obligations for an In-Shelter Emergency	<u>Maintain Medications, enough food.</u>

*My Anna* 11/10/20

*Chelsea* 11/10/20



**BEACON**  
Specialized Living

New Employee Orientation  
Tour of Facility

Name of Home	<u>Sand Point Lodge</u>
Address of Home	<u>9284 HWY M-35, Gladstone,MI. 49837</u>
Phone Number of Home	<u>906-420-8446</u>
Name of Home/Program Manager	<u>Chelsy Skyles</u>
Home/Program Manager Cell Phone Number	<u>(573) 263-8769</u>
Name of Level VI	<u>Tammy Gillis</u>
Level VI Cell Phone Number	<u>(906) 420-0872</u>
Map to the Home	<u></u>
Location of Emergency Phone Numbers	<u>By Phones/Emerg. Prepare.Book</u>
Location of First-Aid Kit	<u>In Kitchen/Medication Room</u>
Location of Biohazard Kit	<u>In Kitchen Cuboard</u>
Location of CPR Masks	<u>In Kitchen/Medication Room Cuboards</u>
Location of Utility Shut Offs	<u>Gas-Propone in back,Electric-between homes</u>
Location of Safe Area for Fire	<u>Tree line in front of home.</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>N/A</u>
Fire Exits	<u>Front Entrance,Side Door, Back Door.</u>
How to Use Fire Alarm Systems (if applicable)	<u>Fire panel by Office,Hold Reset</u>
Location of Evacuation Routes	<u>Located by each door.</u>



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Location of Special Needs Posters	<u>Located by each door.</u>
Location of Emergency Preparedness Book	<u>Top of file cabinet in kitchen.</u>
Location of SDS Poster and Book	<u>Top of file cabinet in kitchen.</u>
Location of Environment of Care Book	<u>Top of file cabinet in kitchen.</u>
Location of Computers	<u>Medication Room, Dining area.</u>
Meal Times and Locations	<u>8am, Noon, 5pm, In Dining Area.</u>
Location of Chemicals (needs to be locked at all times)	<u>Chemical Closet in back room.</u>
Who is All Hazards Commander	<u>Melissa Williams</u>
Where is the bomb threat checklist	<u>By each phone.</u>
What do we do when a bomb threat happens	<u>Follow procedures and questions on form.</u>
What do we do for a Full Evacuation Emergency	<u>Get everyone to safety, do head count.</u>
Where do we go for a Full Evacuation Emergency	<u>Nicolet Lodge-Sault Ste. Marie</u>
What do we do for an In-Shelter Emergency	<u>Contact HM, remain calm in doors.</u>
What are your obligations for an In-Shelter Emergency	<u>Maintain Medications, enough food.</u>

*My Elms*

*11/10/20*

*Cheryl J. [Signature]* *11/10/20*