



New Employee Orientation
Tour of Facility

Name of Home	Stanton Cottage
Address of Home	1550 E Colby rd Stanton MI 48888
Phone Number of Home	989.831.0625
Name of Home/Program Manager	Alexis Clark
Home/Program Manager Cell Phone Number	989.763.9036
Name of Level VI	Lauryn Hill
Level VI Cell Phone Number	517.993.8258
Map to the Home	Google maps
Location of Emergency Phone Numbers	Blue board/ staff binder
Location of First-Aid Kit	Medication room / Kitchen
Location of Biohazard Kit	Medication room/ under utility sink
Location of CPR Masks	Medication room/ Employee badges
Location of Utility Shut Offs	Propane tank Cottage / water & electric basement utility room
Location of Safe Area for Fire	Electric pole near dumpsters
Location of Safe Area for Tornado	Basement/ Main floor Bathrooms
Window Alarm Codes	n/a
Door Alarm Codes	n/a
Fire Alarm Codes	Fire box key
Fire Exits	Front door, rear door, side door
How to Use Fire Alarm Systems (if applicable)	Silence alarms, reset system
Location of Evacuation Routes	Posted near exits/ Hallways



New Employee Orientation
Tour of Facility

Location of Special Needs Posters	Posted by bedrooms
Location of Emergency Preparedness Book	Burgundy book
Location of SDS Poster and Book	Kitchen
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 check list
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 Home
What are your obligations for an In-Shelter Emergency	Account for all residents, Keep all residents in the home

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3-3-21



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>Medication room / Kitchen</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/ Propanr tank/ Cattage basement</u>
Location of Safe Area for Fire	<u>Electrical pole by dumpster</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>Fire box key</u>
Fire Exits	<u>South living room entrance, West dining room entrance</u>
How to Use Fire Alarm Systems (if applicable)	<u>Silence alarms, 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 check list</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 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	Stanton Lodge
Address of Home	1550 E Colby rd Stanton MI 48888
Phone Number of Home	989.831.0626
Name of Home/Program Manager	Ashley Pearson
Home/Program Manager Cell Phone Number	616.824.5018
Name of Level VI	Adrianna Pantano
Level VI Cell Phone Number	630.596.6634
Map to the Home	Google maps
Location of Emergency Phone Numbers	Blue board/ staff binder
Location of First-Aid Kit	Medication room / Kitchen
Location of Biohazard Kit	Medication room
Location of CPR Masks	Medication room/ Employee badges
Location of Utility Shut Offs	Utility room/ Propanr tank/ Cattage basement
Location of Safe Area for Fire	Big gate
Location of Safe Area for Tornado	Bathrooms
Window Alarm Codes	n/a
Door Alarm Codes	Key fobs on house keys
Fire Alarm Codes	Fire box key
Fire Exits	Front door, rear door,side door
How to Use Fire Alarm Systems (if applicable)	Silence alarms, reset system
Location of Evacuation Routes	Posted near exits/ Hallways



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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 check list</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 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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