



**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>Nicholas Evans</u>
Home/Program Manager Cell Phone Number	<u>906-241-8838</u>
Name of Level VI	<u>Tammy G. / Allissa E.</u>
Level VI Cell Phone Number	<u>906-420-0872 / 241-5717</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 Kithen Cuboard</u>
Location of CPR Masks	<u>In Kitchen / Medication Room Cuboards</u>
Location of Utility Shut Offs	<u>Gas-Propane 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 kitchen refrigerator.</u>
Location of SDS Poster and Book	<u>Top of kitchen refrigerator.</u>
Location of Environment of Care Book	<u>Top of kitchen refrigerator.</u>
Location of Computers	<u>Medication Room, Dining Room, Living Room</u>
Meal Times and Locations	<u>8am, Noon, 5pm, In Dining Room 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 Procedure and questions on the form.</u>
What do we do for a Full Evacuation Emergency	<u>Get everyone to safety, do a head count.</u>
Where do we go for a Full Evacuation Emergency	<u>Terrace Bay Inn</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 and water.</u>

*Tammylethio - Sand / Saunders Trainer*  
*3/29/21*

*Joe Marshall*  
*3/29/21*