BEACON
Specialized Living

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	AHM Nick Evans
Home/Program Manager Cell Phone Number	906-241-8838
Name of Level VI	Tammy Allissa
Level VI Cell Phone Number	
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 Kichen/Medication Room
Location of Utility Shut Offs	Electric Btw. Rm. 1&2, Gas-in back
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 door, 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 exit door

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Location of Special Needs Posters	Located by each door
Location of Emergency Preparedness Book	Top of file cabinet in kitchen
Location of SDS Poster and Book	Top of file cabinet in kitchen
Location of Environment of Care Book	Top of file cabinet in kitchen
Location of Computers	in medication room
Meal Times and Locations	8am,Noon,5pm, In dining room
Location of Chemicals (needs to be locked at all times)	Locked Cabinet in Kitchen
Who is All Hazards Commander	Melissa Williams
Where is the bomb threat checklist	By Phones
What do we do when a bomb threat happens	Follow the procedure and questions on form
What do we do for a Full Evacuation Emergency	Get everyone to safety,head count,call AHM
Where do we go for a Full Evacuation Emergency	Nicolet Lodge- Sault Ste.Marie
What do we do for an In-Shelter Emergency	Call AHM,remain calm in doors
What are your obligations for an In-Shelter Emergency	Maintain Medications,enough food and water

Tammy Gillis-Sand/Saunders Trainer
3/29/21

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