



New Employee Orientation
Tour of Facility

Name of Home	Salem
Address of Home	459 Salem drive
Phone Number of Home	(517) 826-5010
Name of Home/Program Manager	Sarah Cluesman
Home/Program Manager Cell Phone Number	(517) 554-1840
Name of Level VI	N/A
Level VI Cell Phone Number	N/A
Map to the Home	near Exits
Location of Emergency Phone Numbers	By front door
Location of First-Aid Kit	medication Room
Location of Biohazard Kit	medication Room
Location of CPR Masks	medication Room
Location of Utility Shut Offs	Utility closet
Location of Safe Area for Fire	End of Drive way
Location of Safe Area for Tornado	Hall way
Window Alarm Codes	N/A
Door Alarm Codes	N/A
Fire Alarm Codes	N/A
Fire Exits	Front Door or Alt.
How to Use Fire Alarm Systems (if applicable)	N/A
Location of Evacuation Routes	Doors or Alt Route



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Location of Special Needs Posters	<u>By Bedroom doors / Front door</u>
Location of Emergency Preparedness Book	<u>office</u>
Location of SDS Poster and Book	<u>office Dining Room closet</u>
Location of Environment of Care Book	<u>office</u>
Location of Computers	<u>Medication Room / Dining Room</u>
Meal Times and Locations	<u>Breakfast 7am-8am, 11am-12pm, 5pm-6pm</u> <u>Dining Room</u>
Location of Chemicals (needs to be locked at all times)	<u>Chemical closet laundry room / Garage</u>
Who is All Hazards Commander	<u>Melissa Williams</u>
Where is the bomb threat checklist	<u>Kitchen Phone on Fridge</u>
What do we do when a bomb threat happens	<u>Fill out to best of ability in Red.</u>
What do we do for a Full Evacuation Emergency	<u>Grab Emergency bag, Phone + Residents</u> <u>Go to sister location or Exit Home</u>
Where do we go for a Full Evacuation Emergency	<u>Go to sister location</u>
What do we do for an In-Shelter Emergency	<u>Stay in home (no one goes outside)</u>
What are your obligations for an In-Shelter Emergency	<u>Keep every one calm + safe</u>

Crystal King

3/27/19