



BEACON
Specialized Living

Alaya
Perry

New Employee Orientation
Tour of Facility

Name of Home	Mount Pleasant
Address of Home	4659 S. Leaton rd,
Phone Number of Home	(989) 773-1741
Name of Home/Program Manager	Dana Sprague
Home/Program Manager Cell Phone Number	(989) 285-0775
Name of Level VI	N/A
Level VI Cell Phone Number	N/A
Map to the Home	By every exit and in Hall
Location of Emergency Phone Numbers	Med room, back of every phone reception control
Location of First-Aid Kit	Above Stairs
Location of Biohazard Kit	Above Stairs
Location of CPR Masks	Med room
Location of Utility Shut Offs	By bathroom
Location of Safe Area for Fire	End of driveway
Location of Safe Area for Tornado	basement
Window Alarm Codes	N/A
Door Alarm Codes	2020
Fire Alarm Codes	N/A
Fire Exits	Front door, back door
How to Use Fire Alarm Systems (if applicable)	N/A
Location of Evacuation Routes	Front door, end of driveway.



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Location of Special Needs Posters

Location of Emergency Preparedness Book

Location of SDS Poster and Book

Location of Environment of Care Book

Location of Computers

Meal Times and Locations

Location of Chemicals (needs to be locked at all times)

Who is All Hazards Commander

Where is the bomb threat checklist

What do we do when a bomb threat happens

What do we do for a Full Evacuation Emergency

Where do we go for a Full Evacuation Emergency

What do we do for an In-Shelter Emergency

What are your obligations for an In-Shelter Emergency

Back wall

Above fridge

Above fridge

Above fridge

Med room, Desk drawer

7, 12, 5

Bottom cabinet by dishwasher

Melissa Williams

Clipboard by stove

Always keep them talking, ask questions

Grab emergency bags, keys,

and driveway

Grab emergency keys, keys

Grab emergency keys, keys
go in basement.