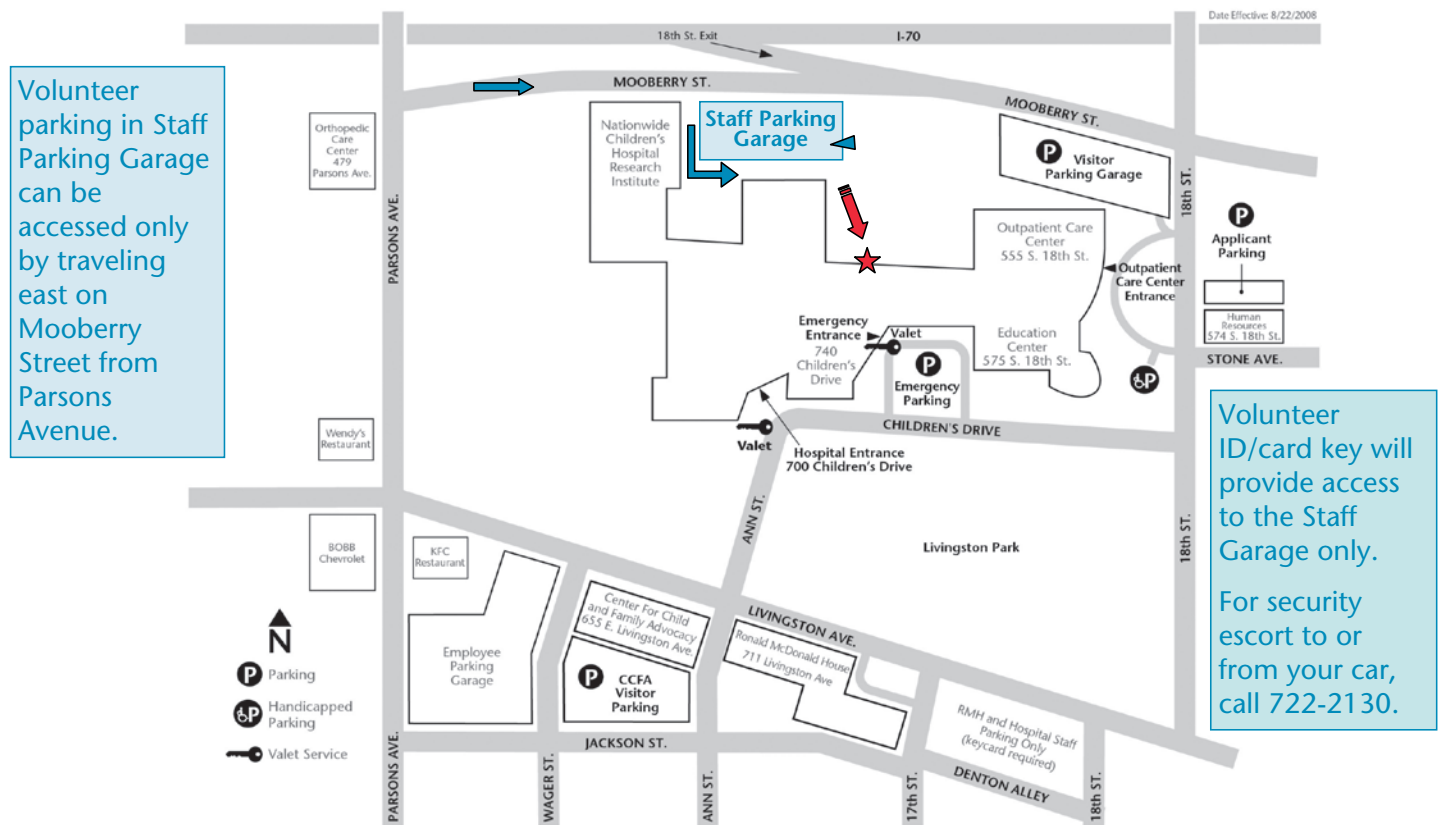


# General Volunteer Information

## Parking

Volunteers are not charged for parking on days they volunteer or come to the hospital for a volunteer-related training or meeting. Free parking is available in the staff parking garage off of Mooberry Street. The entrance is beside the garage. Your cardkey will be programmed for the parking area. Volunteers who park in any paid lots, including the visitor garage, will need to pay to exit.

Security guards are available to escort you to and from your car. We recommend that volunteers use the escort service.



## Lockers

Lockers are available for volunteers to keep coats, purses and other valuables secure. Keys to the lockers are on the keyboard in the Volunteer Center.

Carry the key with you while you volunteer and remember to return it to the keyboard at the end of your shift after removing your possessions from the locker. Please do not take the key home or lock it in your locker.

Do not take your belongings to your work area. Please turn off all cell phones and pagers before placing them in the lockers.



## Smoking

Nationwide Children's Hospital is a smoke-free facility for the health and safety of our patients. No smoking is permitted inside the hospital or anywhere on Nationwide Children's Hospital property, including all off-site locations. Nationwide Children's Hospital reserves the right to ask volunteers to leave if their clothes smell heavily of smoke.

## Telephone Calls

A telephone is available in the Volunteer Center for local calls. Dial 9 to get out of the hospital system. If you are calling within the hospital, dial the last five digits only of the phone number. Please limit use of the phone to brief, necessary calls.

If someone tries to reach you while you are volunteering, we will attempt to notify you of the call by contacting your work area or by an overhead page. If we are unable to reach you, we will leave a message on the VIC e-mail. Please ask friends and family not to contact you while you are volunteering unless it is urgent.

## Paging System

Family and Volunteer Services staff carry pocket pagers. Pager numbers for staff and instructions on pager use are in the Volunteer Center.

## Guests

Volunteers are not permitted to bring their children, friends, or other guests with them when they volunteer, unless prior arrangements have been made with Family and Volunteer Services staff and your volunteer supervisor.

## Accidents

If you have an accident or become ill while volunteering, please contact a Family and Volunteer Services coordinator. You may be directed to Employee Health Services, during weekdays between 7:30 a.m. and 4:30 p.m. When Employee Health Services is closed, you may use the Emergency Department. Your health insurance may be billed, depending on the nature of the visit.

**Whenever there is an accident, notify Safety and Security so an incident report can be filed.**