

INFORMATION PACKET

WELCOME TO DIETERT CENTER

This information packet should orient you to our facility and lead to a successful experience at Dietert Center. Please read this information prior to the first class session. Contact Waverly Jones at the office (830) 792-4044 Ext. 245 if you have questions or need further clarification. We recommend you come by a day before your scheduled class to familiarize yourself with the building and specifically the classroom you will occupy.

ENTERING/LEAVING your Dietert classroom:

- Dietert Club Ed office operating hours are 8 AM to 7 PM Monday – Friday.
- Dietert is a non-smoking, no alcohol, no firearms facility. Please notify your class.
- Instructors are encouraged to arrive approximately 15 minutes before class starts. Please advise your class that arriving earlier than 15 minutes is not encouraged. Fifteen minutes are allowed at the end of your session to make sure your area is left ready for the next class.
- Check the thermostat. You may adjust it to suit your needs. Please leave the settings as illustrated in the attachment. If you need a demonstration of the thermostat, please contact Waverly or Dorothy at the Club Ed office.
- You may rearrange the furniture to accommodate your particular needs. **When you leave the room please return the furniture as you found it.** (Tables, chairs, trash disposed of in area cans).
- Please confirm that all exterior doors to your room are locked before you leave.
- AV equipment is available if requested in advance during your initial application and class forms. Once approved the Club Ed staff will set up equipment prior to the class. Storage lockers are available for materials and supplies by request in advance.

ROSTERS/ACCOUNTING PROCEDURES:

- Punch card classes: Punch a tab for each class that the student attends. If the student brings a guest, the first time can be punched on the same card. After that the guest must purchase a daily card or punch card to attend.
- All other classes: Check that each student in attendance is on the roster. If they are not on the roster and you have room in the class, please send them to the front desk or have them call the office (if off site) If room is not available, please do not let the student stay in the class. Use the roster provided to take attendance at each session. Return this roster at the conclusion of your course along with your class evaluation forms.

ACCIDENT/INJURY: The Dietert Center strives to provide a safe environment for all our participants and visitors; however accidents do sometimes occur.

- There is an AED located on the wall in the kitchenette. There are first aid kits in the kitchenette and in Room K (the Congregate Dining Room). The location is noted on the cabinet door.
- Assist the victim and ascertain the extent of injury. Do not hesitate to call 911 if the injury requires more than very basic first aid.
- Fill out the accident form included in this packet and notify a staff member immediately. If the front desk is open, tell them to notify one of the staff. After hours call the emergency number (Security One) posted in each classroom on the evacuation sign.

- Extra forms are available in the kitchenette with the First Aid supplies.

FIRE/EMERGENCY EXITS:

- Emergency exits are posted in each classroom of the building. These should be reviewed with each new class before instruction begins.
- At the sound of an alarm, please exit the building immediately and go to your point of refuge. Take your roster with you and check to be sure that everyone has exited. Cooperate with the fire and law enforcement personnel.
- NEVER block the room exits with tables or chairs.

EMERGENCY TELEPHONE NUMBERS:

- Emergency names and telephone numbers related to our after-hours security system are posted on the building diagram posted in each room and at the front desk.

DIETERT CENTER
ACCIDENT REPORT

Date _____

TIME _____

LOCATION OF ACCIDENT _____

INDIVIDUAL INVOLVED IN ACCIDENT: _____

ADDRESS: _____

PHONE: _____

EXPLANATION of ACCIDENT: _____

EXTENT OF INJURY, if any: _____

WAS EMS NOTIFIED?: _____

WAS INDIVIDUAL RANSPORTED TO EMERGENCY ROOM? _____

Witnesses: Name _____

Address _____

Telephone no. _____

Name _____

Address _____

Telephone no. _____

The above is a fair and factual reporting of the incident described.

Signed _____