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School of Social Work

The Pennsylvania Child Welfare  
Training Program



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# TRAINING GUIDE

## FOR THE

# ALTOONA TRAINING LAB

3333 Beale Avenue  
Logan Plaza  
Altoona, PA 16602

*Updated December 2013*

Dear Trainer,

One of the core values of the Pennsylvania Child Welfare Resource Center is to ensure high quality training services to child welfare professionals. Providing appropriate and organized training locations is part of this value. To assist you in implementing this service, the Resource Center would like to provide you with information regarding each of the training locations that is used to deliver training. The purpose of the guide is to give you detailed information about the facility and the area where it is located. The guide consists of the following sections:

Section One: Area and Facility Information

Section Two: Training Room Information

Section Three: Closing the Training Day and Emergency Information

The Resource Center appreciates your involvement and support in the achievement of providing an organized and productive learning environment. It is our hope that this guide is a useful informational tool for you to use and refer to during the training event. Your input is welcomed for additional helpful information that should be added as part of the guide.

Sincerely,

PA Child Welfare Resource Center

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# Section 1:

# Area and Facility Information



## Contents of this Section:

- ❖ Directions to the Facility
- ❖ Local Hotel Information
- ❖ Accessing the Building
- ❖ Emergency Information
- ❖ Training Program Contact

## ► **FACILITY AND AREA INFORMATION** ◀

### **Directions to the Facility:**

- ☑ From I-99/ US-220:
- ☑ Take the FRANKSTOWN RD Exit, # 32, towards PA-36 and Altoona.
  - From I-99 Southbound: make a LEFT onto FRANKSTOWN RD.
  - From I-99 Northbound: make a RIGHT onto FRANKSTOWN RD.
- ☑ Turn LEFT at intersection onto US-220 BR/ PA-36/ E PLANK RD.
- ☑ Turn SHARP RIGHT at intersection onto LOGAN BLVD.
  - This intersection has *Sheetz, Yamato Chinese & Japanese Restaurant, BP, and Auto Outlet.*
- ☑ Continue on LOGAN BLVD through 3 lights. Approximately 2 miles.
  - There is a white sign with red lettering on your left that reads “*Logan Plaza.*”
- ☑ Turn LEFT onto BEALE AVE at 4<sup>th</sup> light (near *Sheetz*).
- ☑ Turn LEFT into first parking lot of Logan Plaza. This will be uphill.
  - Logan Plaza also has “*Hungry Howie’s Pizza.*”
- ☑ You may park in any spot in the lot and enter the training facility through the front doors.

### **Local Hotel Information:**

**Courtyard By Marriott** 2 Convention Drive, Altoona, PA 16602, 814-312-1800.

**Quality Inn** 2915 Pleasant Valley Boulevard, Altoona, PA 16602, 814-944-4581.

**Hampton Inn** 180 Charlotte Drive, Altoona, PA 16601, 814-941-3500.

**Holiday Inn Express** 3306 Pleasant Valley Boulevard, Altoona, PA 16602, 814-944-9661.

**Ramada Inn** 1 Sheraton Drive, Altoona, PA 16601, 814-946-1631.

### **Accessing the Building:**

**Entry into the building:** Individuals utilizing the training room will receive keys to access the building. The keys will be sent via the mail, two weeks prior to the training day. Because your key will open the door that leads directly to the training room from the outside, this training room can be accessed at any time. The square shaped key unlocks the main door and the round key is for the office and supply closet. We ask that you DO NOT lock the office or closet.

**Parking:** Parking is free and is available in the lot along the plaza.

**Special Accommodations:**

In the case that you have a participant requesting an accommodation due to a disability that was not already brought to your Resource Specialist's attention:

- Parking is available at the front of the building.
- Each training room is equipped with one adjustable table. The adjustable table will have a lever underneath, which will allow the trainer to adjust the height of the table.
- There is a ramp onto the sidewalk near Hungry Howie's.

**Emergency Information:****Hospitals:**

**Altoona Center** (814) 946-6900, 1515 4<sup>th</sup> Avenue, Altoona

**Bon Secours-Holy Family Hospital** (814) 944-1681, 2500 7<sup>th</sup> Avenue, Altoona

**Fire-Police Medical:**

**911**

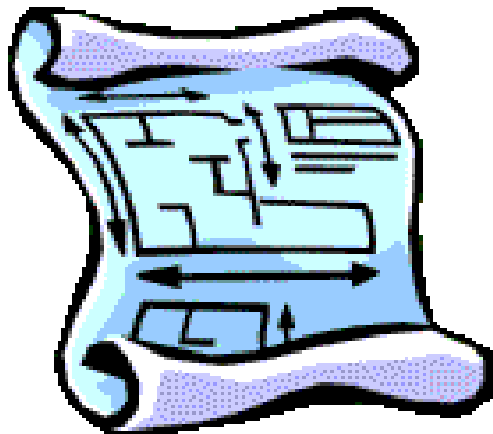
**Altoona Police Department** (814) 949-2489, 1106 16th St # 202

**Training Program Contact:**

Your contact person for the Altoona Training Room is Michael Danner. You can reach him at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the trainers. A call should be placed to the Training Program prior to 9:00 a.m. on the day of the training to verify the status of the training room and materials on the first day of training.

# Section 2:

# Training Room Information



## Contents of this Section:

- ❖ Training Room Location
- ❖ Restroom Location
- ❖ Smoking Information
- ❖ Training Room Layout
- ❖ Training Equipment Availability and Location
- ❖ Training Supplies Availability and Location
- ❖ Contact Person for Set-up or Technical Problems

## **▶ TRAINING ROOM INFORMATION ◀**

### **Training Room Location:**

The training room is in Logan Plaza. The main door has a University of Pittsburgh logo on it and a sign above it. This door leads you directly into our training facility.

### **Restroom Location:**

There are two uni-sex bathrooms at this location. One is located in the lobby area and one is in the back of the training room.

### **Smoking Information:**

Smoking is not permitted in the building. The smoking area is located outside of the front entrance. Please utilize the canister for butt disposal. Please be considerate of participants who choose not to smoke, and step away from the entrance to the training room while smoking.

### **Training Room Layout:**

When you first enter the facility, the office will be on your left and a waiting area on your right. One of the two restrooms is also located off of the waiting area. There is a short hallway that leads to the training space. On the left hand side is the front of the room. There are 6 round tables with chairs throughout the room for participants and a long table at the front for trainer use. There is also a long table in the back set up for additional use. The water cooler is located near the supply closet.

There is a set of double doors in the rear of the training room. These can be opened to access the back of the building, in order to bring in training materials or to access the dumpster. Please make sure that they are securely closed after any use.

There are several sets of outlets throughout the room and a telephone jack in the rear.

### **Training Equipment Availability and Location:**

You will find a TV, VCR, DVD, overhead projector, LCD projector, lectern, radio with CD player, and 2 easels with pads at the front of the training room for your use. If the LCD player is not hooked up, it can be found in the office area, on the shelves. There is a computer with printer/fax/copier in the office.



### **Training Supplies Availability and Location:**

You will find many additional training supplies in the office area, which is the first room on your left when you enter the training room. Resource and reference books are located in the closet in the front of the training room. Additional flipchart pads are also located in this supply closet. Please inform training specialist if any supplies are running low.

### **Contact Person for Set-up or Technical Problems:**

For any technical or facility (i.e., heating, plumbing, etc) problems, please contact Michael Danner 1-877-CWP-PITT (1-877-297-7488).



Picture of Logan Plaza

# Section 3: Closing the Training



## Contents of this Section:

- ❖ Checking the Room
- ❖ Returning the Building Keys
- ❖ Trash Disposal
- ❖ Cleaning Services Available
- ❖ Extra Handouts
- ❖ Emergency Evacuation Plans

## **► CLOSING THE TRAINING ◄**

### **Checking the Room:**

Please ensure the following is completed before leaving the room:

- Tables are clear of paper and trash
- Equipment is put away in the proper place for use by the next trainer
- Supplies are return to proper place
- Blinds are down
- Lights are off
- Thermostat is turned down in winter (60 degrees) or up in summer (70 degrees)
- Doors leading outside are locked.

### **Returning the Building Keys:**

You will receive a self-addressed envelope with the training materials. The attendance sheet, workshop evaluations, keys to facilities, curriculum supplies and trainer invoice should be returned immediately after the training in order for us to get the training supplies to other trainers. If the materials are not received, or are missing, your invoice will be held until the missing material(s) are returned or the material will be deducted from your training day pay.

### **Trash Disposal:**

The trash can be placed in the trash cans found in the training room and the building custodians will remove any trash daily. There are also dumpsters available for your use through the double doors.

### **Cleaning Services Available:**

The custodians will clean the room each evening. If you are holding a two-day training, please leave a note on the door if you choose to not have the room cleaned prior to the second day.

### **Extra Handouts:**

Extra handouts may be saved for another training you may be scheduled to train, or you may throw them away in the trash receptacles provided in the training room. Please DO NOT leave extra handouts on the tables of the training room.

## ► ***Emergency Evacuation Plan*** ◄

Altoona Regional Training Room  
3333 Beale Avenue  
Logan Plaza  
Altoona, PA 16602

### Emergency Evacuation Plan

Please turn off lights and take sign-in sheet with you.

There are two doors to the training room:

One is the main entrance/exit.

The second is the set of double doors located in the rear of the training room.

Exit through front/main door if possible.

If you must exit the back door, turn left and follow along building.

Proceed to Sheetz Parking Lot.

Ensure that all participants are there.

Call 9-1-1.

Call your training specialist to report the emergency.