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*The Pennsylvania Child Welfare  
Training Program*



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# TRAINING GUIDE FOR THE MONROEVILLE TRAINING LAB

Penn Center East  
400 Penn Center Blvd Bldg 4  
Suite 741  
Pittsburgh Pa, 15235  
412-816-1800

Dear Trainer,

One of the core values of the Pennsylvania Child Welfare Training Program 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 Training Program 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

The Training Program 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,

Training Delivery Staff

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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 the Airport:**

Take PA-60 South toward Pittsburgh/I-79/Pittsburgh  
Continue on U.S. 22/30 East  
Take Exit 6A toward Monroeville onto I-376 East/U.S. 22  
Follow for approximately 10 miles to Exit 10B (Monroeville)  
Continue straight onto William Penn Hwy/U.S. 22  
Follow for approximately 1 mile; turn right onto Penn Center Blvd.

#### **From the East (PA Turnpike):**

From PA Turnpike (I-76) take Exit 57(Pittsburgh), toward Pittsburgh/Monroeville;  
Take U.S. 22 Business on the left toward Monroeville;  
Merge onto U.S. 22/William Penn Highway;  
Travel three miles and turn left onto Penn Center Boulevard.

#### **From the South:**

I-279 North/U.S. 22/30 East  
Merge onto I-376 East/U.S. 22 East via Exit 6A (Monroeville)  
After approximately 10 miles, take U.S. 22 East to Exit 10B (Monroeville)  
Continue straight onto William Penn Hwy/U.S. 22  
Follow for approximately 1 mile; turn right onto Penn Center Blvd.

#### **From the North:**

I-279 South to I-579 South via Exit 8 (Veterans Bridge)  
I-376 East/Oakland/Monroeville Exit  
Straight onto the Blvd. of the Allies  
Merge onto I-376 East/U.S. 22 toward Monroeville  
After approximately 8 miles, take U.S. 22 to Exit 10B (Monroeville)  
Continue straight onto William Penn Hwy/U.S. 22  
Follow for approximately 1 mile; turn right onto Penn Center Blvd.

### **Penn Center East At A Glance:**

- 400 Penn Center Blvd. Building 4, Pittsburgh, PA 15235
- Prominent visibility along William Penn Highway (Rt. 22)
- Easy access to I-376 and Pennsylvania Turnpike
- 10 miles east of Downtown Pittsburgh
- Wilkins Township (Monroeville Area)
- Allegheny County



### **Local Hotel Information:**

**Holiday Inn Pittsburgh-Monroeville** (412) 372-1022, 2750 Mossdale Blvd

**Radisson Hotel Pittsburgh** (412) 373-7300, 101 Mall Blvd

**Red Roof Inn** (412) 856-4738, 2729 Mossdale Blvd

### **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, three weeks prior to the training day. The building opens at 7:00 am and is locked at 10:00 pm.

**Parking:** Parking at this facility is free.

### **Special Accommodations:**

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

- Parking is available in the parking lot.
- Elevators are available from the parking lot to the fourth floor.
- The restrooms are handicapped accessible
- 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.

If you require additional assistance, you are asked to contact your Training Specialist, Andrea Seachrist, by calling 717.795.9048 Ex 50223

### **Emergency Information:**

#### **Hospitals:**

**Forbes Regional Campus** (412) 858-2000, 2570 Haymaker Road

**Healthsouth Rehabilitation Ctr** (412) 856-2400, 2380 Mcginley Road

#### **EMERGENCY BUILDING EVACUATION PLAN**

Each floor of this building is equipped with two (2) emergency exit stairways – one at each end of the corridor. Each is clearly designated by a red illuminated sign reading “EXIT.” **Always use the EXIT nearest you**, but acquaint yourself with alternate EXITS.

Each floor is also equipped with three (3) alarm signaling devises...one midway down the corridor of each wing, and another at the front of the elevator shaft. By pulling any one of these alarms, it will automatically set off any other alarms throughout the entire building.

On each floor, by every exit stairwell, you will find permanent “**Fire Fighting Equipment**” with clearly defined instructions.

- **WILKINS FIRE DEPARTMENT: 911**
- **PENN CENTER EAST MANAGEMENT OFFICE: 412-816-1800**

**IN GENERAL, EXERCISE CALM AND ORDER AND ASSIST OTHERS WHERE POSSIBLE.**

#### **INSTRUCTIONS**

- 1) **FIRE HOSE**  
**Operate by turning main valve**  
**To control water adjust red nozzle**
- 2) **FIRE EXTINGUISHER**  
**Operate in upright position by pulling pin and squeezing handle.**

**Fire-Police Medical:**  
**911**

**Monroeville Police Dept** (412) 856-1000, 2700 Monroeville Blvd

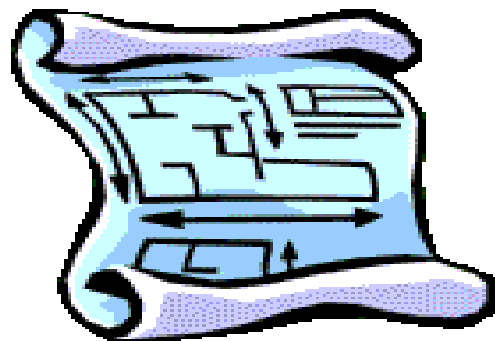
**Training Program Contact:**

Your contact person for the Monroeville lab is Andrea Seachrist, Training Delivery Specialist. 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
- ❖ Office Equipment Availability and Location
- ❖ User Friendly How-To Directions
- ❖ Troubleshooting Instructions
- ❖ Contact Person for Set-up or Technical Problems

## ► **TRAINING ROOM INFORMATION** ◀

### **Training Room Location:**

The training room is located on the fourth floor of the Penn Center East building # 4. Upon arriving at the Penn Center Building # 4, you should take the elevator from the first floor to the fourth floor. The training room is located down the hall on the left Suite 412.

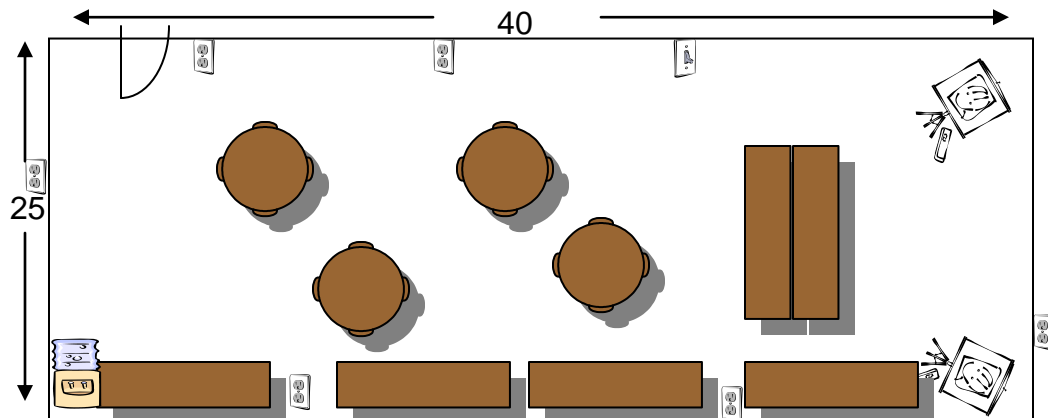
### **Restroom Location:**

The restrooms are located on the same floor as the training room, beside the elevator.

### **Smoking Information:**

Smoking is not permitted in the building. The smoking area is located on the ground floor outside of the elevator entry area.

### **Training Room Layout:**



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

You will find a TV, VCR, DVD, overhead projector, LCD projector, laptop, screen, radio with CD player, extension cords and 2 easels with pads, at the back of the training room for your use.

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

You will find extra folders, markers, tape, OTRM's, PA Standards, Charting the Course resource books, Charting the Course Child and Adolescent manuals, extra idea catchers, name tents, highlighters, pencils, pens and a pencil sharpener on the shelves in the back of the training room.

**Office Equipment Availability and Location:**

There is a computer ( internet available) and printer located in the front office. The printer also doubles as a fax machine. The phone number for the office is 412-824-2396. The number for the facility is 412-816-1800

**User Friendly How-To Directions:**

Please see the instructional CD.

**Troubleshooting Instructions:**

Please see the instructional CD.

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

For any technical problems, please contact Andrea Seachrist 1-877-CWP-PITT (1-877-297-7488).

# Section 3: Closing the Training



## **Contents of this Section:**

- ❖ Checking the Room
- ❖ Returning the Building Keys
- ❖ Trash Disposal
- ❖ Cleaning Services Available
- ❖ Extra Handouts
- ❖ Reporting Concerns or Broken Equipment

## **► 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
- Lights are off
- Thermostat is turned down
- Doors 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.

### **Cleaning Services Available:**

The building custodians will clean the room each evening. This room is being accessed by another group in the evenings. All multiple day trainings must be torn down each evening. The materials can be stored in the closet for use the next day.

### **Extra Handouts:**

Extra handouts may be saved for another training your may be scheduled to train, or you may throw them away in the trash receptacles provided in the training room.

### **Reporting Concerns or Broken Equipment:**

Trainers are responsible for calling Andrea Seachrist, Training Delivery Specialist, at 1-877-CWP-PITT (1-877-297-7488) on the last day of the training to communicate the status of the training, i.e. issues with equipment, trainees, location problems, and how the overall training went. Please be sure to fill out your trainer feedback form as we utilize them to plan training site visits.