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# TRAINING GUIDE FOR THE MONTGOMERY COUNTY TRAINING CENTER

1430 DeKalb Street, 2<sup>nd</sup> Floor  
Room 2019  
Norristown, PA 19404

*Updated June 2016*

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:

- Area and Facility Information
- Training Room Information
- Closing the Training Day

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,

The PA Child Welfare Resource Center

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## **FACILITY AND AREA INFORMATION**



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

#### **From the north: Lansdale or Montgomeryville**

Take Route 202 South past Suburban General Hospital to Johnson Highway (where road becomes one-way). Turn left onto Johnson Highway and go to first traffic light (Arch St.). Turn right onto Arch St. and continue for approximately 1/2 mile, until you reach Fornance St. Turn right onto Fornance Street. The Montgomery County Human Services Center is immediately on your right.

#### **From the south: Main Line, I-76 or I- 95**

Take Route 476 (Blue Route), heading North. Take the exit for Norristown 18B (formerly 7B). At the off ramp make a right turn and follow Chemical Road up to the next traffic intersection of Ridge Pike. Make a right turn onto Ridge Pike and follow west for about 1.5 miles until two lanes merge to one lane. Make the right turn (immediately after the gas station) onto Fairfield Street. Fairfield Street becomes Fornance Street, proceed (1.3 mi.) to the third light (Arch St.). The Montgomery County Human Services Center is immediately on your right.

#### **From the east: Pennsylvania Turnpike Exit 333 - Norristown**

Leave the Pennsylvania Turnpike at Exit 333 (formerly 25) Norristown, go straight after the toll plaza and make the left at the traffic signal onto Plymouth Road. Cross Germantown Pike at the next signal and continue on Plymouth Road until the second stop sign where Plymouth Road ends at Sandy Hill Road. Make the "slight" left onto Sandy Hill Road. Continue on Sandy Hill Road until the second traffic signal (Fornance St.). Turn right onto Fornance Street and go straight for 0.8 miles to the second traffic signal. The Montgomery County Human Services Center is immediately on your right.

#### **From the west: Pennsylvania Turnpike Exit 326 - Valley Forge**

Leave the Pennsylvania Turnpike at Exit 326 (formerly 24) Valley Forge, and take Route 202 North. The King of Prussia Shopping Mall will be on your left side of the road. Continue on Route 202 North and take the right lane "202 North DeKalb" exit to DeKalb Street, Norristown. Continue on DeKalb Street approximately 2.2 miles to the eighth traffic signal (Fornance St.), make a right turn onto Fornance Street. The Montgomery County Human Services Center is immediately on your left.

**Public transportation: Southeast Pennsylvania Transportation Authority - SEPTA**

The Montgomery County Human Services Center is served by SEPTA's Route 98 Bus which connects to the Norristown Transportation Center located at Swede & Lafayette Streets. SEPTA Route 100 Suburban Rail Line, 69th Street Terminal to Norristown and SEPTA's Norristown R6 Regional Line, Center City to Norristown are trains accessible to the transit center. For further questions regarding these routes and schedules call SEPTA at (610) 734-1300.

**From Philadelphia International Airport:**

Route 95 South (approximately 6 miles) to Route 476 North, Plymouth Meeting. Proceed to the Norristown exit 7B (approximately 13 miles). At the off ramp make a right turn and follow Chemical Road up to the next traffic intersection of Ridge Pike. Make a right turn onto Ridge Pike and follow west for about 4 miles until you come to the traffic signal at DeKalb Street. Make the right turn onto DeKalb Street and proceed 10 blocks (0.8 mi.) to the third light (Fornance St.). Turn right onto Fornance Street. The Montgomery County Human Services Center is immediately on your left.

[Philadelphia International Airport](#)

**Local Hotel Information:**

**Double Tree by Hilton**

301 West DeKalb Pike, King of Prussia  
(610) 337-1200

**Radisson Hotel Valley Forge**

1160 First Avenue, King of Prussia  
(610) 337-2000

**Homewood Suites Valley Forge**

681 Shannondell Road, Norristown  
(610) 539-7300

**Summerfield Suites**

501 East Germantown Pike, Norristown  
(610) 313-9990

### **Accessing the Building:**

The building opens at 8:00 am. The main entrance is off of Forance Street. Please stop at the security guard station inside the front door to gain access to the room. You will be expected to show proper ID.

### **Parking:**

The parking garage is off Fornance Street (parking is \$5.00)

### **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.
- The training room can be accessed via the automatic doors at the front entrance of the Montgomery County Human Services Center.
- The restrooms are handicapped accessible.

If you require additional assistance, you are asked to contact your Resource Specialist.

### **Emergency Information:**

#### **Hospitals:**

**Montgomery Hospital Medical Center**  
1301 Powell Street  
Norristown, PA 15106  
412-270-2000

#### **Fire-Police Medical:**

**911**

#### **Montgomery County Human Services Center Evacuation Plan Effective 05-19-03 Security Department**

1. When hearing the fire alarms evacuate to the nearest stairway and exit the building. Look for smoke, smell for smoke and feel exit doors for heat.
2. Do not use the elevators when exiting for a fire. The fire may call the elevator to the fire floor possibly trapping everyone in the elevator.
3. When outside report to your assigned assembly area (Appendix A).
4. Do not leave the assembly area. Your presence in the assigned assembly area is important to verify that you are not in the building. If you have not reported to your assembly area, emergency personnel will be sent to look for you. "Do not stand in the street".
5. You will be notified when you can return to the building or be released to go home.

6. Stay away from the building entrances to allow the Fire Department and Emergency workers access to the building.
7. Be aware of the responding emergency vehicles while exiting the building.
8. Please notify the Emergency Management Team of the following:
  - a. All participants are accounted for.
  - b. The number of participants not accounted for.
  - c. Possible location of all unaccounted participants.

**Appendix A – Assembly area:**

**The open parking lot at Green and Freedly Street.**

**Inclement weather location: Montgomery Hospital**

**Powell and Fornance Street**

**Resource Center Contact:**

Your contact person for the Montgomery Human Services Building is Jessica Wittman, Southeast Region Resource Specialist. You can reach her at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the trainers. Please contact her for any technical or facility issues, such as plumbing and heating.

## **TRAINING ROOM INFORMATION**



### **Training Room Location:**

The training room is located on the 2<sup>nd</sup> floor of the Human Services Building. Enter through main entrance; pass the security desk and through the double doors, up the escalator and take the hallway straight ahead. The training room door is on the right.

### **Restroom Location:**

The restrooms are located across the hall.

### **Smoking Information:**

Smoking is not permitted in the building. The smoking area is located outside the front entrance in the designated smoking areas.

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

You will find a TV, VCR, DVD, overhead projector, LCD projector, laptop, CD player, and 2 easels with pads at the front of the room.

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

You will find any additional training supplies, such as: markers, tape, etc. in the cabinet in the conference room and Charting the Course supplies at the back of the training room. Please inform your Resource Specialist if any supplies are running low.



## **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 returned to the proper place
- Lights are off
- Take any posters or materials off the walls
- Leave equipment in room
- Do not lock doors

### **Returning the Materials:**

There are no keys for this location. You will receive a self-addressed envelope with the training materials. The attendance sheet, workshop evaluations, curriculum supplies and signed 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/Cleaning Services Available:**

The trash can be placed in the trash cans found in the training room. The building custodians will clean the room and empty the trash 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.

### **Water Services Available:**

Water is located at the back of the training room. If additional water is needed please contact your Resource Specialist and more can be ordered.

### **Extra Handouts:**

Please DO NOT leave extra handouts on the tables of the training room. There is a recycling container located in the training room.