TRAINING GUIDE
FOR THE
MONROEVILLE TRAINING ROOM

Penn Center East
400 Penn Center Blvd Bldg 4
Suite 741
Pittsburgh PA, 15235

Updated May 2019
Dear Instructor,

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 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,

The PA Child Welfare Resource Center
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**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
2750 Mosside Blvd
(412) 372-1022

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

Red Roof Inn
2729 Mosside Blvd
(412) 856-4738
**Accessing the Building:**

**Entry into the building:** The building opens at 7:00 am and is locked at 10:00 pm. You will receive a code in your box of training materials. This code will open the simulation and training room doors.

**Accessing Training Room Outside of Scheduled Training Hours:**

In preparation of upcoming trainings, we understand that some instructors may want to visit our contracted training rooms prior to the day of the scheduled workshop. Unfortunately, due to conflicting training room hours and previously scheduled workshops and events, this is not always possible. We are asking that if you are scheduled for a training and would like to visit the training room the day before, please contact your Regional Resource Specialist in advance, and they can verify if the room is available, as well as assist with building hours.

If you experience a room maintenance emergency:
- During regular business hours, Monday through Friday, 8:00 am to 4:30 pm, please call CWRC front desk at 717-795-9048.
- If after hours, please call the emergency phone at 717-991-8654

Please Note: Please check training materials promptly after receiving your box to ensure accuracy of those materials, as missing handouts or items do not constitute an afterhours room emergency.

**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 Resource 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 Instructor to adjust the height of the table.

If you require additional assistance, you are asked to contact your Resource Specialist.
**Emergency Information:**

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

- **HealthSouth Rehabilitation Ctr**
  2380 McGinley Road
  (412) 856-2400

**Fire-Police Medical:**
- 911

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

**Penn Center East Management Office**
- 412-816-1800

**Emergency Evacuation Plan:**
- Participants/instructor exit the building, by using the stairs located at both ends of the hallway
  - During an emergency **DO NOT USE THE ELEVATOR**
  - **Emergency Meeting Location:** Parking Lot in front of building #5
- Instructor
  - Ensure room is empty
  - Notify CWRC of an incident at 717.795.9048

Do not reenter the building until you receive communication from CWRC and/or Fire Department

**RESOURCE CENTER CONTACT:**

Your contact person for the Monroeville lab is Veronica King, Western 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 Instructors. 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 seventh 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 seventh floor. The training room is located down the hall on the left in Suite 741.

*Restroom Location:*
The restrooms are located on the same floor as the training room, beside the elevator.

*Accommodations for Nursing Mothers:*
Those needing a private room for pumping purposes can use the simulation room. There is a “do not disturb” sign to hang on the door handle.

If the simulation room is unavailable, there are conference rooms available in the rec333 building, next door to Building 4. Nursing mothers can check in with a front office staff member on the first floor of this building, and they will assist them with a private space.

*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 or in the file cabinet in the training room. Please inform the Resource Specialist if any supplies are running low.

Office Equipment Availability and Location:
There is a computer (internet available) and printer located in the conference room. The phone number for the training room is 412-824-2396. The number for the facility is 412-816-1800.

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 Instructor
- Supplies are returned to the proper place
- Lights are off
- Thermostat is turned down
- Doors are locked

Returning the Training Materials:
You will receive a self-addressed envelope with the training materials. The curriculum supplies and signed Instructor invoice should be returned immediately after the training. If the materials are not received, you will receive an email stating what is missing. Payment for your workshop will be promptly processed when these materials have been received. Failure to return the missing materials could affect future training opportunities.
and/or result in the termination of your Professional Services Agreement with the University.

**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 side 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.