TRAINING GUIDE
FOR THE
WILLIAMSPORT TRAINING LAB

Golden Plaza
1948 E. 3rd Street
Williamsport, PA 17701
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 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 Columbia County
Take I-80 West. Take the PA-147S/I-180W exit, Exit 212, toward Milton/Williamsport. Take the 3rd Street exit (exit 23) toward Warrensville Road. Turn slight right onto E 3rd Street. 2 lights and pass Hoss’s. Turn left into Golden Plaza. Our building is behind the Mr. Stickey store.

From Harrisburg

From Montour County
Take PA-54 North at Northumberland St. Merge onto I-80 West. Take the PA-147S/I-180W exit, Exit 212, toward Milton/Williamsport. Take the 3rd Street exit (exit 23) toward Warrensville Road. Turn slight right onto E 3rd Street. 2 lights and pass Hoss’s. Turn left into Golden Plaza. Our building is behind the Mr. Stickey store.

From Snyder County
Take US-11/US-15N. Turn onto PA-147 (Duke St). Continue onto I-180W. Take the 3rd Street exit (exit 23) toward Warrensville Road. Turn slight right onto E 3rd Street. 2 lights and pass Hoss’s. Turn left into Golden Plaza. Our building is behind the Mr. Stickey store.

From Sunbury
Head northwest on Market St toward N 2nd St. Turn right at N Front St/PA-147N (N Front St). Turn left at Bridge Ave/PA-147N. Continue to follow PA-147N. PA-147N becomes I-180W. Take the 3rd Street exit (exit 23) toward Warrensville Road. Turn slight right onto E 3rd Street. 2 lights and pass Hoss’s. Turn left into Golden Plaza. Our building is behind the Mr. Stickey store.

From Union County
Take US-15 North. Merge onto I-80E toward Bloomsburg. Take the PA-147S/I-180W exit, Exit 212, toward Milton/Williamsport. Take the 3rd Street exit (exit 23) toward Warrensville Road. Turn slight right onto E 3rd Street. 2 lights and pass Hoss’s. Turn left into Golden Plaza. Our building is behind the Mr. Stickey store.
Local Hotel Information:

Genetti Hotel & Suites
200 West Fourth Street
(570) 326-6600

Hampton Inn Williamsport
140 Via Bella Street
(570) 323-6190

Best Western Williamsport
1840 East Third Street
(570) 326-1981

Quality Inn & Conference Center
234 US Highway 15
(570) 323-9801

Holiday Inn Williamsport
100 Pine Street
(570) 327-8231

Accessing the Building:

Entry into the building: Individuals utilizing the training room will receive a key to access the building. The keys will be sent by mail three weeks prior to the training day. One key will unlock the outside of the building, the other will unlock the inside door.

Parking:
Parking for this facility is free. You can park in the parking lots to the front of the building or to the side of the building.

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 side of the building.
- 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.
**Emergency Information:**

**Hospitals:**

Williamsport Hospital & Medical Center  
777 Rural Avenue  
(570) 321-1000

**Fire-Police Medical:**

911

Williamsport City Police  
(570) 433-3166

**Emergency Evacuation Plan:**

Williamsport Regional Training Room  
Golden Plaza  
1948 E. 3rd Street  
Williamsport, PA 17701

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

Exit through front door if possible.  
If the fire is at the front door, exit through the back door.

Proceed across street to the Hoss’s Restaurant.

Ensure that all participants are there.

Call 9-1-1.

Call your Resource Specialist to report the emergency.

**Resource Center Contact:**

Your contact person for the Williamsport lab is Michael Danner, Central Region Resource 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. Please contact him for any technical or facility issues, such as plumbing and heating.
TRAINING ROOM INFORMATION

Restroom Location:
The restrooms are located in the hallway behind the training room.

Smoking Information:
There is no designated smoking area for this location as it is located beside The American Cancer Society.

Training Room Layout:

Training Equipment Availability and Location:
You will find a TV, VCR, DVD, overhead projector, LCD projector, screen, lectern, radio with CD player, and 2 easels with pads at the front of the training room for your use. There is a coffee maker on the table for your use.
**Training Supplies Availability and Location:**
The shelves along the back wall hold most of the needed training supplies, including resource books and reference materials. You will find any additional training supplies in the cabinet in the office. The telephone and computer are located here as well. Please inform your Resource Specialist if any supplies are running low.

**Office Equipment Availability and Location:**
There is a computer with internet available and printer located in the office. The phone number for the office is 570-321-5376.
CLOSING THE TRAINING

Checking the Room:
Please ensure the following is completed before leaving the room:
- Tables are clear of paper and trash, including any left-over handouts
- Equipment is put away in the proper place for use by the next trainer
- All materials hung during the training are removed from the walls and disposed of
- Supplies are returned to the 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 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.

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. This location does not offer recycling. You are welcome to take the unused handouts with you to recycle elsewhere or throw them in the trash.