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# Training Room Guide for the Meadville Training Facility

William J. Bainbridge Technology Center  
18282 Technology Drive, Suite 302  
Meadville, PA 16335

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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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## **RESOURCE CENTER CONTACT**

Your contact person for the Meadville Training Facility is Veronica King, Western Regional Resource Specialist. She can be reached via email at [cwrcrrs@pitt.edu](mailto:cwrcrrs@pitt.edu) or by contacting the Resource Center front desk at 717-795-9048.

**If there is an emergency, please call the front desk to notify your Regional Resource Specialist.**

## **FACILITY AND AREA INFORMATION**

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

#### **[Web Link for Online Directions](#)**

- Take I-79 to Meadville exit (147A). Be sure to head toward Meadville after exiting the Interstate.
- At the second light, turn left. (Look for the Dairy Queen)
- Go 1 mile - You will see "Boot Box" on the right immediately before the "Y" - stay left at "Y" [The road is North 102 (Cussewago Road). Use caution when turning, the oncoming traffic is difficult to see. There are several blue informational signs along 102 that direct you to the turn for the William J. Bainbridge Technology Center.]
- Go 1 mile - Immediately past the "Spring Street" sign, turn right on Dunham Road.
- Follow Dunham to the red light, turn left. Turn at the first road to right which is S. Mosiertown Road.
- The William J. Bainbridge Technology Center will be on your right. At the tall pine tree-lined drive, proceed to the parking area on the right.

### **Local Hotel Information:**

#### **Holiday Inn Express**

18240 Conneaut Lake Road  
(814) 724-6012

#### **Quality Inn**

17259 Conneaut Lake Road  
(814) 333-8883

#### **Hampton Inn Meadville**

11446 Dawn Drive  
(814) 807-1446

## **Accessing the Building and Parking:**

### **Parking:**

Parking for this facility is free.

### **Entry into the Building:**

The building will be opened at 7:30 am and locked at 9:00 pm.

### **Entry into the Training Room:**

You should have received a code in your box of training materials. This code will open the training room and simulation 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.

### **Special Accommodations:**

At the University of Pittsburgh, we are committed to promoting equal access and inclusive experiences to students, faculty, and staff with disabilities. Participants are asked to share any specific special needs in their Bridge user profiles, so that the appropriate CWRC staff can be made aware prior to a workshop occurring.

The following is also available at this training room location:

- Handicap parking
- A handicap accessible sidewalk ramp is available near the stairs
- Elevators
- Handicap accessible restrooms
- 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.
- Hearing Aid Devices

If you require additional assistance, please contact your Regional Resource Specialist.

# **EMERGENCY**

## **Emergency Information:**

### **Hospitals:**

#### **Meadville Medical Center**

1034 Grove Street  
(814) 333-5000

#### **Water Street Urgent Care**

1009 Water Street  
(814) 337-2273

### **Fire/Police/Medical:**

**911**

#### **County Sheriff**

903 Diamond Park  
(814) 333-7411

## **Emergency Evacuation Plan**

- Participants/Instructor exit the building. During an emergency **DO NOT USE THE ELEVATOR**. Upon exiting the training area, go through the common area into the hallway. Turn right. Go to the end of the hall and exit the area by the stairway on the left. Should you be in the restroom at the time of the alarm, exit the bathroom and turn right. Stairway is beside the elevator on the right. Should that area not be accessible, you can turn left and go to the stairway at the end of the hall.
  - **Emergency Meeting Location:** Main Entrance Front Parking Lot
- Instructor
  - Ensure room is empty
  - Notify CWRC of an incident at 717-795-9048

**Do not re-enter the building until you receive communication from CWRC and/or Fire Department.**

### **Natural Disaster Plan:**

If notified of a weather emergency (tornado, earthquake, etc.):

- Participants should take the stairs to the **FIRST FLOOR** of the building. **DO NOT USE THE ELEVATORS**
- Participants who are unable to get to the first floor should seek shelter in an area away from windows, such the simulation room, restrooms, or stairwell.
  - Occupants on the first floor should also seek shelter in an area away from windows, such as a restroom or stairwell.
- If possible, someone should take the white safety bucket with them to the shelter-in-place area.
- Attendance should be taken to ensure that everyone is accounted for.
- Instructor should contact CWRC at 717-795-9048.

**Nobody should leave the premises or exit their shelter location until they have been told that it is safe to do so.**

### **Safety Buckets and Door Stoppers:**

- A white, 5-gallon bucket has been placed at the front of the training room to utilize in emergency situations or during shelter-in-place orders.
- This bucket should not be moved from its current location so it can always be easily accessible.
- The bucket contains a First Aid Kit, Stop the Bleed/CAT Tourniquet, rope, and tape. The bucket can also be used as a latrine if the incident extends for a long period of time and you're still barricaded inside.
- A door stopper is also available in the bucket and can be used to help barricade doors.

## **TRAINING ROOM INFORMATION**

### **Training Room Location:**

When arriving at the William J. Bainbridge Technology Center, take the elevator to the third floor. Follow the signs to “The University of Pittsburgh” by taking a right from the elevator, a left down the hall, and another right to the training room door.

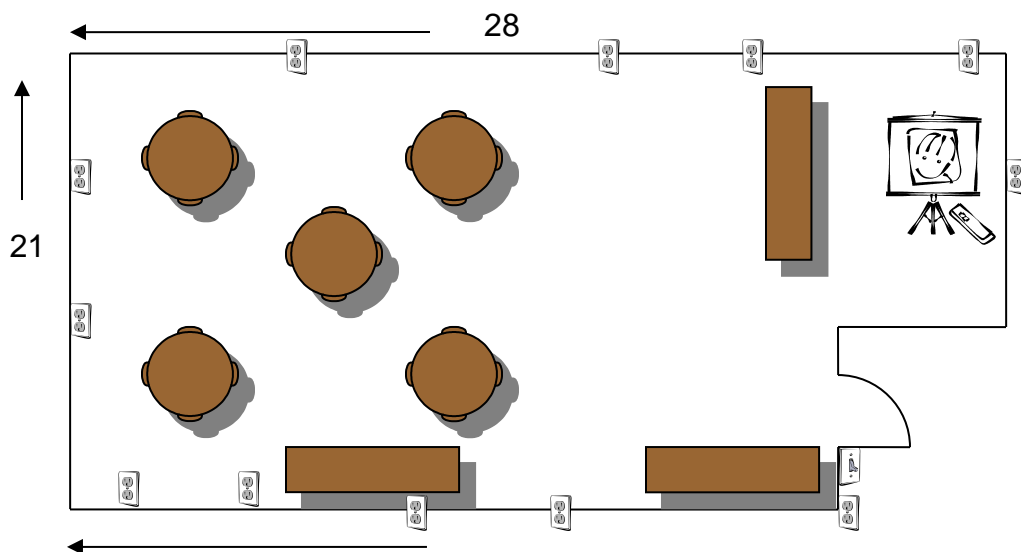
### **Restroom Location:**

The restrooms are located directly outside of the elevators on the third floor.

### **Smoking Information:**

Smoking is not permitted in the building. The smoking area is located outside of the front doors at least 12 feet from the building.

### **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.

**Technology Considerations:**

- Computer log-in credentials are on labels adhered near the bottom left of the laptop keyboard.
- Use projector remote for powering on and off projection.
- Use PPT remote for advancing slides (keyboard arrows as backup).
- Leave laptop screen OPEN and computer powered ON when leaving so updates can be applied after hours remotely.
- Call 717-795-9048 for all technical support needs.

**Training Supplies Availability and Location:**

You will find any additional training supplies on the shelves in the front of the training room. Please inform your Resource Specialist if any supplies are running low.

**Office Equipment Availability and Location:**

There is a computer and printer located in the front office. The printer also works as a copier and scanner. The phone number for the office is 814-337-7177.

## **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

### **Instructors Returning of Materials:**

You will receive a self-addressed envelope with the training materials. The curriculum supplies 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. 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.