

University of Pittsburgh,
School of Social Work

The Pennsylvania Child Welfare
Resource Center



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Training Room Guide for the Mechanicsburg Training Facility

CWRC Mechanicsburg
403 East Winding Hill Road
Mechanicsburg, PA 17055

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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 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 Pennsylvania Child Welfare Resource Center

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RESOURCE CENTER CONTACT

Your contact person for the Mechanicsburg Training Facility is Mike Danner, Central Region Resource Specialist. He can be reached via email at 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:

[CLICK HERE](#)

Local Dining Choices:

- [Messiah University Café @ Winding Hill](#) (401 E. Winding Hill Road)
- [Vito's Pizza](#) (265 Cumberland Parkway)
- Giant (salad bar, Chinese, sushi, subs/sandwiches) (255 Cumberland Parkway)
- Subway (4 Gettysburg Pike)
- [The Cracked Pot Coffee Shop](#) (130 Gettysburg Pike)
- Starbucks (260 Cumberland Parkway)
- Dunkin Donuts (1423 S Market Street)
- Arby's (240 Cumberland Parkway)
- Wendy's (305 Cumberland Parkway)
- Cracker Barrel (3 E Garland Drive)
- Sheetz (1415 S Market Street)

Local Hotel Information:

Wingate by Wyndham
385 Cumberland Parkway
Mechanicsburg, PA 17055
(717) 766-2710

Hampton Inn Harrisburg West
4950 Ritter Road
Mechanicsburg, PA 17055
(717) 691-1300

Courtyard by Marriott
4921 Gettysburg Road
Mechanicsburg, PA 17055
(717) 717-766-9006

Homewood Suites-Hilton Harrisburg West
5001 Ritter Road
Mechanicsburg, PA 17055
(717) 697-4900

* This is a representation of possible restaurants and hotels in the local area, not an endorsement by The University of Pittsburgh or the Child Welfare Resource Center.

Accessing the Building:

Entry into the building: The building opens at 8:00 am and closes at 4:30 pm.

Parking: Parking at this facility is free. Parking is located at the front of the building, the side of the building facing the highway. Attendees can access the front parking lot by going straight down the hill from the main entrance. The lot will be on your right.

Handicap Parking is available at the side entrance of the building. Please note if these spots are unavailable; please contact our front desk at 717-795-9048 for access to additional parking.

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

EMERGENCY

Emergency Information:

Concentra Urgent Care

4910 Ritter Road
Mechanicsburg, PA 17055
(717) 795-1819

Patient First Primary and Urgent Care

107 S Sporting Hill Road
Mechanicsburg, PA 17050
(717) 943-1781

UPMC Urgent Care Mechanicsburg

6481 Carlisle Pike
Mechanicsburg, PA 17050
(717) 796-9355

Emergency Evacuation Plan:

If the fire alarm goes off:


- 1) Exit the building through the closest door.
 - a) Staff and meeting/training participants who are on the **FIRST FLOOR** of the building should meet in the lowest parking lot at the front of the building.
 - I. All participants should check in with their meeting facilitator or instructor after exiting the building.
 - II. Attendance should be taken to ensure that everyone is accounted for.
 - b) Staff and guests on the **SECOND FLOOR** of the building should meet in the upper Crabtree/Rohrbaugh parking lot, across from CWRC staff parking lot.
 - I. Front Desk Receptionist alerts CWRC Safety Committee Teams chat that the fire alarm is going off.
 - II. Staff should utilize the swipe card Tableau report to ensure that all staff are accounted for.
- 2) In the case of inclement weather, all staff/meeting participants will meet inside the Crabtree/Rohrbaugh building.
- 3) **Do not re-enter the building until you receive communication from CWRC and/or the fire department.**

Natural Disaster Plan:


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

1. When occupants are given orders to shelter-in-place, they should go to the **FIRST FLOOR** of the building utilizing the stairs. **DO NOT USE THE ELEVATORS.**
 - a. If you are located on the second floor of the building and unable to utilize the stairs, seek shelter on the upper level of the stairwell.
2. Occupants on the first floor should shelter in place in one of the following locations:
 - a. Lower level of the stairwell
 - b. Restrooms
 - c. Computer Room 1
 - d. Computer Room 2
 - e. Simulation Room
3. An instructor/facilitator or a lead volunteer should take attendance to ensure that everyone is accounted for.
4. 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:

- White, 5-gallon buckets are strategically placed throughout floor(s) to utilize in emergency situations or during shelter-in-place orders.
 - Buckets can be found near the front entrance and outside of each restroom.
 - Noted on the map below (page 8) with the  symbol.
- Buckets contain First Aid Kits, Stop the Bleed/CAT Tourniquets, rope, and tape.
- This bucket could also be used as a latrine if the incident extends for a long period of time, and you're still barricaded inside.
- Door stoppers are in each training room on the first floor and can be used to help barricade doors.

Fire Extinguishers

- There are six fire extinguishers located on the first floor in case of an emergency.
- Notated on the map (page 8) with the  symbol.

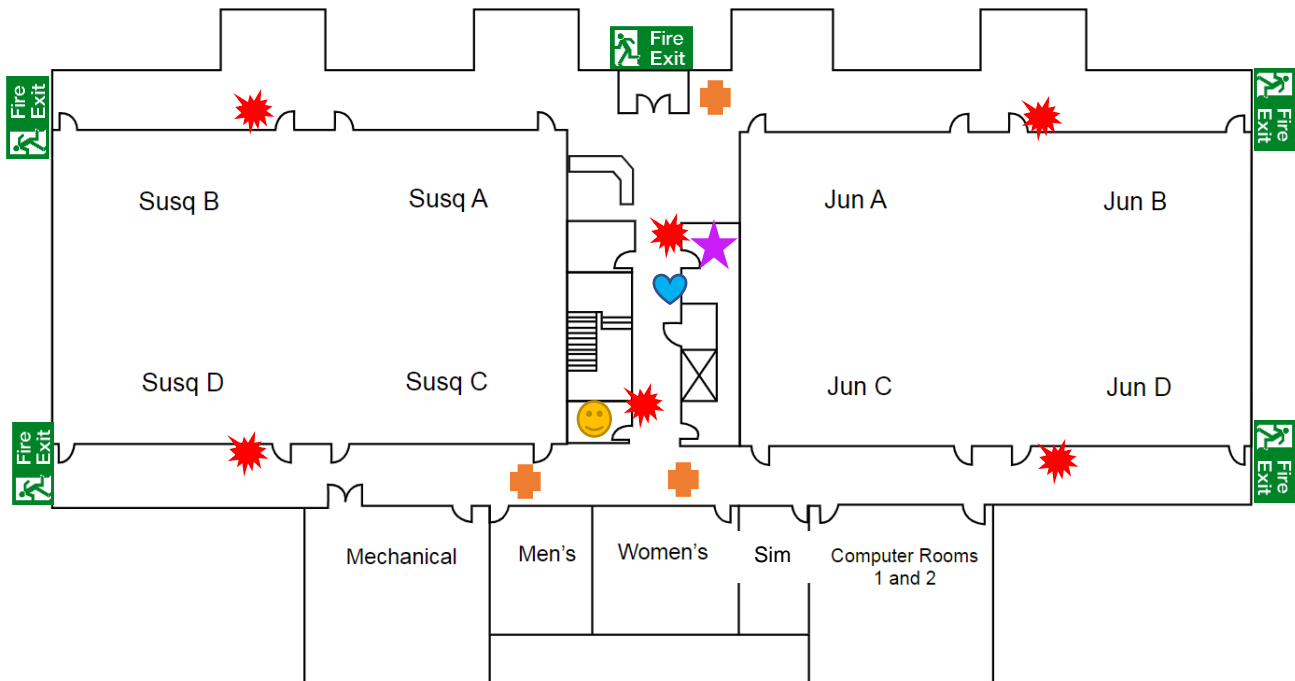
AED Machine

- The AED machine is located across from the front desk receptionist.
- Notated on the map (page 8) with the  symbol
- In the case of an emergency and there is a need to use the AED, someone should contact 911 immediately.

TRAINING ROOM INFORMATION

Training Room Location:

Enter through the main entrance and check the TV display for the assigned training room location or ask the front desk receptionist.



Restroom Location:

The restrooms are in the back hallway.

Water Cooler:

A hot/cold water cooler is available in the back hallway between the restrooms.

Nursing Mothers Pumping Location:

See the front desk receptionist for room location and privacy door tag.

Smoking Information:

Smoking is prohibited within the building and outside of the front doors. The designated smoking area can be found by exiting the main entrance and turning left to the side of the building, near the handicap parking area.

Vending Availability and Location:

Vending is not available at this location, but a microwave and small refrigerator are available for use. The vending area is noted on the above map (page 8) with the ☺ symbol.

Outside Catering:

- Our building opens at 8:00 a.m. and food cannot be delivered prior to this time.
- If utilizing an outside catering agency or bringing in outside food for your meeting/training/event, please make sure to have table coverings provided.
- All catering dishes etc. must be picked up no later than 4:00 p.m.
- All leftover food and beverages must be taken or disposed of.

Training Equipment Availability and Location:

You will find a computer, LCD projector, 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 or see the front desk receptionist.

Accessing the Internet:

- Training room laptops are all connected to the internet.
- Guest WiFi is available for personal devices and connection instructions are posted at the front desk.

Training Supplies Availability and Location:

- General office supplies (markers, pens, pencils, scissors, etc.) can be found in the small cabinet within each training room. Touchless hand sanitizer stations, paper towels, and tissues are provided in each training room.
- Curriculum resources can be found in the closet by the front desk. Closet is notated on the above map (page 8) with the ★ symbol.
- Foundations poster boxes can be found in the closet by the front desk. Please take the entire sleeve for your training module instead of individual posters.
- Face masks and gloves are available at the front desk upon request.
- Notify the front desk if you are unable to locate supplies or resources.

CLOSING THE TRAINING/MEETING

Checking the Room:

Please ensure the following is completed before leaving the room:

- Turn off LCD projector.
- Tables are clear of paper, trash, and food. Any extra handouts should be placed in the recycling containers. **Please do not leave extra handouts at this location as we do not have the room to store additional handouts.**
 - You are welcome to keep all materials up between days in the case of consecutive, multi-day trainings.
- Supplies are returned to proper area.
- Training box returns should be placed on the designated shelf for returns in the closet by the front desk (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).
- Posters are taken off the poster rails.
 - Foundations poster sleeves should be returned to the designated area.
 - If you received posters in the mail, they should be placed with the training box returns.
- Dispose of used flip chart paper.
- Ensure that you have all of your personal belongings (bags, cell phones, chargers, coats, etc.).

Trash Disposal/Cleaning Services Available:

- Nightly cleaning service and trash removal service is provided by CWRC Mechanicsburg.
- Trash can be placed in the trash cans found in the training room. Additional trash cans are available in the hallway, should you need them.
- If trash is overflowing or if you notice any other building/cleaning issues, please see the front desk for assistance.