

*University of Pittsburgh,
School of Social Work*

*The Pennsylvania Child Welfare
Resource Center*



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Training Room Guide for the Monroeville Training Facility

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

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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 Room 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

Table of Contents

RESOURCE CENTER CONTACT:	4
FACILITY AND AREA INFORMATION	4
Directions to the Facility:	4
Local Hotel Information:	5
Accessing the Building:	5
Accessing Training Room Outside of Scheduled Training Hours:	6
Parking:	6
Special Accommodations:	6
Accommodations for Nursing Mothers:	6
EMERGENCY	7
Emergency Information:	7
Emergency Evacuation Plan:	7
Natural Disaster Plan:	7
Safety Buckets and Door Stoppers:	8
TRAINING ROOM INFORMATION	9
Training Room Location:	9
Restroom Location:	9
Smoking Information:	9
Training Room Layout:	9
Training Equipment Availability and Location:	9
Training Supplies Availability and Location:	9
Office Equipment Availability and Location:	9
Technology Considerations:	9
CLOSING THE TRAINING	100
Checking the Room:	10
Instructors Returning Training Materials:	10
Trash Disposal/Cleaning Services Available:	10
Water Services Available:	10
Extra Handouts:	10

RESOURCE CENTER CONTACT:

Your contact person for the Monroeville Training Facility is Veronica King, Western Regional Resource Specialist. She 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:

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 Blvd.

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:

Best Western Monroeville Pittsburgh East

2750 Mossdale Blvd

412-372-1022

DoubleTree by Hilton

101 Mall Blvd

412-373-7300

Red Roof Inn

2729 Mossdale Blvd

412-856-4738

Residence Inn Pittsburgh Monroeville/Wilkins Township

3455 William Penn Hwy

412-816-1300

Accessing 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:

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
- Elevators are available from the lobby to the seventh floor
- 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

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

Accommodations for Nursing Mothers:

For mothers seeking a private room, there is a space for use on the 7th floor. To gain access to this space, participants are asked to contact the property manager at the beginning of the training day, so that the room can be made accessible for them throughout the day. Their phone number is 412-816-1800. Signage has been hung in the training room to notify meeting participants of this contact information, and they should be notifying instructors of any adjustments that they need to make to their breaks.

EMERGENCY

Emergency Information:

Hospitals:

Forbes Regional Campus
2570 Haymaker Road
412-858-2000

UPMC East
2775 Mosside Blvd
412-357-3000

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 should 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 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 as one of the restrooms across the hall from the training room.
 - 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:

The training room is located on the seventh floor of Penn Center East building #4. Upon arriving at 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.

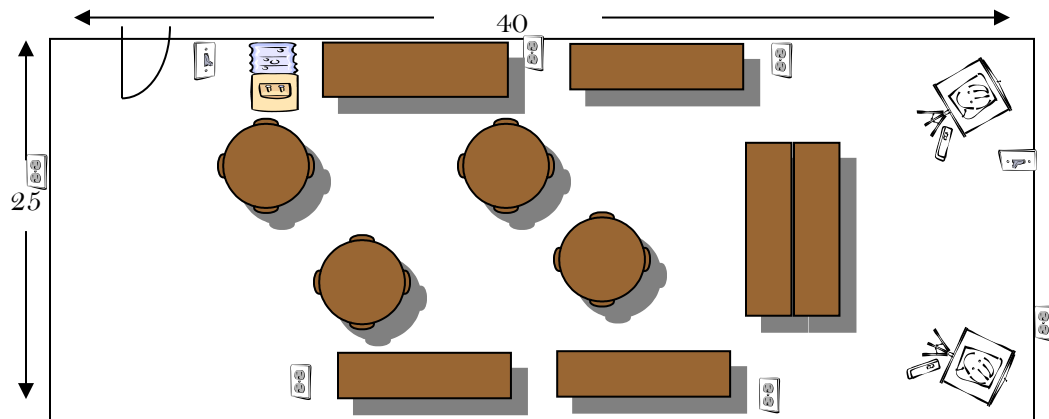
Restroom Location:

The restrooms are located on the same floor as the training room, beside the elevator.

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 training supplies in the filing cabinet within the training room. Please inform your Resource Specialist if any supplies are running low.

Office Equipment Availability and Location:

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

Technology Considerations:

- Computer log-in credentials are on labels adhered near the bottom left of the laptop keyboard.
- Use the 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.

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 Training 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:

Place all trash 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 not to 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.