

University of Pittsburgh,  
School of Social Work

The Pennsylvania Child Welfare  
Resource Center



403 E. Winding Hill Road,  
Mechanicsburg, PA 17055

Phone: 717-795-9048  
Fax: 717-795-8013

# Northampton County CHILDREN AND YOUTH SERVICES Instructor Guide

Northampton County Children, Youth & Families  
2801 Emrick Boulevard  
Bethlehem, PA 18020

May 2022

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 Pennsylvania Child Welfare Resource Center

## Table of Contents

RESOURCE CENTER CONTACT .....	4
FACILITY AND AREA INFORMATION .....	4
Directions to the Facility:.....	4
Lunchtime Dining Choices: .....	5
Local Hotel Information:.....	5
Accessing the Building:.....	5
EMERGENCY .....	5
Emergency Information:.....	5
Emergency Evacuation Plan:.....	6
TRAINING ROOM INFORMATION .....	6
Training Room Location:.....	6
Restroom Location:.....	6
Accommodations for Nursing Mothers:.....	6
Smoking Information:.....	6
Vending Availability and Location: .....	6
Training Equipment Availability and Location: .....	7
Accessing the Internet: .....	7
Training Supplies Availability and Location:.....	7
CLOSING THE TRAINING .....	7
Checking the Room: .....	7
Trash Disposal/Cleaning Services Available: .....	7
Water Services Available: .....	7
Extra Handout Disposal: .....	7

## RESOURCE CENTER CONTACT



Your contact person for the Northampton Co Training Room is Maricar Williams, Northeast Region Resource Specialist. You can reach her at 717-795-9048.

If an emergency arises before or after office hours (8:00-4:00), such as needing to cancel a training within 24 hours, please call 1-877-297-7488. This is a toll-free number that has been set up for use by the Instructors and will be answered by the on-call Resource Specialist.

## FACILITY AND AREA INFORMATION



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

FROM EASTON: take Route 22 West, exit at Route 33 South;

\*\*\* Take Route 33 South, exit at Wm. Penn Highway.  
Keep right at the fork, merging on to Wm. Penn Highway  
Proceed immediately to the left lane; turn left at the first  
traffic light on to Emrick Blvd.  
Proceed on Emrick Blvd. 4/10<sup>th</sup> mile to NC DHS Building  
2801 Emrick Blvd;  
3-story brick building on the right.

### FROM POCONOS & NORTH:

Take Route 33 South; follow \*\*\* directions above.

### FROM PA TURNPIKE (Northeast Extension Route 476) & WEST:

Exit turnpike at Lehigh Valley exit;  
Proceed east on Route 22  
Exit Route 22 to Route 33 South  
Follow \*\*\* directions above.

### FROM I-78: Take I-78 to Exit 71 and merge on to Route 33 north;

Proceed north on Route 33; exit at Freemansburg Ave. exit;  
Turn left onto Freemansburg Ave;  
Turn right onto Emrick Blvd.  
Proceed 8/10<sup>th</sup> mile to NC DHS 2801 Emrick Blvd;  
3-story brick building on the left.

LANTA BUS ROUTES: Use Route 101 or see Lanta Routes & Schedules

\*If for some reason you are unable to access the training room contact your Resource Specialist.

### **Lunchtime Dining Choices:**

- Franks Pizza & Italian Restaurant
- Perkins
- McDonald's
- Applebee's
- TGIFridays
- Taco Bell

### **Local Hotel Information:**

Courtyard by Marriott Allentown  
Bethlehem  
2220 Emrick Blvd  
Bethlehem PA  
(610) 625-9500

Holiday Inn Express  
90 Kunkle Drive  
Easton PA  
(610) 923-9495

Best Western Lehigh Valley Hotel  
300 Gateway Drive  
Bethlehem PA  
(610) 866-5800

Hampton Inn Easton  
3723 Nazareth Road  
Easton Pa  
(610) 250-6500



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

### **Accessing the Building:**

**Entry into the building:** The building is open by 8:00 am each day. Please use the front entrance and the receptionist will direct you to the training room.

**Parking:** Parking at this facility is free. Parking is available on all sides of the building.

## **EMERGENCY**

### **Emergency Information:**



**St. Luke's Hospital**  
1872 St Luke's Blvd, Easton PA  
(484) 503-3000

**LVHN ExpressCARE**  
2101 Emrick Blvd, Bethlehem PA  
(610) 868-0609

### **Emergency Evacuation Plan:**

- Participants/Instructor exit the building at the closest door
  - Depending on which training room you are in, exit doors will vary
- Follow the first-floor protocol for Northampton CYS
- 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**

## **TRAINING ROOM INFORMATION**



### **Training Room Location:**

Enter through the main entrance, you will be directed to the training room by the receptionist. Kristy Bernard, training liaison, will be there to open and close each training day.

### **Restroom Location:**

The restrooms are located in the hallway outside of the training room.

### **Accommodations for Nursing Mothers:**

Those needing a private room for pumping purposes can access an interview room. These rooms need to be signed out. Please see the receptionist.

### **Smoking Information:**

Smoking is not permitted in the building. The smoking area is located outside of the rear exit.

### **Vending Availability and Location:**

There is vending available in the lobby of this building.

### **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.

### **Accessing the Internet:**

Some of our curricula contain internet links for viewing. If needing to access the internet for training purposes, please see Kristy Bernard.

### **Training Supplies Availability and Location:**

You will find any additional training supplies in the cabinet in the back of the training room. Please inform the Resource Specialist of any supplies that need to be replenished.

## **CLOSING THE TRAINING**

### **Checking the Room:**

Please ensure the following is completed before leaving the room:

- Turn off LCD projector.
- Tables are clear of paper and trash. Any extra handouts should be placed in the trash can. **We do not have room to store additional handouts in this room.**
- Supplies are returned to proper place for use by the next Instructor.
- Training materials are taken off the walls.
- Lock the door and close behind you.

### **Trash Disposal/Cleaning Services Available:**

The trash can be placed in the trash cans found in the training room. You are welcome to keep all materials up between days in the cases of multi-day trainings.

### **Water Services Available:**

There is a water fountain outside of the restrooms.

### **Extra Handout Disposal:**

Please DO NOT leave extra handouts on the tables of the training room. Any extra handouts can be disposed of in the trashcan.