

*University of Pittsburgh,
School of Social Work*

*The Pennsylvania Child Welfare
Resource Center*



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Training Room Guide for the Pittston Training Facility

The Shoppes at Pittston Crossing
400 Route 315
Pittston, PA 18433

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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 Pittston Training Facility is Maricar Williams, Northeast 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:

- Take US 15 N
- Take 1-81 N To PA-315 N/Hwy 315 In Luzerne County
- Take exit 175 from 1-81 N
- Continue on PA 315 N/Hwy 315 N to 400 Route 315 Pittston, PA
- Training room is located around the back of the complex

Lunchtime Dining Choices:

All fast food restaurants are located on Route 315. There is also a Walmart located at the other end of the parking lot.

- Subway
- Burger King
- Arby's
- McDonalds
- Uncle Joe's Pizza and Subs

Local Hotel Information:

Comfort Inn

400 Route 315 Hwy, Pittston, PA 18640
1-855-201-7819

Knights Inn

310 Route 315 Hwy, Pittston, PA, 18640
1-570-654-6020

* 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: You should have received a code in your box of training materials. This code will open the front training room door. Please note: If you would like to leave the training room door unlocked for the day, codes are included to do so, but the door must be relocked at the end of the training. Instructions will be included with the codes.

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

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. The parking lot is located right outside of the front door of the training facility.

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:

- Parking is available at the front 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 Instructor to adjust the height of the table.

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

Accommodations for Nursing Mothers:

Those needing a private room for pumping purposes can utilize the space in the supply area behind the privacy curtain.

EMERGENCY

Emergency Information:

Hospitals:

Commonwealth Health Pittston Campus

1099 S. Township Blvd, Pittston
(570) 602-2400

Geisinger Community Medical Center

1800 Mulberry St, Scranton
(570) 703-8000

Fire/Police/Medical:

911

Pittston Police Dept

35 Broad Street, Pittston
(570) 654-0513

Emergency Evacuation Plan:

- Participants/Instructor exit the building at the closest door (front and back of room)
 - When exiting through the front of the building, proceed out the front door across the parking lot to the meeting location in the far-right corner near the field
 - When exiting through the back of the building (door near bathrooms), proceed into the hallway and make a right, then right again to the doors at the end of the hallway that lead to outside
 - **Emergency Meeting Location:** Far-right corner of the parking lot near the field
- Instructor
 - Ensure building is empty.
 - Clear out all rooms and bathrooms.
 - 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 seek shelter in an area away from windows, such as the simulation room or one of the restrooms.
- 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 in the office to be utilized 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:

Enter through the main entrance, there is a University of Pittsburgh Seal on the door.

Restroom Location:

The restrooms are located through the interior training room door, across the hall from the conference room.

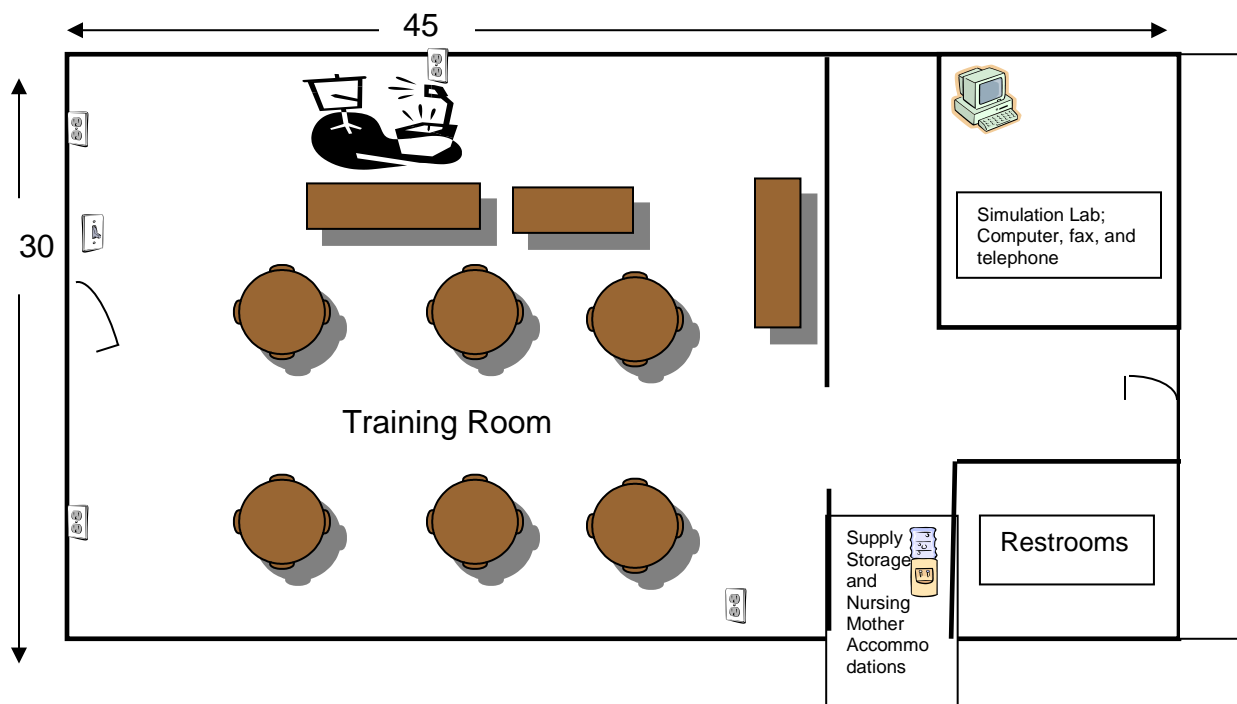
Smoking Information:

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

Vending Availability and Location:

There are no vending machines available at this location.

Training Room Layout:



Training Equipment Availability and Location:

You will find a TV, VCR, DVD, LCD projector, radio with CD player, and 2 easels with pads at the front of the training room for your use.

Office Equipment Availability and Location:

There is a computer with internet available, printer, and a phone for conference call use located in the Conference Room. The phone number for the office is 570-299-7253.

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 opposite of the conference room area on shelving units, such as markers, tape, resources, and flip chart pads. 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:

- Computers are left on in order to run updates and virus scans.
- Turn off LCD projector.
- 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 proper place.
- Posters taken down and put away.
- Lights are turned off.
- Thermostat is turned down.
- Training room door is locked.

Instructor Returning of Materials:

There are no keys for this location. 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 in the hallway. If additional water is needed, please contact your Resource Specialist and more can be ordered.

Extra Handout Disposal:

Please **DO NOT** leave extra handouts on the tables or shelves of the training room. There is a recycling container located in the training room.