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Resource Center*



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# Training Room Guide for the State College Training Facility

State College Training Rooms  
274 West Hamilton Avenue  
State College PA

*Updated June 2023*

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 State College Training Facility is Maricar Williams, Northeast 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:**

[Click Here to Access Online Web Directions](#)

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

### **Lunchtime Dining Choices:**

- Good Day Café (next to training room)
- Wings Over Happy Valley (in mall area)
- Brothers Pizza (in mall area)
- Five Guys (226 W College Ave)
- Qdoba Mexican Grill (208 W College Ave)
- Subway (300 S Pugh St)
- McDonalds (2167 S Atherton St)

### **Local Hotel Information:**

Comfort Suites  
132 Village Drive  
State College  
(814) 235-1900

Hampton Inn  
1101 E College Ave  
State College  
(814) 231-1590

Sleep Inn  
111 Village Drive  
State College  
(814) 235-1020

Holiday Inn Express  
1925 Waddle Rd  
State College  
(814) 867-1800

\* 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.

- You open it with the access code. There is an Allen wrench in the office in the top drawer of the desk in a red bowl.
- From inside the front door, you take the Allen wrench and insert it into flat part (the push in part) of the door handle. Insert it and turn it to the right. Hold it to the right and press in the handle then turn the Allen wrench to the left while you let the pressed in part of the door handle release.
- It will stay pressed in and remain unlocked. Just be sure to do the same steps to lock it.
- It may take you a couple of times, but you will get the hang of it.

***Please do not do this for the back door, and please do not keep the front or back doors propped open.***

**Parking:** Parking at this facility is free. Parking is located in the back of Hamilton Plaza. To access this lot, attendees will go towards Hamilton Plaza, pass the Tire Store, and make a right into the rear lot.

**NOTE: The parking spaces in front of the training room are not to be used by participants, as these spots are reserved for local business patrons.**

### **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 – at the front of the building near the training room entrance
- 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:**

Mothers seeking a private room can utilize the office, directly inside the front door. There is a round table and chair available in the corner. Please keep this area clear and accessible so that it is available for use.

# **EMERGENCY**

## **Emergency Information:**

**Mount Nittany Medical Center**  
1800 E Park Avenue  
(814) 231-7000

**MedExpress**  
1613 North Atherton Street  
(814) 238-1066

## **Emergency Evacuation Plan:**

- Participants/Instructor exit the building at the closest door (front and back of building)
  - When exiting through the front of the building, proceed through the front door and across the parking lot to the sidewalk.
  - When exiting at the back of the building, proceed through the back door into the corridor, and exit outside through the first door on your left.
  - Once outside, follow the sidewalk to the end and make a left, this will direct you to the front of the building.
  - **Emergency Meeting Location:** Sidewalk along Hamilton Ave (front entrance of the building).
- Instructor
  - Ensure the 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 one of the restrooms across the hall from the training rooms.
- 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. Both training rooms are down the hall to the left.

### **Restroom Location:**

The restrooms are located across the hall from the training rooms.

### **Smoking Information**

Smoking is prohibited within the building and outside of the front doors. The designated smoking area is located outside of the training room rear exit.

### **Vending Availability:**

Vending is not available at this location.

### **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.

### **Accessing the Internet:**

Some of our curricula contain internet links for viewing. Internet is available on each training room computer.

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

You will find all training supplies in the cabinet in the office (first door on your right upon entering the building). 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.
- Supplies are returned to the proper place.
- Training materials are taken off the walls.
- Use Allen wrench to lock front door and return the key to the bowl in the office.
- Check that the door locks behind you upon leaving.

### **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 cooler located in the hall outside of the training rooms.

### **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 recycle bin.

### **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.