

*University of Pittsburgh,  
School of Social Work*

*The Pennsylvania Child Welfare  
Resource Center*



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# Tioga County Department of Human Services Instructor Guide

1873 Shumway Hill Road  
(OR 124 Nypum Drive)  
Wellsboro, PA 16901

*Updated 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

## Contents

FACILITY AND AREA INFORMATION .....	4
Directions to the Facility:.....	4
FROM HARRISBURG .....	4
FROM SCRANTON .....	4
FROM THE WEST VIA ROUTE 6 EAST .....	4
Lunchtime Dining Choices: .....	5
Local Hotel Information:.....	5
Accessing the Building:.....	5
Parking: .....	5
RESOURCE CENTER CONTACT .....	5
EMERGENCY .....	6
Emergency Information:.....	6
TRAINING ROOM EVACUATION PLAN .....	6
TRAINING ROOM INFORMATION .....	6
Training Room Location:.....	6
Restroom Location:.....	6
Accommodations for Nursing Mothers:.....	6
Smoking Information:.....	7
Training Room Layout: .....	7
Vending Availability and Location: .....	7
Training Equipment Availability and Location: .....	7
Accessing the Internet: .....	7
Training Supplies Availability and Location:.....	8
CLOSING THE TRAINING .....	8
Checking the Room: .....	8
Trash Disposal/Cleaning Services Available: .....	8
Water Services Available:.....	8
Extra Handout Disposal: .....	8

## **FACILITY AND AREA INFORMATION**

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

124 NYPUM Drive is Just East of Wellsboro, off of U.S. Route 6.  
Next to the “Truck Lite” plant parking lot. Continue up NYPUM Drive to the red brick building.



### ***FROM HARRISBURG***

Take Route 15 North to Mansfield, PA. In Mansfield exit off of Route 15 onto Route 6 West to Wellsboro. Just before you enter Wellsboro, you will pass a Weis Market on your left. Continue on Route 6 about a ½ mile and you will see Trucklite Manufacturing on your left. You will take the next left hand turn onto NYPUM Drive. Follow the green fence.

### ***FROM SCRANTON***

Take Route 6 West to Wellsboro. Just before you enter Wellsboro you will pass a Weis Market on your left. Continue on Route 6 about a ½ mile and you will see Trucklite Manufacturing on your left. You will take the next left hand turn onto NYPUM Drive. Follow the green fence.

### ***FROM THE WEST VIA ROUTE 6 EAST***

Route 6 runs directly into downtown Wellsboro. From downtown Wellsboro take a left at the light onto Route 6 East. You will pass the Shopping Plaza clean machine car detailing place, and then a real estate office on your right. Take the next right turn onto NYPUM Drive. Follow the green fence.

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

### ***Lunchtime Dining Choices:***

- Subway, 105 East Avenue
- Magic Wok, 32 Plaza Lane
- Pudgie's Pizza, 105 East Avenue



### ***Local Hotel Information:***

#### **Penn Wells Lodge**

62 Mail Street, Wellsboro  
1-800-545-2446

#### **Sherwood Motel**

2 Main Street, Wellsboro  
570-724-3424

\* 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 each morning. Regina is the Secretary/Staff Development Coordinator and her office is right inside the door.

### ***Parking:***

Parking at this facility is free. The parking lot is located right outside of the front door of the training facility.

## **RESOURCE CENTER CONTACT**



Your contact person for the Tioga 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 trainers and will be answered by the on-call Resource Specialist.

## **EMERGENCY**

### ***Emergency Information:***



#### **Hospitals:**

**Soldiers & Sailors Memorial Hospital**  
32 Central Avenue, Wellsboro  
570-723-7764

**Guthrie Wellsboro**  
110 Plaza Lane, Wellsboro  
570-724-4241

## **EMERGENCY EVACUATION PLAN**

- Participants/Instructor exit the building at the closest door
  - Emergency Meeting Location: Upper parking lot
- 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, the coordinator (Regina) can direct you to the training room and provide the cabinet key for supplies.

### ***Restroom Location:***

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

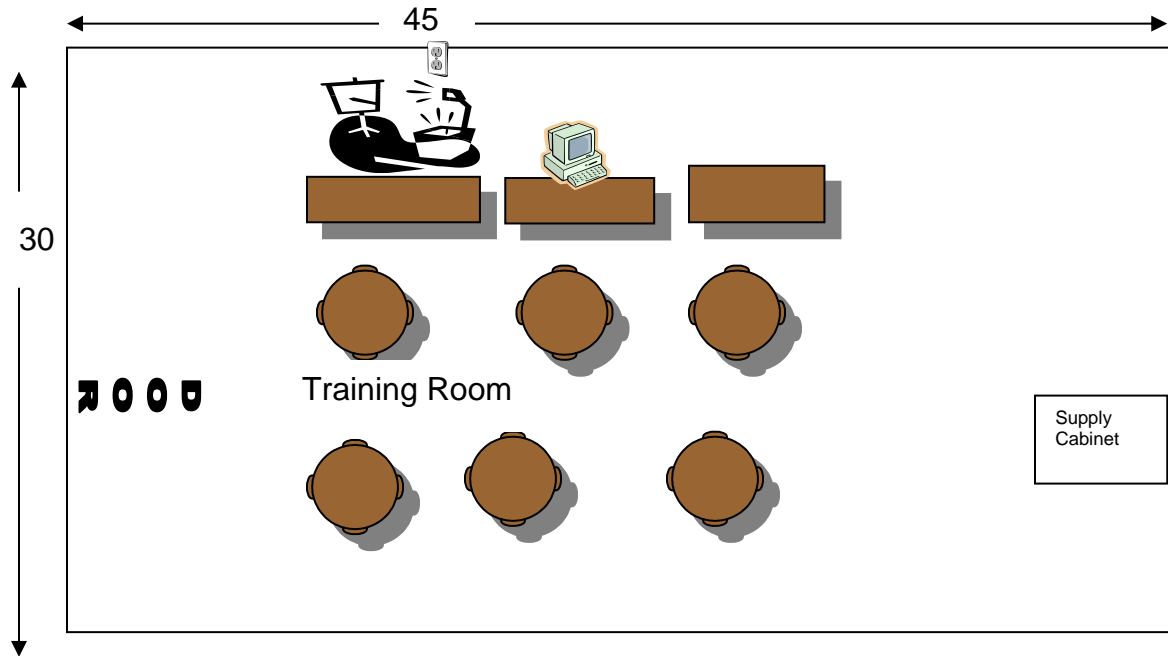
### ***Accommodations for Nursing Mothers:***

Those needing a private room for pumping purposes should see the receptionist.

### ***Smoking Information:***

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

### ***Training Room Layout:***



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

There are no vending machines available at this location. There are bottles of water available for 25 cents; please see Regina.

### ***Training Equipment Availability and Location:***

You will find a computer, overhead projector, 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 Regina.

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

You will find any additional training supplies in the locked cabinet in the training room closet, such as markers, tape, resources, and flip chart pads. See Regina for the key. 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.
- Cabinet key is given back to Regina.

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

The trash can be placed in the trash cans found in the training room. There are times that this room is used in the evening. If holding a multi-day training, please speak with Regina the morning of your first day so that you know if the room needs to be cleaned at the end of each day.

### ***Water Services Available:***

There is a water fountain in the hallway outside of the bathrooms. There are bottles of water available for 25 cents; please see Regina.

### ***Extra Handout Disposal:***

Please DO NOT leave extra handouts on the tables of the training room. Any extra handouts can be placed in the trash can at the end of the day.