

University of Pittsburgh,
School of Social Work

The Pennsylvania Child Welfare
Training Program



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TRAINING GUIDE FOR THE MONROEVILLE TRAINING LAB

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

Updated April 2014

Dear Trainer,

One of the core values of The Pennsylvania Child Welfare Training Program 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 PA Child Welfare Resource Center

Table of Contents

FACILITY AND AREA INFORMATION	4
Directions to the Facility:.....	4
Local Hotel Information:.....	5
Accessing the Building:.....	5
Emergency Information:.....	6
Resource Center Contact:	7
TRAINING ROOM INFORMATION	8
Training Room Location:.....	8
Restroom Location:.....	8
Smoking Information:.....	8
Training Room Layout:	8
Training Equipment Availability and Location:	8
Training Supplies Availability and Location:.....	9
Office Equipment Availability and Location:.....	9
CLOSING THE TRAINING	10
Checking the Room:	10
Returning the Building Keys:	10
Trash Disposal/Cleaning Services Available:	10
Water Services Available:.....	10
Extra Handouts:	10

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 Boulevard.

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:

Holiday Inn Pittsburgh-Monroeville

2750 Mosside Blvd
(412) 372-1022

Radisson Hotel Pittsburgh

101 Mall Blvd
(412) 373-7300

Red Roof Inn

2729 Mosside Blvd
(412) 856-4738

Accessing the Building:

Entry into the building: Individuals utilizing the training room will receive keys to access the building. The keys will be sent via the mail, three weeks prior to the training day. The building opens at 7:00 am and is locked at 10:00 pm.

Parking: Parking at this facility is free.

Special Accommodations:

In the case that you have a participant requesting an accommodation due to a disability that was not already brought to your Resource Specialist's attention:

- Parking is available in the parking lot.
- Elevators are available from the parking lot to the fourth floor.
- 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 trainer to adjust the height of the table.

If you require additional assistance, you are asked to contact your Resource Specialist.

Emergency Information:

Hospitals:

Forbes Regional Campus

2570 Haymaker Road
(412) 858-2000

Healthsouth Rehabilitation Ctr

2380 Mcginley Road
(412) 856-2400

EMERGENCY BUILDING EVACUATION PLAN

Each floor of this building is equipped with two (2) emergency exit stairways – one at each end of the corridor. Each is clearly designated by a red illuminated sign reading “EXIT.” **Always use the EXIT nearest you**, but acquaint yourself with alternate EXITS.

Each floor is also equipped with three (3) alarm signaling devises...one midway down the corridor of each wing, and another at the front of the elevator shaft. By pulling any one of these alarms, it will automatically set off any other alarms throughout the entire building.

On each floor, by every exit stairwell, you will find permanent “**Fire Fighting Equipment**” with clearly defined instructions.

- **WILKINS FIRE DEPARTMENT: 911**
- **PENN CENTER EAST MANAGEMENT OFFICE: 412-816-1800**

IN GENERAL, EXERCISE CALM AND ORDER AND ASSIST OTHERS WHERE POSSIBLE.

INSTRUCTIONS

- 1) **FIRE HOSE**
Operate by turning main valve
To control water adjust red nozzle

- 2) **FIRE EXTINGUISHER**
Operate in upright position by pulling pin and squeezing handle.

Fire-Police Medical:
911

Monroeville Police Dept
2700 Monroeville Blvd
(412) 856-1000

Resource Center Contact:

Your contact person for the Monroeville lab is Andrea Randolph, Western Region Resource Specialist. You can reach her at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the trainers. Please contact her for any technical or facility issues, such as plumbing and heating.

TRAINING ROOM INFORMATION



Training Room Location:

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

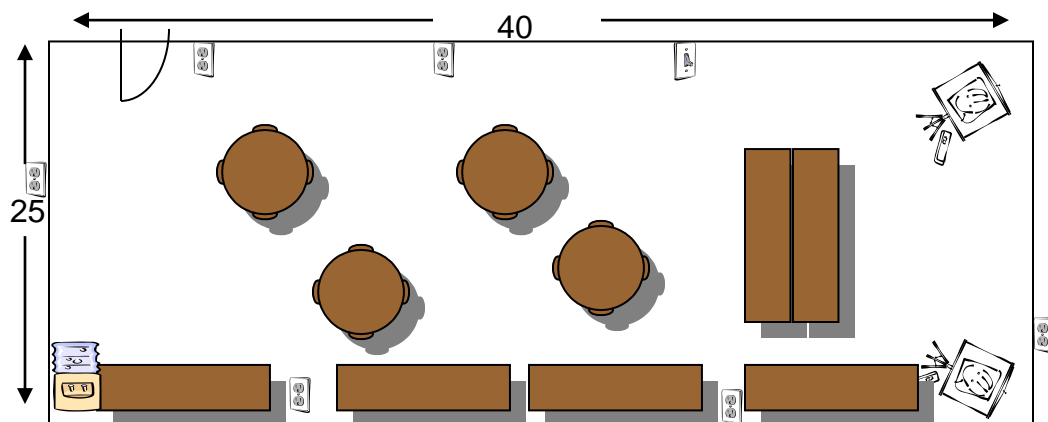
Restroom Location:

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 folders, markers, tape, OTRM's, PA Standards, Charting the Course resource books, Charting the Course Child and Adolescent manuals, extra idea catchers, name tents, highlighters, pencils, pens and a pencil sharpener on the shelves in the back of the training room or in the file cabinet in the training room. Please inform the Resource Specialist if any supplies are running low.

Office Equipment Availability and Location:

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

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 trainer
- Supplies are returned to the proper place
- Lights are off
- Thermostat is turned down
- Doors are locked

Returning the Building Keys:

You will receive a self-addressed envelope with the training materials. The attendance sheet, workshop evaluations, keys to facilities, curriculum supplies and signed trainer invoice should be returned immediately after the training in order for us to get the training supplies to other trainers. If the materials are not received, or are missing, your invoice will be held until the missing material(s) are returned.

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 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.