

In-Person Class Information Sheet

Updated on 11/9/2022

Instructors: Please read the following messages verbatim on the first day of class.

“DES leadership has asked me to personally address the class to ensure that we have taken every measure to keep this a safe environment for learning.”

Jefferson Building Information

Multiple Day class: If your class is more than 1 day in length, please be sure to check in at the training center desk each morning before going to the classroom.

Parking: Parking in the visitor lot directly in front of building is not allowed and is monitored by Property Management. If you park there, you are at risk of being towed at your expense. Participants of in-person trainings should park across the street in the visitor's lot. If you leave at lunchtime, there is no guarantee you will have a parking space when you return. For any concerns or issues with parking please be sure to contact Parking Services at 360-725-0030.

Emergencies: In the event of an evacuation follow marked exit signs to the stairs. There is an appointed Floor Captain who is trained to assist and lead the evacuation. The rendezvous point for the Training Center is the corner of Jefferson & 16 Ave. The instructor will bring the class roster and take attendance to ensure everyone is accounted for. **It is critical that you stay with the class, so you are not reported as missing.** If you are not able to walk down the stairs there are two designated Areas of Rescue Assistance in the stairwells with access to a call button (and earplugs) to alert Property Management that you need assistance.

In the event of an earthquake, duck, cover and hold under the classroom tables. When the shaking stops, exit the building, following the instructions of the Evacuation Coordinator and proceed to the corner of Jefferson and 16th Ave.

There is a First Aid kit located in the Training Center office. Please ask an instructor or Evacuation Coordinator for assistance if needed.

Participant Lounge: For security purposes, class participants are not permitted on the deck just outside of the Training Center. There is a participant lounge located at the south end of the hallway.

Restrooms: Restrooms are located down the hallway past the refrigerator.

Smoking: Property management does not allow smoking or vaping on the grounds. Please go up to the corner of Jefferson and 16th Ave to smoke or vape.

Refrigerator/Microwave: There is a refrigerator & microwave located next to the phone booths for learners to use. Please make sure to remove your items at the end of the day.

Class Evaluations: On the last day of the class, learners will have access to an Evaluation form in the Learning Center. The evaluation form will be available for 30 days from the last day of class however we are asking that you fill this form out within 3 days of class completion. Class participants will receive a notification from the Learning Center (SumTotal) explaining where to find and complete the evaluation form.

Exiting the building: Unless there is an emergency, you must leave the building through the front entrance of the 1500 Jefferson building. Remember to turn in your visitor badge at the security desk before leaving the building.