



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

In-Person Class Information

Please share the following information with participants on the first day of class.

Emergencies

- If there is an emergency, please follow the directions of DES staff and your instructor.
- In case of an active threat a red lockdown button is in each classroom. This button locks **all** classroom doors on this floor. Building security is automatically notified and the button in every room lights up when this button is pushed. After pressing the lockdown button, call 911 and building security at 360-359 – 4775 when it is safe to do so. If you see the lockdown button is lit, do not open the classroom door. Hide and call building security for assistance.
- Classroom doors should remain closed during training for security reasons.
- A first aid kit is in the Training Center office.

Evacuation

If you need to evacuate, follow the exit signs to the stairs. Meet at Jefferson Street SE & 16th Ave. The instructor will check attendance to make sure everyone is safe. **It's important to stay with your class to avoid being reported missing.** If you can't use the stairs, there are areas of rescue assistance in the stairwells with a call button (and earplugs) to ask for help.

Participant Lounge

Use the lounge at the south end of the hallway. The deck outside the Training Center is off-limits for security reasons.

Restrooms

You'll find restrooms in the main hallway across from the classrooms.

Amenities

There's a pico market with snacks, drinks, and microwavable food on the second floor. It's self-serve and only takes credit cards.

A refrigerator and microwave are available next to the phone booths. Please clean up after yourself.

Parking

Use the visitor lot on the corner of Jefferson Street SE & Maple Park Ave SE. Do not park in the lot in front of the building. This lot is monitored, and you could be towed.

Leaving for lunch may mean losing your spot. For parking issues, call the DES parking services office at 360-725-0030.

Class Evaluations

You'll get access to the class evaluation on the last day. It will be available for 10 days. You will get a notification from the Learning Center (SumTotal) with instructions on where to find the evaluation form.

Exiting the Building

Leave through the main entrance of the 1500 Jefferson building unless it's an emergency. Please return your visitor badge at the security desk.