



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 you need to evacuate, follow the exit signs to the stairs. A Floor Captain will assist and guide the evacuation. Meet at Jefferson & 16th Ave for the Training Center. 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.

During an earthquake, get under a table and hold on. Once the shaking stops, leave the building as instructed. Go to Jefferson and 16th Ave.

A first aid kit is in the Training Center office.

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

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 cards.

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

Parking: Do not park in the lot in front of the building. This lot is monitored, and you could be towed. Use the visitor's lot across the street. Leaving for lunch may mean losing your spot. For parking issues, call Parking Services 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'll will get a notification from the Learning Center (SumTotal) with instructions on where to find and how to complete the evaluation form.

Exiting the Building: Leave through the main entrance of the 1500 Jefferson building unless it's an emergency. Return your visitor badge at the security desk.