

Training Notice

Key Leadership Position: Environmental Unit Leader

September 25 – 28, 2018

Seattle, Washington

Congratulations! You have been selected to attend Key Leadership Position (KLP) training for the Environmental Unit Leader position. This training is being offered September 25 – 28, 2018 in Seattle, Washington. Below you will find helpful tips on registering for this class in Trainex, where in Seattle the training is taking place, the daily training schedule, making travel arrangements including hotel suggestions and transportation to and from the training venue, and other helpful hints.

Register on Trainex

If you haven't already done so, please register on Trainex. The URL is:

<https://trainex.org/classdetails.cfm?courseid=479&classid=7861>

Training Venue

EPA Region 10's Emergency Management Program Seattle Logistics Center
1620 South 92nd Place, Building K, Suite B
Seattle, WA 98108

Training Schedule

September 25 th :	8:30 am – 5:00 pm
September 26 th :	8:30 am – 5:00 pm
September 27 th :	8:30 am – 5:00 pm
September 28 th :	8:30 am – Noon

Travel Arrangements

For those of you traveling to and staying overnight in/near Seattle to attend this training, please make travel arrangements through your regular travel preparer.

Travel Training (aka Conference) Code: The following code is to be placed on your Travel Authorization and Voucher: **MS101019**

Hotel Suggestions: The training venue is south of downtown Seattle in a commercial park on the banks of the Duwamish River. There is a dearth of hotels near this venue; therefore, we suggest the below hotels near SeaTac airport, south of the training venue in Tukwila, and in downtown Seattle that should offer Federal government rates.

Hotels Near SeaTac Airport:

Hilton Seattle Airport & Conference Center 17620 International Blvd Seattle, WA 98188-4001 Phone: 800/445-8667	DoubleTree by Hilton Seattle Airport 18740 International Blvd Seattle, WA 98188 Phone: 800/222-8733
Marriott Seattle Airport 3201 South 176th St Seattle, WA 98188 Phone: 800/228-9290	Red Lion Seattle Airport 18220 International Blvd Seattle, WA 98188-4273 Phone: 800/733-5466

Hotels South of the Training Venue:

Embassy Suites by Hilton Seattle Tacoma Int'l Airport/Tukwila 15920 West Valley Hwy Seattle, WA 98188 Phone: 800/362-2779	Homewood Suites by Hilton Seattle-Tacoma Airport/Tukwila 6955 Fort Dent Way Tukwila, WA 98188 Phone: 800/225-5466
Courtyard Seattle Southcenter 400 Andover Park West Tukwila, WA 98188 Phone: 800/321-2211	

Hotels in Downtown Seattle/Close to EPA Region 10 Seattle Office:

Hilton Seattle 1301 6th Ave Seattle, WA 98101-2304 Phone: 800/445-8667	Crowne Plaza Seattle 1113 6th Ave Seattle, WA 98101 Phone: 800/521-2762
Fairmont Olympic Hotel 411 University St Seattle, WA 98101-2559 Phone: 800/223-8772	Renaissance Seattle Hotel 515 Madison St Seattle, WA 98104 Phone: 800/468-3571
W Seattle 1112 4th Ave Seattle, WA 98101 Phone: 888/625-5144	Motif Seattle 1415 5th Ave Seattle, WA 98101 Phone: 206/971-8000
Homewood Suites by Hilton – Convention Center/Pike Street 1011 Pike St Seattle, WA 98101 Phone: 800/225-5466	Sheraton Seattle Hotel 1400 6th Ave Seattle, WA 98101 Phone: 800/325-3535

Transportation to and from Training Venue/Parking

There is less than adequate public transportation to and from and around the training venue; therefore, we recommend coordinating with other trainees from your Region to organize carpools or ridesharing to and from your hotel to the training venue to keep costs down.

If you are in a rental car/GOV/POV, please know there are designated parking spaces at the training venue. Please avoid parking in undesignated parking spaces especially those that are designated for the FBI.

See the last pages of this Training Notice for a map, driving directions, where to park and which door to enter at the Seattle Logistics Center.

Other Helpful Hints

Although the training venue is in a commercial park setting, the training facility is quite comfortable. The conference room can hold 60-people, there is a small kitchenette with a microwave and refrigerator available. If you want to bike to the work location from your hotel, a single shower is available for you to use

Clothing: All training will be conducted inside the training venue. Wear comfortable, casual clothing. Bring a light sweater or such if you run on the cold side.

Food & Beverages: As comfy as the training venue is, the selection of nearby food and beverage establishments is lacking. As such, we highly recommend you eat breakfast and drink the caffeine-laden beverage of your choice at home or your hotel or bring with you. There aren't any coffee shops within walking distance, but we will have drip coffee available.

You will be given an hour each day for lunch. There are a couple lunch spots within walking distance, e.g., Subway, Taco Truck. Other lunch establishments can only be reached via car. Since there is a refrigerator on the premises, you can always bring your own lunch and snacks.

Incident Management Handbook: You should also bring your copy of the EPA Incident Management Handbook (IMH) to the class, if you have one.

IT Needs: You will need to bring your work laptop, CAC/PIV card and thumb drive to this training. You will also have to download SCRIBE and some other student files; however, instructions for doing so will be sent to you in a separate e-mail before the training.

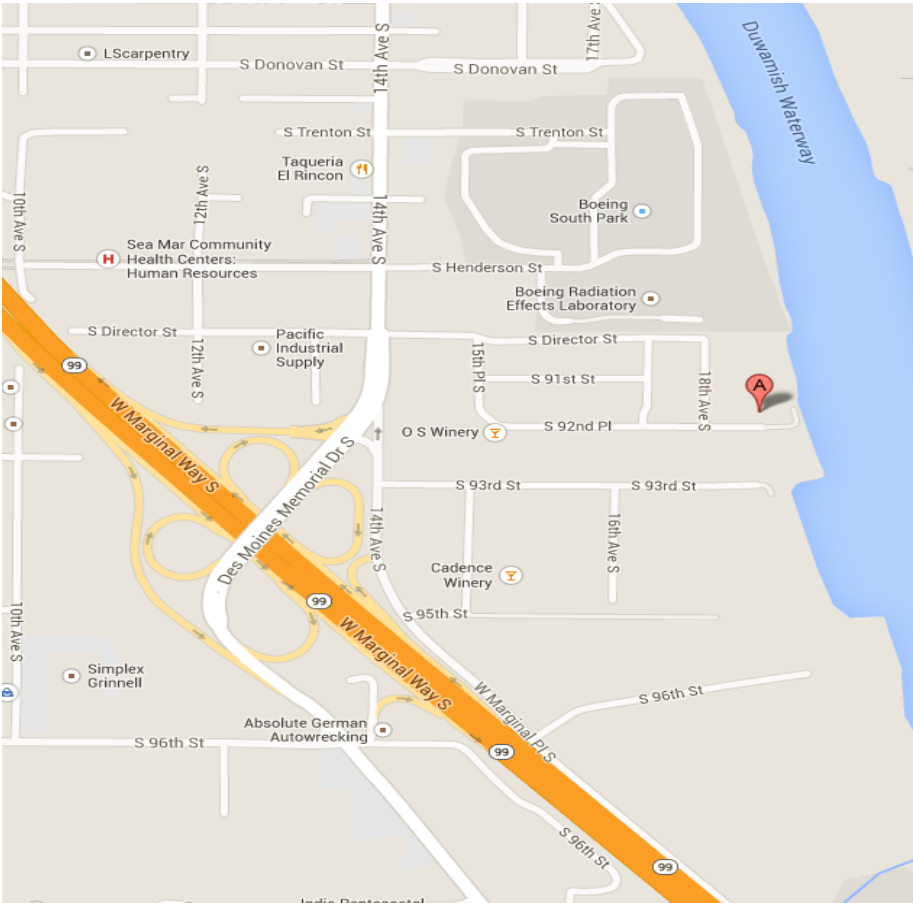
Questions?

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Region 10 Emergency Response Seattle Logistics Center

Address:
1620 South 92nd Place, Building K, Suite B
Seattle, WA 98108



Driving Directions from SeaTac Airport via WA-99 (6.8 miles):

1. Start out going northwest
2. Take the ramp toward WA-99/International Blvd/Cell Phone Lot
3. Turn RIGHT onto S 170TH St
4. Turn LEFT onto International Blvd/Pacific Hwy S/WA-99 N
5. Continue to follow Pacific Hwy S/WA-99 N
6. Merge onto WA-99 N towards Seattle
7. Take the Des Moines Dr/14TH Ave S exit
8. Take the 14TH Ave S ramp
9. Turn LEFT onto 14TH Ave S
10. Turn RIGHT onto S Director St
11. Turn RIGHT onto 15TH Pl S
12. Turn LEFT onto S 92ND Pl

1620 South 92nd Pl Will Be on Your Left

Driving Directions from Tukwila/Southcenter Area via WA-599/WA-99 (3.3 miles):

1. Head EAST on S 144th St toward 58th Ave S
2. Turn LEFT at the 1st cross street onto 58th Ave
3. Turn LEFT onto Interurban Ave S
4. Turn LEFT to merge onto WA-599 N
5. Take the 14th Ave S exit from WA-99 N
6. Merge onto WA-599 N
7. Continue onto WA-99 N
8. Take the 14th Ave S exit
9. Turn LEFT onto 14th Ave S
10. Turn RIGHT onto S Director St
11. Turn RIGHT onto 15th Pl S
12. Turn LEFT onto S 92nd Pl

1620 South 92nd Pl Will Be on Your Left

Driving Directions from EPA Seattle Office via WA-99 S (7.83 miles)

1200 6TH AVE, SEATTLE, WA 98101-3121

1. Head NW on 6TH Ave toward University St
2. Turn LEFT onto Union St
3. Turn LEFT onto 1ST Ave
4. Turn RIGHT and merge onto WA-99 S
5. Merge onto WA-99 S
6. Merge onto WA-509 S/WA-99 S via the ramp to W Marginal Way/S Park/Burien
7. Take the exit towards S Park
8. Merge onto 2ND Ave SW
9. Continue onto WA-99 S/W Marginal Way
10. Take the exit towards 14TH Ave S
11. Merge onto Des Moines Memorial Dr S
12. Turn RIGHT onto S Director St
13. Turn RIGHT onto 15TH PL S
14. Turn LEFT on S 92ND PL

1620 S 92nd Place Will Be on Your Left

Driving Directions from EPA Seattle Office via I-5 (7.1 miles)

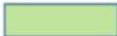

1200 6TH AVE, SEATTLE, WA 98101-3121

1. Head northwest on 6th Ave toward University St
2. Turn LEFT onto Union St
3. Turn LEFT onto 5th Ave S
4. Turn LEFT onto Spring St
6. Turn RIGHT onto the ramp to Portland
7. Use the left 2 lanes to keep LEFT at the fork and follow signs for Airport Way
8. Keep LEFT, follow signs for Sea-Tac Airport/I-5 S and merge onto I-5 S
9. Use the RIGHT 2 lanes to take exit 162 for Corson Ave toward Michigan St
10. Merge onto Corson Ave S
11. Turn LEFT onto E Marginal Way S
12. Turn RIGHT onto 16th Ave S
13. Continue onto 14th Ave S/S Park Bridge
14. Turn LEFT onto S Director St
15. Turn RIGHT onto 15th Pl S
16. Turn LEFT on S 92ND PL

1620 S 92nd Place Will Be on Your Left

Where to Park



-  Reserved for EPA & guests
-  First come first served (daytime only)

 Not available for EPA & guests

Where to Enter to Access the Training Venue

