

Training Notice
Key Leadership Position: Resource Unit Leader
September 5 – 7, 2018
Seattle, Washington

Congratulations! You have been selected to attend Key Leadership Position (KLP) training for the Resource Unit Leader position. This training is being offered September 5 – 7, 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=478&classid=7863>

Training Venue

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

Training Schedule

September 5: 8:30am – 5:00pm
September 6: 8:30am – 5:00pm
September 7: 8:30am – 12:00pm

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. For Region 10, **travel authorizations must be approved and monies committed no later than Friday, August 10.**

Travel Training Code: You will be provided a training-specific code to add to your Travel Authorization and Voucher.

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. Below are hotel suggestions that should offer Federal government rates per diem.

Near SeaTac Airport:

Hilton Seattle Airport & Conference Center

17620 International Blvd
Seattle, WA 98188-4001
United States
Phone: 800/445-8667

DoubleTree by Hilton Seattle Airport

18740 International Blvd
Seattle, WA 98188
United States
Phone: 800/222-8733

Marriott Seattle Airport

3201 South 176th St
Seattle, WA 98188
United States
Phone: 800/228-9290

Red Lion Seattle Airport

18220 International Blvd
Seattle, WA 98188-4273
United States
Phone: 800/733-5466

South of the Training Venue:

Embassy Suites by Hilton Seattle Tacoma Int'l Airport/Tukwila

15920 West Valley Hwy
Seattle, WA 98188
United States
Phone: 800/362-2779

Homewood Suites by Hilton Seattle-Tacoma Airport/Tukwila

6955 Fort Dent Way
Tukwila, WA 98188
United States
Phone: 800/225-5466

Courtyard Seattle Southcenter

400 Andover Park West
Tukwila, WA 98188
United States
Phone: 800/321-2211

Downtown Seattle/Close to EPA Region 10 Seattle Office:

Hilton Seattle

1301 6th Ave
Seattle, WA 98101-2304
United States
Phone: 800/445-8667

Crowne Plaza Seattle

1113 6th Ave
Seattle, WA 98101
United States
Phone: 800/521-2762

Renaissance Seattle Hotel

515 Madison St
Seattle, WA 98104
United States
Phone: 800/468-3571

Motif Seattle

1415 5th Ave
Seattle, WA 98101
United States
Phone: 206/971-8000

Homewood Suites by Hilton – Convention Center/Pike Street

1011 Pike St
Seattle, WA 98101
United States
Phone: 800/225-5466

Sheraton Seattle Hotel

1400 6th Ave
Seattle, WA 98101
United States
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.

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

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 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.

IT Needs: You will need to bring a laptop to this training, and your CAC/PIV card. In the course we will spend time exploring and using EPA's Web Emergency Operations Center (WebEOC) system; each person will need a laptop. You will need to contact the EPA's Emergency Response Team (ERT) to gain access to WebEOC – they can be reached by email at ertsupport@epa.gov.

The training room has the "OneEPA" wireless network and your EPA computer should automatically connect to the network. You should bring a thumb drive and your EPA Incident Management Handbook if you have been issued one.

Questions?

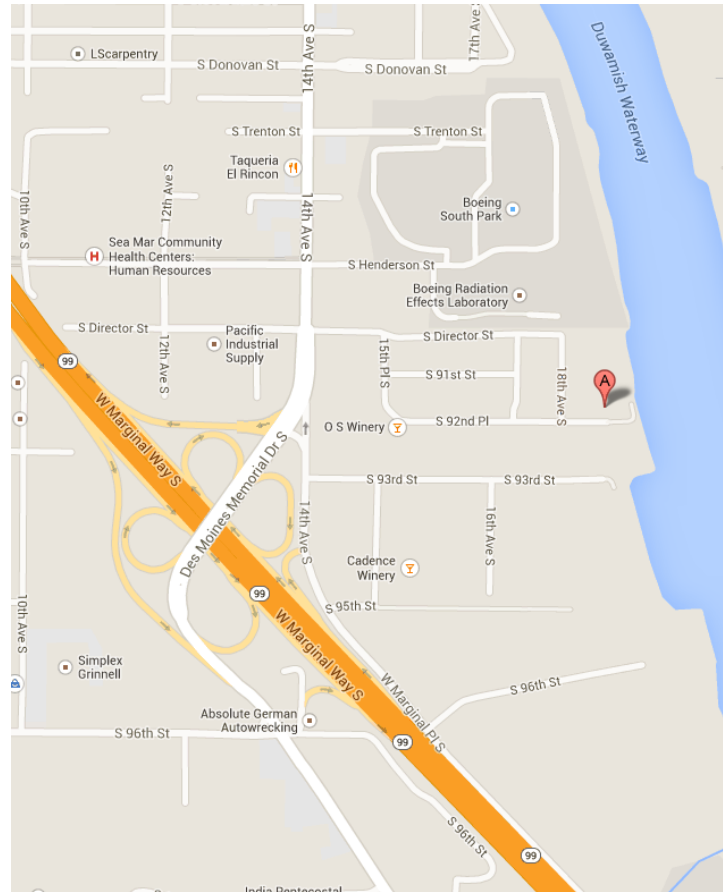
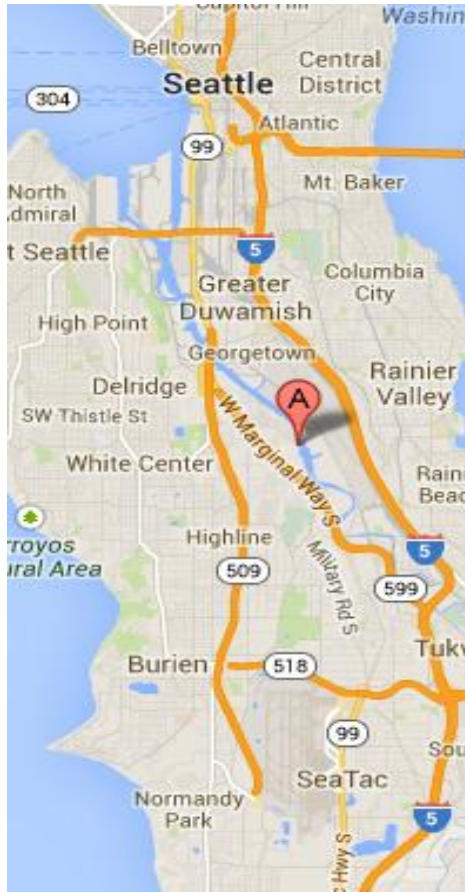
Mike Boykin
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206-553-6362
boykin.michael@epa.gov

Tamara Langton
EPA Region 10 Response Support Corps Coordinator
(206) 553-2709 (landline)
(206) 473-7663 (mobile)
langton.tamara@epa.gov

Region 10 Emergency Response Logistics Center

Address

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



Getting to the Warehouse

There are very limited public transportation options. You will need a vehicle to get to the warehouse, and to get from the warehouse to a hotel and food.

Driving Directions from SeaTac Airport

A. SEATTLE-TACOMA INTERNATIONAL AIRPORT (SEA)

1. Start out going NORTHWEST. (0.2 mile)
2. Take the ramp toward WA-99/INTERNATIONAL BLVD/CELL PHONE LOT/OVERHEIGHT PARKING (0.7 mile)
3. Turn RIGHT onto S 170TH ST (0.0 mile)
4. Turn LEFT onto INTERNATIONAL BLVD/PACIFIC HWY S/ WA-99 N. Continue to follow PACIFIC HWY S/WA-99 N (3.1 miles)

5. Merge onto WA-99 N toward SEATTLE (2.0 miles)
6. Take the DES MOINES DR/14TH AVE SO exit (0.1 mile)
7. Take the 14TH AVE S ramp (0.1 mile)
8. Turn LEFT onto 14TH AVE S (0.2 mile)
9. Turn RIGHT onto S DIRECTOR ST (0.0 mile)
10. Turn RIGHT onto 15TH PL S (0.0 mile)
11. Turn LEFT onto S 92ND PL (0.1 mile)

B. 1620 S 92ND PL BLDG K, SEATTLE, WA 98108-5134

TOTAL ESTIMATED TIME: 14 minutes/ DISTANCE: 6.80 miles

Driving Directions from EPA Seattle Office

A. 1200 6TH AVE, SEATTLE, WA 98101-3121

1. Head NW on 6TH AVE toward UNIVERSITY ST. (0.1 mile)
2. Turn LEFT onto UNION ST (0.3 mile)
3. Turn LEFT onto 1ST AVE (0.4 mile)
4. Turn RIGHT and merge onto WA-99 S (3.8 miles)
5. Merge onto WA-99 S (0.1 mile)
6. Merge onto WA-509 S/WA-99 S via the ramp to W MARGINAL WY/S PARK/BURIEN (0.8 mile)
7. Take the exit towards S PARK (0.2 mile)
8. Merge onto 2ND AVE SW (0.4 mile)
9. Continue onto WA-99 S/W MARGINAL WAY (1.4 miles)
10. Take the exit towards 14TH AVE S (0.4 mile)
11. Merge onto DES MOINES MEMORIAL DR S (0.3 mile)
12. Turn RIGHT onto S DIRECTOR ST (0.1 mile)
13. Turn RIGHT onto 15TH PL S (0.0 mile)
14. Turn RIGHT on S 92ND PL (0.1 MILE)
15. **1620 S 92ND PL BLDG K, SEATTLE, WA 98108-5134**

TOTAL ESTIMATED TIME: 16 minutes/ DISTANCE: 7.83 miles

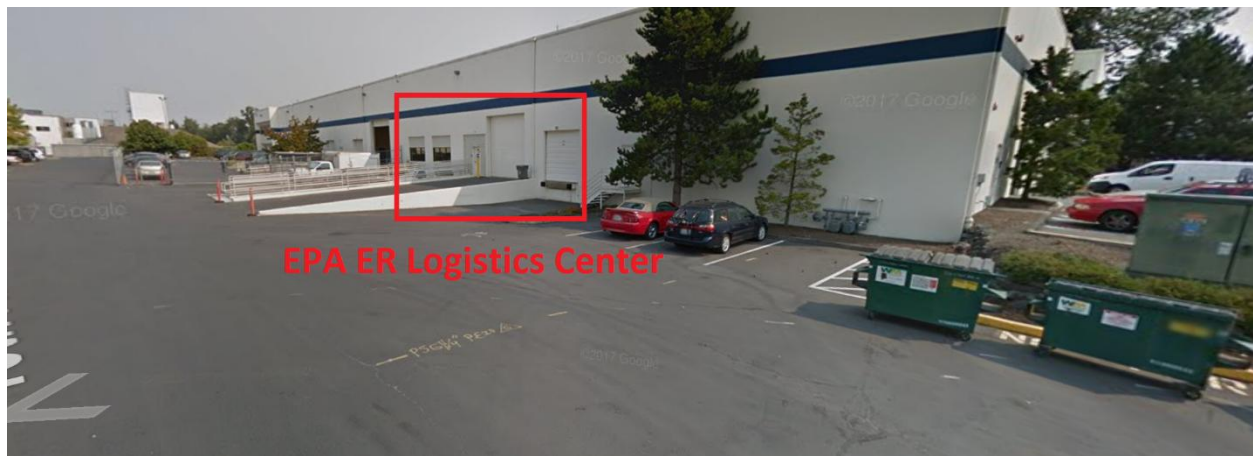
Parking

There are 20 parking spaces associated with the warehouse. Parking is available on the street and may be available throughout the industrial park.

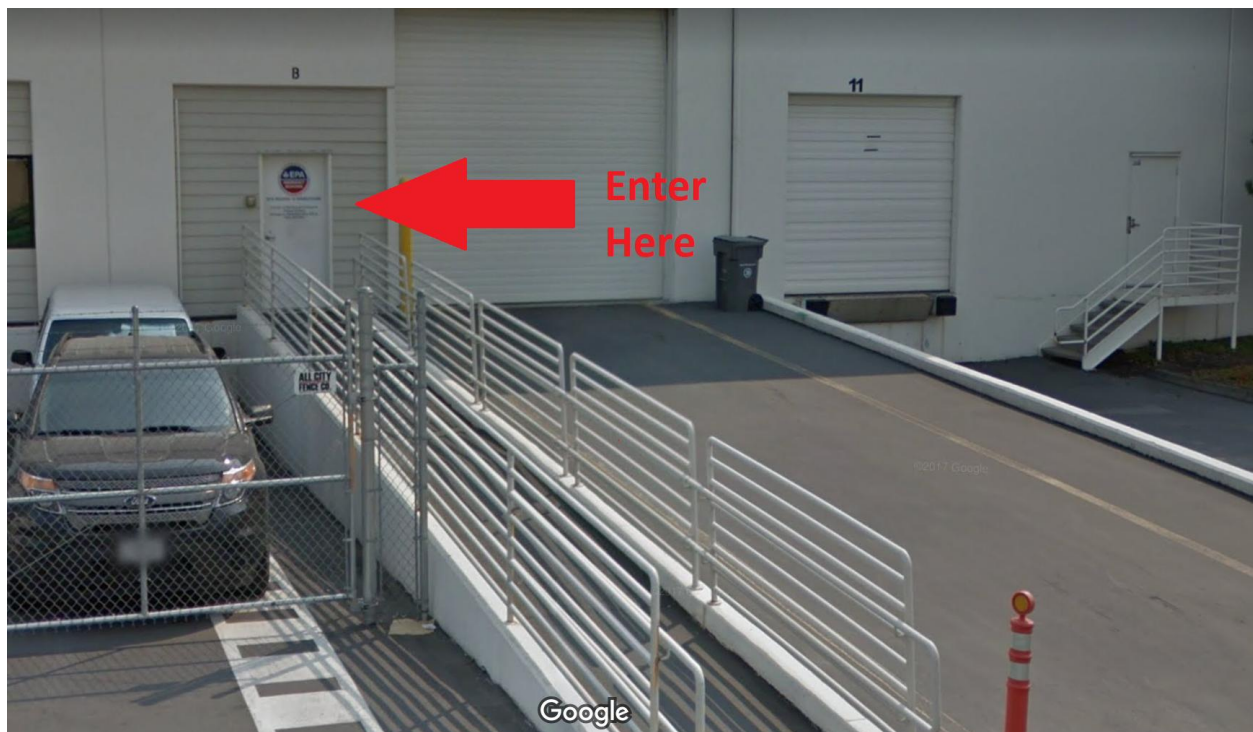
Access

The facility is one bay in a multi-bay building in an industrial complex.

EPA Emergency Response Logistics Center:



Entrance to the logistics center:



Parking options at the logistics center:

