

Facilities and Information Guide

**HINTON
TRAINING
CENTRE**





*The **HTC Facilities and Information Guide** was first published in 2010, and updated and expanded in 2018.*

Contents

Welcome

Hours of Operation

Participant Responsibilities

Parking & Speed Limit on Campus

Residence

Check In/Check Out

What to Bring

Room Key, Meal Card & Lanyard Return

Smoking/Alcohol/Pets

Pest-Free Environment

Other Participant Responsibilities

Security

Emergency Evacuation

Food Services & Special Diets

Business Services

Client Service Office

Maps: Getting to Hinton/HTC Campus/Town of Hinton Trail System

Welcome

The Hinton Training Centre (HTC) provides natural resource training for clients in government and industry. HTC is operated by the Government of Alberta (GoA) and is unique among educational institutions in the province.

The HTC campus sits on a 14-hectare (35-acre) ridge in the middle of Hinton, a town of about 10,000 in the central Foothills region of Alberta. It includes an Academic Building, two residences with accommodation for 172, a rappel tower, a wildfire lookout tower, a vehicle service garage and warehouse, the Historical Training and Public Outreach Centre, and a 1.1-kilometre interpretive trail. The last two are self-guided.

The towns nearest Hinton are Jasper, 77 km to the southwest, Edson, 87 km to the east, and Grande Cache, 149 km to the northwest. The nearest major city is Edmonton, 288 km to the east. Jasper, Edson and Edmonton can be reached via Highway 16 and Grande Cache via Highway 40.

This guide provides a brief description of the HTC campus, information on telephone and mail, and policies with respect to alcohol, pets, smoking, parking and security. It also outlines kitchen services and guidelines for residence. In addition, basic information on services and activities available in and around Hinton is included for your convenience.

HTC is committed to ensuring that clients' learning experience is productive, stimulating and enjoyable. We welcome comments and suggestions that can contribute to improving HTC and its services. Fill out the response card placed in your room, then deposit it in one of three drop boxes on campus (see page 13).

Hours of Operation

HTC's hours of operation are flexible and adjusted for each scheduled event that has been confirmed with the Client Service staff.

The Academic Building is open Monday to Friday from 7:30 a.m. to 9 p.m., except on Fridays, when it closes at 4:30 p.m. It is also closed on weekends and statutory holidays.

The Client Service Office is open from 8:15 a.m. to 4:30 p.m. It is closed on weekends and statutory holidays. This office is located on the first floor of the Academic Building and open during normal business hours.

The Historical Training and Public Outreach Centre (museum) contains historical photographs of the Alberta Forest Service, as well as equipment and uniforms once used and worn by forest rangers in Alberta. Visit the Client Service Office if you wish to view the museum.



Participant Responsibilities

All participants attending HTC are expected to conduct themselves in a professional manner that is consistent with the Alberta Public Service's values of respect, accountability, integrity and excellence. Compliance to GoA policies and guidelines is therefore required. This includes, but is not limited to, the Respectful Workplace Policy, copies of which are both posted online and also available at the Client Service Office for your reference.

Responsibilities

To ensure a safe and respectful work environment for everyone:

- HTC does not tolerate bullying, harassment, violence or any other disrespectful behaviour in our workplace.
- HTC does not tolerate the use of illegal drugs or alcohol at our worksite, nor will we accept participants showing up unfit for work or training due to drug or alcohol use.
- HTC does not tolerate cheating and plagiarism.

Everyone, including GoA employees and agency partners, is expected to follow these guidelines. Familiarize yourself with the Respectful Workplace Policy as well as the expectations above. If you have any questions, speak with your supervisor or contact at HTC.

Participant Responsibilities

Consequences

HTC takes all allegations of disrespectful behaviour, substance use/abuse and cheating seriously. If it is determined that these activities have likely occurred, the person(s) involved may be removed from training and asked to leave HTC property as soon as it is safe to do so. All information regarding the incident will be shared with the responsible Area manager or contract manager, who will ensure disciplinary actions are taken, if applicable.

Anyone removed from HTC for one of the above reasons will not receive credit for any portion(s) of course work completed and will be required to re-register for training/courses. As a general guideline these persons will not be welcome back at HTC for one calendar year.



Parking & Speed Limit on Campus

HTC has two well-lit parking lots with power outlets.

The Administrative Parking Lot is next to the Academic Building. This lot is reserved for staff and client day use. When entering this parking area, make sure to keep right, as per the sign. Proceed to the West/Resident Parking Lot if you are unable to find space in the Administrative Parking Lot.

The West/Resident Parking Lot is next to the rappel tower and is the designated parking area for persons residing on campus. Upon arrival, feel free to drive to the residence to unload your belongings. As soon as you have unloaded, park your vehicle in the West/Resident Parking Lot.

To prevent damage to vehicle power outlets, we ask that you do not back your vehicle into the parking stalls.

Clients residing in either residence building must, upon registering at the Client Service Office, supply the licence plate number of their vehicle. Vehicles parked illegally will be ticketed and fined as per the Town of Hinton's parking bylaws. Repeat offenders will be towed at the owner's/operator's expense.

The posted speed limit on campus is **30 km/h.**

Residence

All candidates are booked for room and board unless indicated otherwise on the Student Registration Form.

- Any changes with accommodation must be noted on the Student Registration Form and received at least one week prior to course start.
- Rooms are booked for double occupancy. Married accommodation is not available.

You should have your residence room key at all times. In the event you are locked out of your room after business hours:

1. Contact the evening attendant at 587-990-5766.
2. If the attendant does not respond, contact the property manager, Brookfield Global Integrated Solutions, at 780-865-2173.

Automated external defibrillators (AEDs) are located at the main entrances of Mountain View and Valley View residences, as well as at the evening attendant's desk in the Academic Building, which is on the second floor next to the main staircase.



Residence

Looking after Your Room	<ul style="list-style-type: none"> • There is no daily residence room caretaking service. • For your convenience, vacuum cleaners are available in the laundry room (309) of Mountain View (MV) and the main-floor kitchen of Valley View (VV). • Keep your room tidy.
Linen Service	<ul style="list-style-type: none"> • Linen service is available if you are staying in residence for more than one week. • Linen consists of two sheets, a pillowcase and a comforter. • Sheets and pillowcases are exchanged once a week, typically Friday. Place soiled linen outside your residence room door prior to 8 a.m.
Garbage Collection	<ul style="list-style-type: none"> • Garbage is collected on weekdays only. • Place garbage containers outside your door in the morning for removal.
Laundry/ Iron	<ul style="list-style-type: none"> • The bottom floors of MV and VV contain laundry machines, along with an iron and ironing board. Detergent is not provided. • Return items when finished with them.
Humidifiers	<ul style="list-style-type: none"> • These are available for check-out in MV Rm. 339 and VV Rm. 118. Advise Client Service Office if a machine is not working.
Room Safes	<ul style="list-style-type: none"> • Two room safes are located in each VV residence room. • The safes are operated with a personal code or any credit card. • Leave safe door open when checking out. • See Safe Operating Procedures tab for more information.

Check In/ Check Out

Check-in times are on weekdays, between 8:15 a.m. and 9:00 p.m. Complete the Residence Agreement Form at the Client Service Office and receive your room assignment. Submit your licence plate number for parking control.

Check-in times can be adjusted for a scheduled program that has been confirmed with Client Service staff. Any such changes must be requested at least one week prior to course start by contacting the Client Service Office at 780-865-8200.

The evening attendant is on duty after normal business hours. The phone number for this desk is 780-865-6999. If the attendant is elsewhere on campus, he or she can be summoned by calling 587-990-5766. A courtesy phone for this purpose is also located in Mountain View residence, beside the office in Room 416, at the top of the main staircase.

If arriving after 9 p.m., then you will need to find your own overnight accommodation, **at your own expense**. Contact the Client Service Office the next business day for your room assignment.

Check-out time is 8 a.m. on the last day of your program. Remove your belongings from your residence room. If storage is required beyond this time frame, visit the Client Service Office for assistance.

What to Bring

HTC does not provide room service. Plan to bring towels, shampoo, soap, and clean, white-soled running shoes for use in the Academic Building's gymnasium and Mountain View residence's fitness room. The latter contains treadmills, exercise machines and free weights. We also recommend bringing a refillable water/coffee container.



Room Key, Meal Card & Lanyard Return

As noted on your signed Residence Agreement Form, participants are responsible for returning their residence room key. Key drop boxes are found at:

- the Client Service Office,
- the office in Room 416 of Mountain View residence, and
- outside the main entrance of Valley View residence.

If you bring your key home in error, then return it to HTC via GoA Courier Mail. Persons who fail to return room keys will incur a \$30 non-refundable charge for each key.

Meal cards and lanyards can be left in your classroom, the Client Service Office or any key drop off location.



Smoking

In accordance with GoA policy, a **strict no smoking policy** is in place inside all buildings on the HTC campus and Cache Percotte Camp, during and after normal business hours. This policy applies to staff, contractors and clients, and includes electronic cigarettes. Smoking is only permitted outside, at least five metres away from any building entrance. Ashtrays are provided outside all main entrances for proper disposal of litter.

Violations of this policy must be reported to the HTC director within 24 hours of the incident taking place or being discovered. Anyone caught smoking in a residence or cabin will be requested to immediately vacate the structure and, if necessary, secure accommodation elsewhere at his or her own expense.

Smoking is also prohibited in GoA fleet vehicles.

Alcohol

Effective March 1, 2018 the possession and consumption of alcohol on the HTC campus is no longer permitted. This ban includes residence rooms and Cache Percotte Camp.

Pets

With the exception of service animals, pets are not permitted on campus.

Pest-Free Environment

HTC is dedicated to making your stay a comfortable one. To ensure your peace of mind, residence rooms are cleaned to hotel standards.

We are also dedicated to ensuring the facility is pest free. Do not bring any personal bedding and pillows to your residence room as this could facilitate the unwanted transfer of bedbugs and scabies. To prevent this, we also conduct bimonthly canine inspections of residence rooms.

For more information, please read the brochures “Bedbugs: Prevention and Control at the Hinton Training Centre” and “What Is Scabies?” (Alberta Health Service). Bring any additional concerns to the attention of the Client Service Office (780-865-8200).



Other Participant Responsibilities

While visiting HTC, you have several responsibilities in addition to the ones previously mentioned.

Respect residence quiet hours, which are from 10 p.m. to 6 a.m.

Help us keep the campus clean. Stay on the pathways, sidewalks and trails as you walk around the campus. Properly dispose of garbage and recyclable items.

Do not track mud throughout campus buildings. Instead, remove mud from your footwear before entering a building, or leave muddy footwear by the entrance.

HTC has many displays on site, e.g., framed pictures and stuffed wild animals. Do not disturb these items. If you require information about the displays, contact the Client Service Office.

You are responsible for your own property. Secure and/or lock your vehicle and valuables such as laptops, cameras, purses and wallets. Avoid leaving personal items unattended. When unoccupied, your residence room door should be locked. In Valley View residence, your residence room window should also be secured with the metal bar provided.

If you notice an item missing or witness a crime of any nature, report the incident immediately to the Royal Canadian Mounted Police at 911. The RCMP's non-emergency number in Hinton is 780-865-5544. Follow up with a brief report of the incident to the HTC director.

Security

HTC facilities are monitored by closed-circuit television cameras for crime prevention and public safety. In the event of a break-in, alarms will be activated and the RCMP automatically notified. The sound made by the security alarm is easily distinguishable from the fire alarm.

Between 4:30 p.m. and 9 p.m., Sunday to Thursday, the evening attendant's desk can be reached at 780-865-6999. If the attendant is elsewhere on campus, he or she can be summoned by calling 587-990-5766. A courtesy phone for this purpose is also located in Mountain View residence, beside the office in Room 416, at the top of the main staircase.

In the case of an after-hours building emergency, contact Brookfield Global Integrated Solutions, at 780-865-2173. For more information on night duties of residents, emergency medical situations, communication procedures, and a safety information checklist, see HTC's "Safety Information" brochure.

Hinton is surrounded by wilderness. Predatorial animals periodically enter town limits. If you spot a bear, wolf or cougar (a.k.a. puma or mountain lion), notify the Client Service Office and call Report a Poacher at 1-800-642-3800.

Emergency Evacuation

In the event of a fire alarm or other emergency requiring building evacuation, staff and visitors should evacuate to one of three muster points, indicated by the yellow signs.

- If you are in the Academic Building, proceed to the muster point in the Administrative Parking Lot.
- If you are in Mountain View or Valley View residence, proceed to the muster point near the fire hydrant between the two buildings.
- If you are in the rappel tower or garage/warehouse, proceed to the musterpoint in the West/Resident Parking Lot.

If you are attending a class during an emergency, the training specialist or course leader will direct you to a muster point. These evacuation procedures also apply to an after-hours building emergency. In such cases, if you have a cell phone call 911 and Brookfield Global Integrated Solutions, at 780-865-2173.

DO NOT re-enter any building until an official all-clear is given.



Food Services & Special Diets

The main dining room is located on the top floor of Mountain View residence. Meal times are as follows:

Breakfast	7 a.m. – 8 a.m.
Lunch	noon – 1 p.m.
Dinner	5 p.m. – 6 p.m.

Meal ID cards are mandatory for anyone requesting meals at the HTC dining room. You must show your “Meal ID” to kitchen staff prior to obtaining your meal. Pick up your “Meal ID” at the Client Service Office during office hours, or from the evening attendant at the time of residence room check-in. Upon your departure, please deposit the plastic holder at any key drop off location, your residence room, classroom or the Client Service Office.

It is important to be on time for meals. Late arrivals will not be served. Please utilize the hand sanitizers located at the entrance to the kitchen.

Each program will have customized meals in place. However, each participant is required to contact the assigned registrar to indicate any desired changes. Any changes with meals must be noted on the Student Registration Form and received at least one week prior to course start. Also indicate on the form any allergies or dietary requirements.

Allergy-safe meals are prepared separately. Upon arrival at the kitchen, proceed to the “pass-through” and speak with the cook in charge, who will show you where to pick up your meal. Vegetarian options are available.

Please see the [HTC Food Policy](#) for further information.

Business Services

Payphones are located on the first and second floors of the Academic Building, in Mountain View residence's Business Centre, and on the main and lower floors of Valley View residence.

Computers are provided for students to access internet and e-mail accounts. In Room 2204 of the Academic Building there are four computers, which can access both government and public accounts.

Public computers are also available in the two residences. In Mountain View, there are three computers and a printer in the Business Centre, next to the main lounge on the top floor. A fourth computer is located in the small lounge next to Room 401. In Valley View's bottom-floor lounge, there are two computers.

Respect your fellow guests by limiting your time on a computer to a maximum of 20 minutes.

Wireless internet is available in the Academic Building and both residences, while several rooms in Mountain View are equipped with network jacks. Passwords are not required.

Report computer issues to the Client Service Office.

HTC provides administrative services such as photocopying, faxing, etc. Requests for these services must be made at the Client Service Office and are processed in a timely manner pending other workload priorities. Charges may be applied.

The duplicating department is strictly for HTC staff use only.

Client Service Office

The Client Service Office phone number is 780-865-8200.

Messages can be left at this number at any time and will be responded to by the next business day. Classes will only be interrupted for emergency situations.

All other telephone messages will be forwarded to the student through the course leader.

The Client Service Office fax number is 780-865-8266.

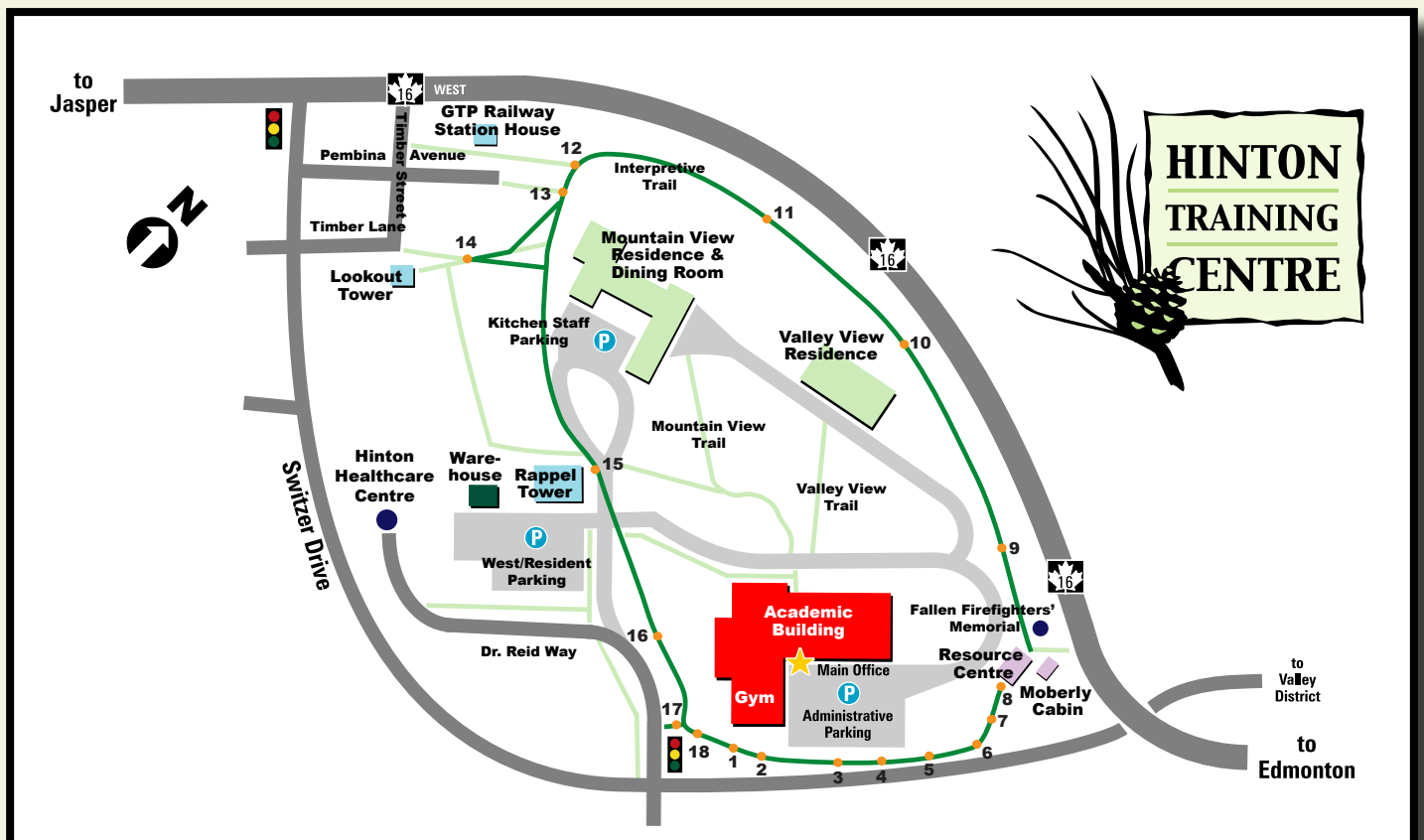
HTC's mailing address is: 1176 Switzer Drive
Hinton, AB T7V 1V3
Canada



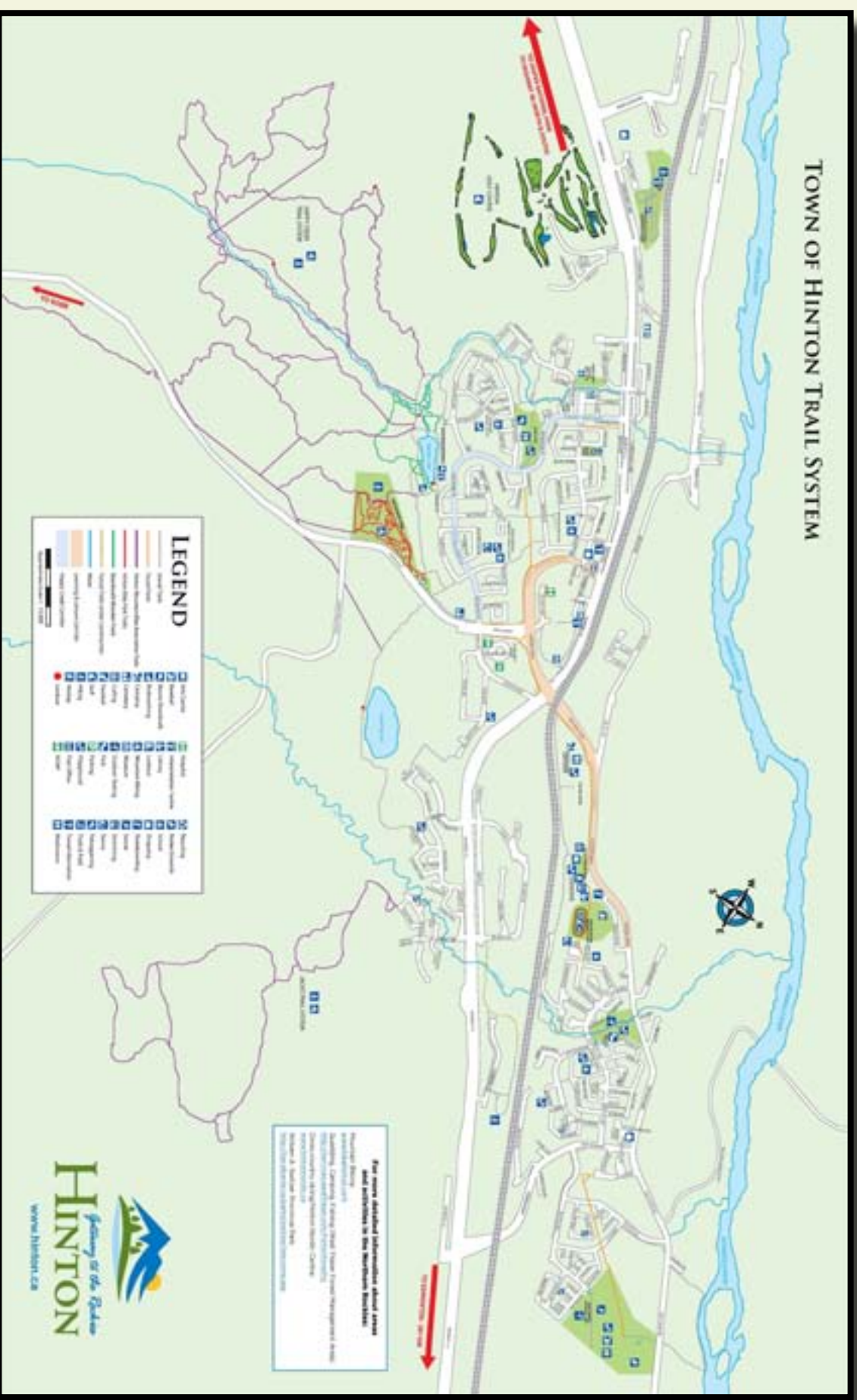
Maps



Hinton Training Centre GPS coordinates: 53° 24' 04" N, 117° 34' 45" W



HTC Facilities & Information Guide



Alberta

Government



Hinton Training Centre
Wildfire Management Branch
Forestry Division
Alberta Agriculture and Forestry

1176 Switzer Drive, Hinton, AB T7V 1V3 Canada
phone: 780-865-8200, fax: 780-865-8266
web: www.htc.alberta.ca