

## **Emerson Educational Services – Marshalltown, IA**

205 South Center Street, Marshalltown, IA 50158

Thank you for selecting Emerson for your training needs. To make your time with us more enjoyable, please keep the following in mind.

- Check-in Procedure** All students will be asked to show photo identification to a representative from Educational Services before entering the Education Center the first day of class. Students who have a green card will also need to present this identification.
- Student Badge** The student badge allows access to the Educational Services areas on the first floor during the week you are attending class. Your badge must be worn at all times while in the building and left on your desk at the end of the week.
- Class Times** Typical class times are 8:00 am to 4:30 pm each day with a lunch hour and morning and afternoon breaks. Doors to the Emerson Main Office building will be unlocked at 7:30 am.
- Building Access** Student access to non-Educational Services areas of the building is not permitted without an escort. Students shall not be present on Company premises outside course hours.
- Parking** Please park in the lot across the street (directly southwest of the Main Office building).
- Tobacco-Free Policy** The Marshalltown campus is a Tobacco-Free facility. This supports the initiatives the company has taken to promote the health of our visitors and employees as well as the Iowa Smoke-Free Air Act of 2008. Non-compliant visitors may be asked to leave company property by security or other personnel.
- Transportation** Transportation is the responsibility of the student. When flying into Des Moines or Cedar Rapids, a rental car may be obtained at the airport. Marshalltown cab service may be obtained in advance by calling +1 641-753-3308. The one-way fare is approximately \$120 - 140 from Des Moines or Cedar Rapids. If you are an international traveler and need assistance making these arrangements, please call +1 641-754-3771 or email us at [education@emerson.com](mailto:education@emerson.com) so that we can email you more detailed information. Also, if you are an international traveler and are not driving in the US, you are encouraged to get to know your classmates and carpool back and forth from your hotel to class and/or the airport.
- Airport Distance** The distance from the Des Moines International Airport is approximately 65 miles, and the distance from the Cedar Rapids Airport is approximately 70 miles. Recommended time allowance for travel and check in is 2 hours. For directions, please see the attached map.
- Lunch/Meals** Complimentary lunch is provided. **Please notify the registrar (via phone at: 800-338-8158 or +1 641-754-3771 or via email at: [education@emerson.com](mailto:education@emerson.com)) if you have any special dietary restrictions or needs.** A complimentary banquet is offered with most classes one evening during your time attending class. Your instructor will provide you with the details if applicable.
- Cell Phones** As a courtesy to other students and the instructor please turn off your cell phone during class.
- Tours** Tours of our factory facilities are included with some courses. Please refer to the safety policy on the next page.
- Security** All students shall abide by Company's safety rules. The Company accepts no liability for the supervision or safeguarding of property (including motor vehicles) brought on to the Company's premises.

**No cameras (including cell phone cameras), tape recorders or audio/video devices are to be used in any of the Marshalltown facilities without an Emerson Camera Permit.**

## **Educational Services School Safety Policy**

We are proud to be a leader in the process control industry and have achieved this position in part because of our commitment to zero injuries to employees or guests at any of our worldwide facilities. Our goal is not to simply reduce injuries but to eliminate them! You can help by being aware of and complying with the following regulations that will help insure your safety and the safety of those around you.

- If you take a tour of any manufacturing area, you will be required to wear some of the same safety equipment that an employee of that area is required to wear. Safety glasses with side shields are required; safety shoes are not required but are recommended. Neckties and scarves are to be tucked in, no rings, watches, bracelets or necklaces hanging over 6 inches below the chin or shorts are allowed in manufacturing and other designated areas. Rings which cannot be removed must have tape placed over them. If you have safety shoes and/or safety glasses that you use at your own work station, you may want to bring them with you for your comfort. If you do not have safety equipment, we will provide toe guards in lieu of safety shoes, (**no high heels or open toe shoes**), and safety glasses (they fit over regular glasses) or side shields.
- The Educational Services workshop areas, when in session, require the same safety protection as the manufacturing area listed above. Additional safety instructions will be given to you at the start of class.
- If you are on any special medication or have a medical alert need, please provide us the details to ensure you receive the best assistance needed should it become necessary.