



Miami Campus Welcome Guide

Training and Professional Services



Welcome to the Training and Professional Services Miami Campus

Our goal is to give you the vital training required to operate and maintain your airplanes safely and efficiently. Our staff will make your training as pleasant and productive as possible.

This Guest Information Guide will give you the basic information you need while you are in training. If you have any questions that are not answered by this guide, please contact Guest Services at 786-265-4700.

Thank you for choosing Boeing Training and Professional Services to provide your training services. We look forward to meeting and working with you while you are here.

Enjoy your stay!



Guest Information

Guest Services Office

Located in the lobby, at the front desk. Guest Services can be reached by phone at 786-265-4700. The staff can offer the following services:

- ◆ Assistance with transportation needs to and from the Miami Campus (i.e. Hotel Transportation, Car Rentals and Taxi Service) - See Hospitality Too on page 11
- ◆ Assistance with Car Rental reservations. - See Hospitality Too on page 11
- ◆ Helping direct you with simple banking transactions, passport and visa matters.
- ◆ Providing information regarding sight-seeing tours and other activities.
- ◆ Assistance in obtaining information regarding local medical services.
- ◆ Providing copier and faxing services.

TSA Aviation Security Agents / Guest Service Representatives (GSR):

Tracy Toy-Valdes (GSR Lead)	786-265-4720
Karlo Alvarez (TSA Lead)	786-218-7755
Maria Ginn	786-265-4724
Carlos Hail	786-265-4756

Miami Campus Main Number:	786-265-4700
Miami Campus Fax Number:	206-655-4874

Miami Campus Security:

Allied International:	786-265-4700
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Aviation Security Administrator

Tony James	206-931-7655
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Customer Training Operations (CTO) / Scheduling

Toll Free	800-787-2093
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Guest Information

Alcohol

Absolutely no alcoholic beverages are allowed on premises.

ATM

There is an on-site ATM machine located in the 2nd floor customer lounge for your convenience.

Badges and Security

You will receive your badge on the first day of training. Please wear it at all times while you are in the Miami Campus. We appreciate your willingness to abide by this policy.

Banking

Please contact Guest Services for banking information. The staff at your accommodations also can advise you about bank hours and services. Please do not carry large amounts of cash on your person.

Business Center

A complimentary Business Center is located on the second floor adjacent to the student lounge. Computer access and printing are available. Complimentary high-speed wireless internet is accessible throughout the entire facility.

Class Schedule

Your instructor will give you your class schedule on the first day of training. The availability of simulator times and the number of customers affect class schedules.

Food Service

Food is available 24/7 in the cafeteria, located on the first floor of the west concourse. Hot beverage vending machines are conveniently located on the second floor in the student lounge.

Gift Store

The Boeing Store is located in the lobby. It is open Monday through Friday, 0800 to 1700.

Lobby and Reception

Guest Services or Security can answer your questions, assist you with lost items, and find storage for your luggage. Guest Services can be reached at 786-265-4700. Their hours of operation are 0700-1600, 7 days a week. The lobby is open 24 hours a day, 7 days a week. For your convenience.

Mail and Messages

Mail addressed to customers in care of the Miami Campus may be delayed. We recommend that your personal mail be sent to the address of your accommodations. While you are in the Miami Campus, messages may be left for you at 786-265-4700. You can pick them up at our Guest Services Desk.

Medical Services

If you become ill during training, please notify your instructor and Guest Services, who will arrange for transportation to the nearest medical facility. Please be aware that private treatment will be at your expense. If you become ill during the day and cannot attend class, please notify your instructor. For all medical emergencies, call 911.

Parking

Parking rules are strictly enforced at the Miami Campus. Vehicles must park within stalls. Vehicles parked in unmarked stalls, handicap stalls without permits, or non e-vehicles in the electric car charging station will be towed away.

Passports and Visas

If you are a visitor to this country, you are required to carry your passport at all times during your stay.

Guest Information

Safety

Your safety while at the Miami Campus is important to us. If you have any questions or concerns please contact Guest Services.

Automatic External Defibrillators (AED)

The Campus is equipped with (an) AED in the event of an emergency. AED's are located next to the elevator doors on the first and second floor. Report any instance of removing an AED from the cabinet to Guest Services so it may be checked before being put back into service.

Evacuation / Shelter in place

Take responsibility for knowing what to do in the event of an evacuation or shelter in place. Shelter in place is an event where it is safer to stay inside in a designated area such as the conference room away from external hazards. Please see the Building Evacuation Map for more information.

Hazardous Areas

Do not enter the simulator bay floors as they are potentially hazardous areas. Obey all signs and barriers designed to keep you safe from hazards.

Injuries

If you are injured while on campus, First Aid kits are available in the Administrative Offices on the first and second floor, Flight Training administrative office and in Structures office and Labs. For serious injuries and medical emergencies call 911. Report all injuries and incidents to Guest Services.

Overhead Cranes

The Simulator bays are equipped with overhead cranes. In the event of crane use, do not enter the crane operating envelope.

Personal Protective Equipment

The Maintenance Training Lab requires use of certain personal protective equipment in some classes. Please contact the instructor for specific requirements. Safety glasses are required on the simulator bay floors, including the door trainer area.

Smoking Policy

Use of tobacco products is not permitted on Boeing property. Tobacco products are defined as pipes, cigars, cigarettes, chew snuff, snus (spit less tobacco) clove cigarettes and electronic cigarettes. Employees, customers, suppliers and visitors are not allowed to use these products while on all company owned property. Boeing premises are defined by building entrances, sidewalks, parking lots (including vehicles parked on Boeing property), and loading docks. If you choose to smoke, a receptacle is provided on the sidewalk outside the main lobby entrance.

Telephones

At the Miami Campus, you will find telephones available for toll-free local calls. Please make sure to dial 8 for an outside line.

Transportation

Transportation is available to and from accommodations near the Miami Campus by your local accommodation. If you need assistance arranging transportation during your stay, call Guest Services or ask the staff at your accommodations. They are knowledgeable about local public and private transportation.

Travel and Ticket Arrangement

If you need to change your airline reservation, please call the airline. We regret that we are not able to make your personal travel arrangements.

Building Area Map

Driving Directions

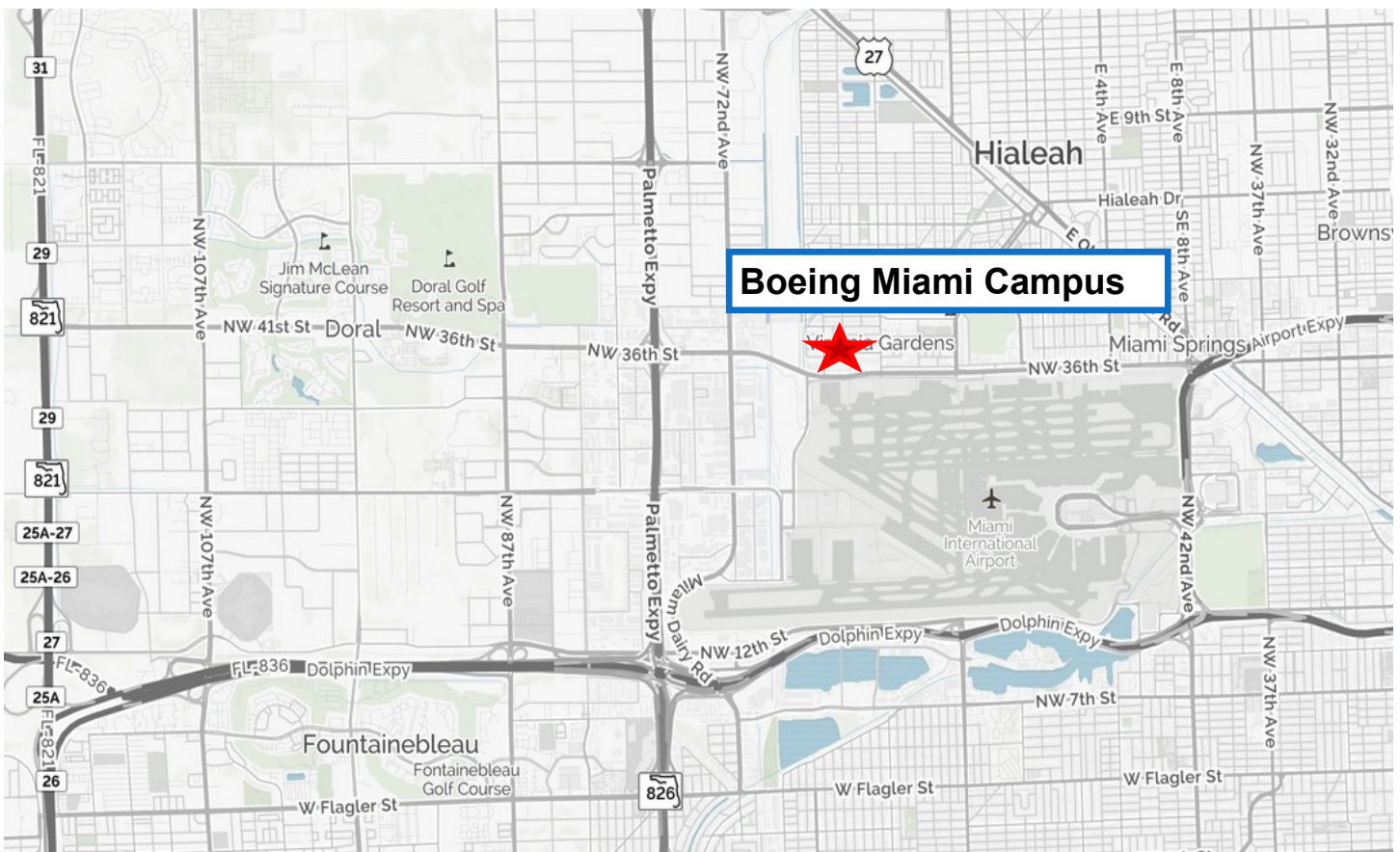
Boeing Training & Professional Services
6601 NW 36th Street
Bldg 7207-5709
Miami, FL 33166-6922

From Miami International Airport (4.5 miles)

- Keep left at the fork to continue on Exit 3, follow signs for FL-953 N/Le Jeune Rd and merge onto FL-953 N/ NW 42nd/S Le Jeune Rd
- Merge onto FL 953 N/NW 42nd Ave/S Le Jeune Rd
- Use the left 2 lanes to turn left onto FL-948 W/NW 36th St
- In 2.7 miles, the campus will be on the right.

From Ft Lauderdale International Airport (27.7 miles)

- Leaving Airport, follow Perimeter R. onto FL-818 W/Griffin Rd
- Turn left to merge onto I-95 toward Miami.
- Take the exit on the left toward Express Lanes
- Merge onto I-95 Express Toll Road
- Take the Florida 112 W exit on the left toward Miami International Airport
- Keep left at the fork, follow signs for FL-112W/Airport and merge onto FL-112 W
- Take the NW 36th St W exit toward Le Jeune Rd. N
- Merge onto FL-948 W/NW 36th St
- In 2.7 miles, the campus will be on the right.



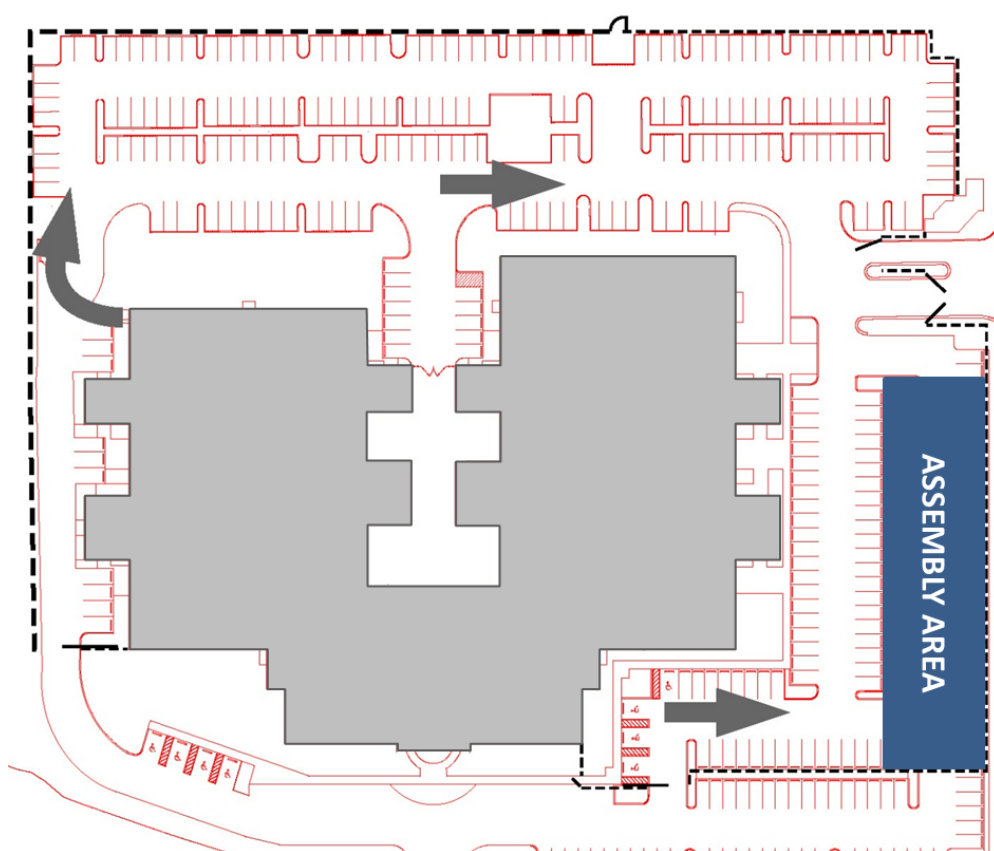
Building Evacuation Map

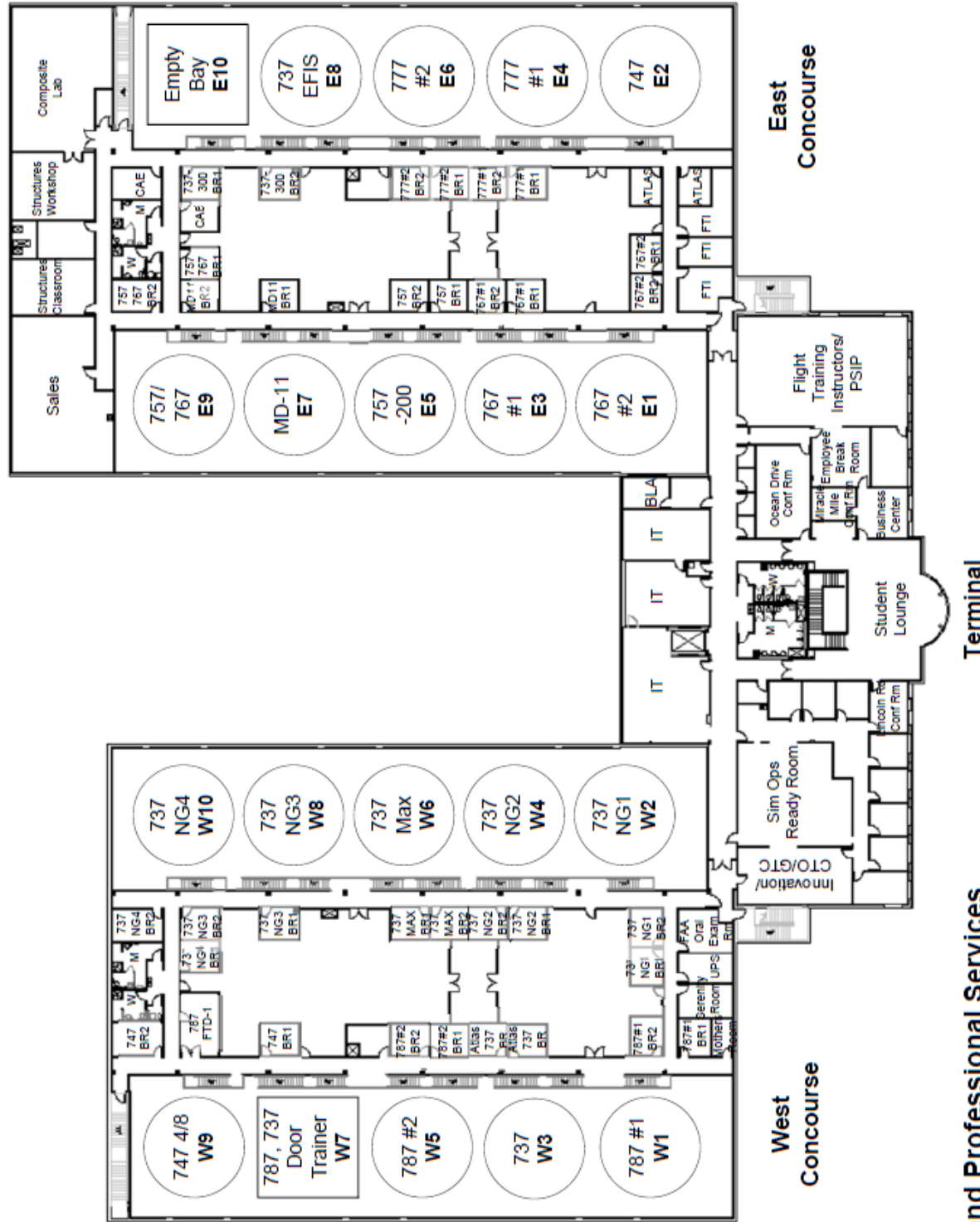
When the fire warning system has been activated

- ◆ Leave the building immediately by means of the nearest stairwell or exit.
- ◆ Close the door to your area as you leave. Do not block doors in the open position.
- ◆ Once outside the building, proceed to the nearest designated assembly area.
- ◆ Do not attempt to use the elevator. During an alarm, normal elevator operations will be disabled. If you are a passenger on the elevator and an alarm is activated, the elevator will return to the first floor and both end doors will automatically open.
- ◆ During an evacuation, do not delay for any reason, do not stop to fight the fire. Smoke inhalation and invisible toxic fumes can injure or kill as easily as fire.
- ◆ The Primary life-saving factors are to keep calm, not panic, and not run.

Building Evacuation Assembly Areas

- ◆ During an evacuation, all personnel, customers and visitors within the building must assemble in either the east or north parking lot areas, farthest away from the building.
- ◆ If exiting east or north, proceed to that respective assembly area.
- ◆ If exiting south (main entrance), assemble in the east assembly area.
- ◆ If exiting west, assemble in the north assembly area.
- ◆ Do not remain near the building entrances or fire lanes. This will hamper fire department activities and continued evacuation efforts of other personnel, customers and visitors.
- ◆ If you are inhibited from proceeding to one assembly area, carefully proceed to the other.





Training and Professional Services

6601 NW 36th ST.

Building 57-09

Miami, FL 33166-6922

Ph: (786) 265-4700, Fax: (786) 265-4760

Mail Code: 7207-5709

Terminal

East Concourse

West Concourse

2nd Floor
Revised: 01/20/2019

Emergency Procedures Guide



Fire

1. Alert everyone in the immediate area.
2. Notify emergency responders by **dialing the emergency number 911**. You do not need to dial 8 first.
3. State the location of the fire:
**The Boeing Company
6601 NW 36th Street
Miami, FL 33166**
4. Use a suitable fire extinguisher only if you have been trained with its operation and the fire is small.
5. If the fire cannot be extinguished, activate the fire alarm system and evacuate the building through the nearest exterior or emergency exit.
6. Do not use elevators or attempt to return for forgotten articles
7. Report to the assembly area and remain there until an "All Clear" announcement has been made.



Storm Shelter and Shelter-in-Place



- ◆ These areas have been designated as rooms for immediate shelter for certain emergency events.
- ◆ A Storm Shelter is used in the event of extreme weather such as a tornado or hurricane.
- ◆ A Shelter-in-Place is used when chemical, biological, or radiological contaminants have been released into the environment.
- ◆ Report to the appropriate shelter and remain there until an "All Clear" announcement has been made.



Emergency

1. Notify emergency responders by **dialing the emergency number 911**. You do not need to dial 8 first.
2. State the location of the fire:
**The Boeing Company
6601 NW 36th Street
Miami, FL 33166**
3. Assign someone to meet response personnel at the building entrance and escort them to the individual requiring aid.
4. Do not move the victim(s) unless not doing so would be life threatening.
5. Provide care consistent with your level of training and ability to do so.

Non-Emergency

- ◆ Basic first aid supplies are available at the Guest Services desk in the main lobby.
- ◆ For non-emergency medical attention 24 hours a day, please go to:

**Baptist Medical Plaza
Urgent Care
9915 NW 41st Street
Doral, FL 33178
Phone: 786-596-3830**

or

**Palmetto General Hospital
Emergency Room
2001 W 68th Street
Hialeah, FL 33016
Phone: 305-823-5000**



Hotel Accommodations and Transportation Information

Boeing is pleased to let you know that we have partnered with Hospitality Too for arrangements with all Hotel, and ground transportation needs. Hospitality Too can be reached directly at the following to provide travel assistance as needed:

Via email: Boeing@HospitalityToo.com

Via phone: 786-264-1909

Hospitality Too will be able to confirm clients discounted hotel reservations, offer recommendations based on your needs and will assist with any special billing requirements. They can also arrange discounted rental cars for pickup at the airport or an alternate location. The Hospitality Too team can also provide you with local information in preparation for your arrival to the area.

This service is being provided to you at no cost. Hospitality Too's team of professionals come from the hotel industry and put their knowledge to work for you. Feel free to ask them any questions you may have, or allow them to explain how they can benefit you.


We thank you for your support and the opportunity to be of service.

www.HospitalityToo.com




Restaurants


Anthony's Coal Fired Pizza

2801 NW 87th Avenue
PH: 305-718-8499 

Applebee's

9815 NW 41st Street
PH: 305-716-4942 


Argentina Steakhouse

7369 NW 36th Street
PH: 305-702-1743 

Basilico Ristorante

5879 NW 36th Street
PH: 305-871-3585

Bocas Grill

3399 NW 72nd Ave #128
PH: 305-592-6333 



Boston Market

8070 NS 36th Street
PH: 305-751-0056

Cabo Flats

3450 NW 83rd Avenue
PH: 786-724-0220

Captain Prada

6355 NW 36th Street
PH: 786-502-8566  

Carolina Ale House

8669 NW 36th Street
PH: 786-401-6650

Chevy's Fresh Mexican

8191 NW 12th Street
PH: 305-392-2883




Chili's

8696 NW 13th Terrace
PH: 305-471-8178

Chuy's

8001 NW 36th St.
PH: 786-646-9986

Cilantros Cafeteria

5891 NW 36th St.
PH: 305-871-7278   

Coopers Hawk Restaurant

3585 NW 83rd Avenue
PH: 786-814-4777

Crackers

78 SW Canal St
786-518-3268

Doral Ale House

3271 NW 87th Avenue
PH: 305-629-9442


Dragonfly Izakaya & Fish Market

5241 NW 87th Ave
PH: 305-222-7447



El Pollo Inka

7285 NW 36th Street
PH: 305-599-8585

El Rinconcito Latino

7387 NW 36th Street
PH: 305-499-9494 


Famous Dave's Barbeque

8210 NW 36th Street
PH: 305-403-7919  


Flannigan's

8695 NW 12th Street
PH: 786-845-9366

Harvest Delights Mediterranean

3470 NW 82nd Avenue
PH: 305-406-1114 

La Cosecha Argentinian Steakhouse

6981 NW 74th Street
PH: 305-885-8850 

Le Esquina Del Lechon

8601 NW 58 St #101
PH: 305-640-3041


Longhorn Steakhouse

1630 NW 87th Avenue
PH: 305-477-4122

Marfil Bistro

8347 NW 36th St
PH: 305-960-7054

Miyako Japanese Restaurant

7902 NW 36th
PH: 305-593-9910 

My Little Greek Deli

195 Westward Drive
PH: 305-863-9857

Olivos Restaurant

10455 NW 41 St
PH: 305-718-9968

Patacon Pisao

7902 NW 36th Street
PH: 305-591-8866

Panera Bread

9717 NW 41st Street
PH: 305-403-3330

Pisco y Nazca Ceviche Gastrobar

8551 NW 53 St A101
PH: 786-805-4344

Shorty's Barbeque

2255 NW 87th Avenue
PH: 305-471-5554



Suvi Thai

5683 NW 36th Street
PH: 305-887-2212

Toms NFL Sports Bar & Restaurant

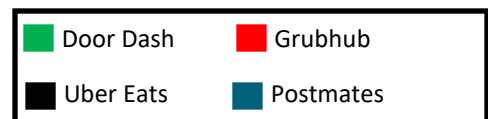
5001 NW 36th Street
PH: 305-888-6022

Totoritas Peruvian Restaurant

7367 NW 36th Street
PH: 305-477-4505  

Woody's West End Tavern

600 Payne Drive
PH: 305-882-1170



Entertainment and Shopping

Attractions

Ancient Spanish Monastery

16711 W. Dixie Highway
North Miami Beach, FL 33160
PH: 305-945-1461

Fairchild Botanic Garden

10901 Old Cutler Road
Coral Gables, FL 33156
PH: 305-667-1651

Jungle Island

1111 Parrot Jungle Trail
Miami, FL 33132
PH: 305-258-6453

Miami Seaquarium

4400 Rickenbacker Cswy.
Key Biscayne, FL 33149
PH: 305-361-5705

Miccosukee Indian Village

And Airboat Rides
Mile Marker 35, US Hwy 41
Miami, FL 33194
PH: 305-552-8365

Planet Air Sports

1950 NW 92nd Ave.
Doral, FL 33172
PH: 305-800-4386

The Dinner Detective

16701 Collins Ave
Sunny Isles Beach, FL 33160
PH: 866-496-0535

Zoo Miami

12450 SW 152nd Street
Miami, FL 33177
PH: 305-251-0400

Museums

Deering Estate

16701 SW 72nd Avenue
Miami, FL 33157
PH: 305-235-1668

History Miami Museum

101 W. Flagler St.
Miami, FL 33130
PH: 305-375-1490

Phillip and Patricia Frost Museum of Science

1101 Biscayne Blvd.
Miami, FL 33132
PH: 305-434-9600

Gold Coast Railroad Museum

12450 SW 152nd Street
Miami, FL 33177
PH: 305-253-0063

Miami Auto Museum @ Dezer Collection

2000 NE 146th Street
North Miami, FL 33181
PH: 305-354-7680

Perez Art Museum Miami

1103 Biscayne Blvd
Miami, FL 33132
PH: 305-375-3000

Viscaya Museum & Gardens

3251 South Miami Avenue
Miami, FL 33129
PH: 305-250-9133

Theaters

Actors Playhouse at Miracle Mile Theater

280 Miracle Mile
Coral Gables, FL
PH: 305-444-9293

Adrienne Arsht Center

For the Performing Arts
1300 Biscayne Blvd.
Miami, FL
PH: 305-949-6722

Bank Atlantic Center

1 Panther Parkway
Ft. Lauderdale, FL
PH 954-835-7000

Broward Center of the Performing Arts

201 SW 5th Avenue
Ft. Lauderdale, FL
PH: 954-462-0222

Gusman Center for Performing Arts

174 East Flagler St.
Miami, FL
PH: 305-374-2444

Golf Courses

Costa Del Sol Golf Club

100 Costa Del Sol Blvd.
Miami, FL 33178
PH: 305-592-3300

Miami Springs Golf and Country Club

650 Curtiss Parkway
Miami Springs, FL
PH: 305-888-2377

The Senator Course at Don Shula's Golf Club

7601 Miami Lakes Drive
Miami Lakes, FL 33014
PH: 305-820-8088

Entertainment and Shopping

Shopping

Aventura Mall

19501 Biscayne Blvd.
Miami, FL

Dadeland Mall

7535 N Kendall Dr.
Miami, FL 33156

Dolphin Mall

11401 NW 12th Street
Miami, FL

International Mall

1455 NW 107th Avenue
Miami, FL

Sawgrass Mills Outlet Mall

12801 West Sunrise Blvd
Sunrise, FL 33323

Village of Merrick Park

358 San Lorenzo Avenue
Coral Gables, FL 33146

Gaming & Pari-mutuels

Calder Casino & Race Track

21001 NW 27th Avenue
Miami Gardens, FL 3306
PH: 305-625-1311

Casino Miami Jai-Alai

3500 NW 37th Avenue
Miami, FL 33142
PH: 305-633-6400

Gulfstream Racing & Casino

901 Federal Hwy.
Ft. Lauderdale, FL
PH: 954-454-7000

Hialeah Park Casino

100 E. 32nd Street
Hialeah, FL 33013
PH: 305-885-8000

Magic City Casino

450 NW 37th Avenue
Miami, FL 33126
PH: 305-649-3000

Seminole Hard Rock Casino

1 Seminole Way
Hollywood, FL 33314
PH: 954-327-7625

Beaches & Parks

Amelia Earhart Park

401 E. 65 Street
Hialeah, FL
PH: 305-685-8389

Barnacle Historic State Park

3485 Main Hwy.
Coconut Grove, FL 33133
305-442-6866

Cape Florida Bill Baggs

1200 Crandon Blvd.
Key Biscayne, FL 33149
PH: 305-361-5811

Crandon Park

6747 Crandon Blvd
Key Biscayne, FL 33149
PH: 305-361-5421

Everglades National Park

40001 State Road 9336
Homestead, FL 33034

Matheson Hammock Park

9610 Old Cutler Road
Miami, FL
PH: 305-665-5475

South Beach

Ocean Drive
Miami Beach, FL

Tropical Park

7900 SW 40th Street
Miami, FL
305-226-8316

Simulator Operations - What to expect during your visit

In addition to maintaining the full-flight and fixed based simulators, we have in place an electronic flight log (e-log) system used to capture your student's training records. Each computer kiosk is located directly in front of each simulator device.

If you are arriving to the Campus for the first time, you will be required to sign up and become registered users by providing basic information:

- Your first and last name
- Your airline company
- Valid email address
- Select an 8-character password

Action to be taken:

Prior to beginning your Simulator Device Training session, you will need to access your electronic flight log (e-log) session and enter in your student names.

At each sign on, there will be a safety briefing for you and your students to view and acknowledge. Please be sure to save the data or start your session, upon exiting the simulator device, enter discrepancies resulting from your training session.

Compliance

The completion of your e-log session works towards validating proof of training hours for students. In addition, it also supports the Federal Aviation Regulation Sec 60.20 for logging discrepancies which may have resulted from the training.

F.A.R 60.20 - Logging FSTD Discrepancies

Each instructor, check airman, or representative of the Administrator conducting training, evaluation, or flight experience, and each person conducting the preflight inspection who discovers a discrepancy, including any missing, malfunctioning, or inoperative components in the FSTD, must write or cause to be written a description of that discrepancy into the discrepancy log at the end of the FSTD preflight or FSTD use session.



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