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

Aviation Security Administrator

Tony James  206-931-7655

Customer Training Operations (CTO) / Scheduling

Toll Free  800-787-2093
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 electric 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 docs. 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.
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.

Boeing Miami Campus
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.
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 contaminates 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. Fell 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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