Welcome to the Flight Services
Miami Campus

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

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

Thank you for choosing Boeing Flight Services to provide your training services. We look forward to meeting and working with you while you are here. Enjoy your stay!

Marty Schaaf
Miami Campus Manager
Alcohol
Absolutely no alcoholic beverages are allowed on Flight Services 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.

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, open Monday through Friday, 0800 to 1630.

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. The lobby is open 24 hours a day, 7 days a week. The Guest Services department hours are 0800 to 1600, Monday through Friday.

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 at the Miami Campus, messages may be left for you at 786-265-4700. You can pick them up at Guest Services.

Medical Services
If you become ill during training, please notify your instructor and Guest Services, who can 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.
Safety
Your safety while at the Miami Training 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. AEDs are located left of the elevators on the first and second floors. 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 a conference room away from external hazards. Please see the Building Evacuation Map and Evacuation Plan 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 is available at the Guest Services office, first and second floor administrative offices, Flight Training administrative office and Structures administrative office and labs. For serious injuries and medical emergencies, call 911. Report all injuries 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 first floor of the simulator bays, including the door trainer areas.

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

Smoking Policy
Use of tobacco products is not permitted on Boeing property. Tobacco products are defined as pipes, cigars, cigarettes, chew, snuff, snus (spitless tobacco) and clove cigarettes. Employees, customers, suppliers, and visitors are not allowed to use the products while on all company-owned property. Boeing premises are defined by building entrances and 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.

Training Material
Depending on your training program, at the end of training you may be eligible to arrange shipping of your training materials to an address provided. Contact Guest Services for details.

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. Parking rules are strictly enforced at the Miami Campus. Vehicles must be parked within stalls. Vehicles parked in any unmarked stall will be towed.

Travel and Ticket Arrangements
If you need to change your airline reservation, please call the airline. We regret that we are unable to make your personal travel arrangements.
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 operation 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 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 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.
- If you are inhibited from proceeding to one assembly area, carefully proceed to the other.
Driving Directions

Boeing Flight Services
6601 NW 36th St
Bldg 57-09
Miami, FL 33166-6922

From Miami International Airport (4.9 miles)
- Leaving the airport, take the ramp to FL-953 N/NW 42nd Ave/Le Jeune Rd.
- Take exit 3 on the left for Le Jeune Rd.
- Continue straight onto FL-953 N/NW 42nd Ave/Le Jeune Rd.
- Slight left onto the ramp to FL-948 W/NW 36th St.
- Turn left onto FL-948 W/NW 36th St.
- In 2.5 miles, the campus will be on the right.

From Fort Lauderdale International Airport (27.7 miles)
- Leaving the airport, follow Perimeter Rd. onto FL-818 W/Griffin Rd.
- Turn left to merge onto I-95 S 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-112 W/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.
Miami Campus Welcome Guide