The University of Oklahoma, OUTREACH
Advanced Programs – Travel Guide
Mildenhall, England

May 2013
# Table of Contents

**ADVANCED PROGRAMS WELCOME LETTER** ................................................................................................................. 3  
**MILDENHALL SITE OFFICE AND PERSONNEL DATA** .................................................................................................... 4  
  - Civilian Address ................................................................................................................................................. 4  
  - APO Address (US Domestic Mail) ...................................................................................................................... 4  
  - Office Phone Numbers .................................................................................................................................. 4  
  - Email ................................................................................................................................................................. 4  
  - Fax ................................................................................................................................................................. 4  
  - Site Director Phone ........................................................................................................................................ 4  
  - OU Office Hours ........................................................................................................................................... 4  
  - Education Services Officer (ESO) ................................................................................................................... 4  
  - Advanced Programs Site Coordinator ........................................................................................................ 5  
  - European Contract Support Office ............................................................................................................. 5  
**ARRIVALS AND DEPARTURES** .................................................................................................................................... 6  
  - Arrival at Heathrow Airport (primary airport used) .................................................................................... 6  
  - Arrival at Gatwick Airport (used for connecting from other sites) ....................................................... 7  
  - Arrival at Stansted Airport (used if travelling from within Europe) .................................................. 8  
  - Departure from Heathrow Airport .......................................................................................................... 9  
  - Departure from Gatwick Airport ............................................................................................................. 9  
  - Departure from Stansted Airport ............................................................................................................. 10  
  - Coach Station Locations ......................................................................................................................... 10  
**LODGING** ............................................................................................................................................................... 12  
  - Gateway Inn (primary lodging) ............................................................................................................. 12  
  - Bird in the Hand Motel (secondary lodging) .......................................................................................... 14  
**ADMINISTRATIVE SUPPORT AT MILDENHALL** ......................................................................................................... 17  
  - Computer Support ....................................................................................................................................... 17  
  - Audio/Visual Support .................................................................................................................................. 17  
  - Materials and Supplies .............................................................................................................................. 17  
**MILDENHALL CLASSROOM FACILITIES** ................................................................................................................... 18  
  - Hours of Class ............................................................................................................................................... 18  
  - Primary Classroom ..................................................................................................................................... 18  
  - Secondary Classroom: Bldg. 422, Rm 204 .............................................................................................. 19  
  - Transportation between Lodging and Classrooms .............................................................................. 20  
**LIBRARY AT RAF MILDENHALL** .............................................................................................................................. 21  
  - Location ........................................................................................................................................................... 21  
  - Phone ............................................................................................................................................................... 21  
  - Hours ............................................................................................................................................................. 21  
  - Type of Library ........................................................................................................................................... 21  
  - Lending Policies and Procedures ............................................................................................................ 21  
**IN CASE OF EMERGENCY WHILE AT MILDENHALL** ................................................................................................. 22  
  - Emergency Phone Numbers .................................................................................................................... 22  
  - Medical Facilities ........................................................................................................................................ 22  
  - Dental Facilities ........................................................................................................................................ 22  
  - Using Your Medical/Dental Insurance .................................................................................................... 22  
**MILDENHALL ON THE WORLD WIDE WEB** ............................................................................................................... 22
Dear OU Professor:

It is a pleasure to welcome you to RAF Mildenhall, home of the 100th Air Refueling Wing and one of two University of Oklahoma sites in England!

As the largest U.S. Air Force operated base in the United Kingdom, RAF Mildenhall covers more than 2,000 acres. Since 1934, when it officially opened, RAF Mildenhall has been at the center of aviation for the air forces of the United Kingdom and the United States. The 100th Air Refueling Wing, 352nd Special Operations Groups, several tenant units and its associated heavy aircraft are stationed here in support of U.S. and NATO commitments.

About 80 miles from London, RAF Mildenhall is located in East Anglia, a rural area comprised of four counties: Norfolk, Suffolk, Essex and Cambridgeshire. East Anglia, steeped in medieval history, boasts a unique heritage and fascinating character. It is an area of quiet, unspoiled villages and a varied landscape: dense pine forests, rich farmlands, rivers, and marshes that stretch east to the North Sea. Historical points of interest include Ely Cathedral, Cambridge, and the medieval town of Bury St. Edmunds. Abbey and castle ruins from the Middle Ages dot the landscape, and village churches allow visitors a look into the past.

This is a pleasant installation and has all the required facilities. For your information, your class will meet on base in a building nearby the Education Center. It is within walking distance of your room as are most other facilities on the base, although, due to periodic increased military use of lodging, it is quite possible that professors will be required to stay off base. In this case, M&LTaxi taxis can travel on and off-base. If you want to be prepared for the weather before you come, the local weather is available on web page http://www.bbc.co.uk/weather/ip28.

I look forward to meeting you and hope that you will enjoy your teaching experience at Mildenhall. If you have the time to see a bit of England, I would be more than happy to provide travel information. Please visit the web sites listed on page 22 of this guide, and do not hesitate to get in touch with me about any aspect of your trip.

Sincerely,

Laura Ward

Laura Ward
Mildenhall Site Director
Mildenhall Site Office and Personnel Data

Civilian Address
The University of Oklahoma
R.A.F. Mildenhall, Suffolk
IP 28 8NF
U.K.

APO Address (US Domestic Mail)
The University of Oklahoma
Unit 4925, Box 275
APO, AE 09459

Office Phone Numbers
- From United States: 011+44-1638-54-4172
- From Europe: 00+44-1638-54-4172
- Within England: 0+1638-54-4172
- Within Mildenhall: 01638 54-4172
- From a military/DSN phone (throughout Europe): 238-4172

Email
Laura Ward apmildenhall@ou.edu

Fax
From United States: 011-44-1638-71-7159

Site Director Phone
For emergency use only (home):
- From United States: see pre-travel documents
- From Europe: see pre-travel documents
- Within England: see pre-travel documents

OU Office Hours
Monday through Friday: 0830 – 1430 (8:30 am – 2:30 pm)

Education Services Officer (ESO)
Roger Wilson
Civilian phone (from United States): 011-44-1638-54-3175
Military/DSN phone: 238-3175
Advanced Programs Site Coordinator

Carolyn Taylor
Phone: (405) 325-1959
Fax: (405) 325-7273
cataylor@ou.edu

European Contract Support Office

Dr. Peggy Lerner, Director: apeudirector@ou.edu
   Home phone: see pre-travel documents
Rosemary Petrunyak: apeuprograms@ou.edu
Rebecca Fussnecker and Jamie Harmon: apeuadmin@ou.edu

Mailing Address:
The University of Oklahoma
Attn: (enter name)
CMR 419, Box 1634
APO, AE 09102

Street Address:
The University of Oklahoma
Sickingenstrasse 1A
69126 Heidelberg, Germany
Arrivals and Departures

Arrival at Heathrow Airport (primary airport used)

Disembarkation
After you have left the aircraft, proceed to Passport Control. If you have not already done so, you must complete a landing card provided by your flight attendant.

Passport Control
In the immigration hall, proceed to the desk that deals with your passport type (“Other Countries”). Present your passport and landing card for inspection.

Baggage Claim
Proceed to the baggage claim area. Please report lost luggage immediately to the airline.

Customs Clearance
Passengers arriving from outside the European Community (EC) must pass through either the Red or Green customs channels.

Taking the Commercial Shuttle Bus
Use the National Express Airport Coach (bus) service. Details, times, cost, pickup points and destination can be found at www.nationalexpress.com. Type in ‘Heathrow’ in the ‘from location field’ and ‘Mildenhall’ in the ‘to destination field,’ scroll to bottom of page and click on Times & Fares.

In order to take the correct bus, you should choose the Mildenhall, coach stop. Regardless of your scheduled bus time, your coach (bus) service’s final destination will be Norwich, which is posted on the front of the bus, with a stop at Mildenhall Village.

A taxi stand is at the drop-off point in the village for onward travel to RAF Mildenhall, Gateway Inn Billeting. A taxi will be unnecessary in most instances, since a Site Manager will pick you up directly from the coach stop. As such, please note that it will be VERY important to contact the site manager regarding arrival time to Mildenhall Village. National Express Service is the recommended service when flying into Stansted, Heathrow or Gatwick Airports for eventual arrival in the RAF Mildenhall/RAF Lakenheath area.

Departure times for the bus range 24 hours a day. The bus journey time will vary greatly depending on what time you’re departing the airport. It could take as little as approximately 2 and one half hours or as much as nearly five hours. The difference is due to stops in London and/or Stansted Airport on the way to Mildenhall Village. Please allow 60-90 minutes after you depart the plane on arrival to clear customs when planning your bus schedule.

To Change Money
There are Bureau de Change and bank services at all Heathrow terminals. Unless you plan to use a taxi when arriving in Mildenhall Village, it is unlikely that you will need British pounds before
your arrival on base. At RAF Mildenhall, you can use your ATM card to obtain dollars and pounds at any time.

Please Note: If you choose to take a taxi from the coach stop, the Site Director must meet you at the gate in order to escort you onto the base. Therefore, if you are arriving after office hours, you MUST notify the Site Director in advance so they are available to meet you. Otherwise, you may have to stay off-base for the first night.

Arrival at Gatwick Airport (used for connecting from other sites)

Disembarkation
Once you have left the aircraft, follow the 'Baggage Reclaim' signs that will lead to the immigration hall. An Inter-terminal rapid transit links the North and South Terminals. The transit is free and runs every three minutes on its journey of two minutes. North Terminal: British Airways, Delta Airlines. South Terminal: Air France, Air UK, American Airlines, Continental Airlines, Northwest Airlines, TWA, and Virgin Atlantic.

Passport Control
In the immigration hall, proceed to the desk that deals with 'Other Countries' passports. You must complete a landing card provided by your flight attendant. Handling agent representatives can provide a card if you did not receive one on the aircraft.

Baggage Claim
In the seating area after Passport Control, look for your flight number on one of the television monitors. The message will let you know when your baggage is ready to collect. Free trolleys are available in both terminals.

Customs Clearance
You must clear customs after you claim you baggage. Use Red Point to declare goods and the Green Channel if you have nothing to declare in excess.

Taking the Commercial Shuttle Bus (referred to as ‘coach’ in UK)
Use the National Express Airport Coach (bus) service. Details, times, cost, pickup points and destination can be found at www.nationalexpress.com. Type in ‘Gatwick’ in the ‘from location field’ and ‘Mildenhall’ in the ‘to destination field,’ scroll to bottom of page and click on Times & Fares. In order to take the correct bus, you should choose the Mildenhall coach stop Suffolk option. Regardless of your scheduled bus time, your coach (bus) service’s final destination will be Norwich, which is posted on the front of the bus, with a stop at Mildenhall Village. A taxi stand is at the drop-off point in the village for onward travel to RAF Mildenhall, Gateway Inn Billeting. A taxi will be unnecessary in most instances, since a Site Director will pick you up directly from the coach stop. As such, please note that it will be VERY important to contact the Site Director regarding arrival time to Mildenhall Village. National Express Service is the recommended service when flying into Stansted, Heathrow or Gatwick Airports for eventual arrival in the RAF Mildenhall/RAF Lakenheath area.
Departure times for the bus range 24 hours a day. The bus journey time will vary greatly depending on what time you’re departing the airport. It could take as little as approximately three hours or as much as nearly five hours. The difference is due to stops in London and/or Stansted Airport on the way to Mildenhall Village. Please allow 60-90 minutes after you depart the plane on arrival to clear customs when planning your bus schedule.

To Change Money
There is a Bureau de Change throughout both terminals. Unless you plan to use a taxi when arriving in Mildenhall Village, it is unlikely that you will need British pounds before your arrival on base. At RAF Mildenhall, you can use your ATM card to obtain dollars and pounds at any time.

Please Note: If you choose to take a taxi from the coach stop, the site manager must meet you at the gate in order to escort you onto the base. Therefore, if you are arriving after office hours, you MUST notify the site manager in advance so they are available to meet you. Otherwise, you may have to stay off-base for the first night.

Arrival at Stansted Airport (used if travelling from within Europe)

Disembarkation
After you leave the aircraft, follow the signs for “Baggage Reclaim.” The transit system will take you to Immigration Hall; journey time is 2 minutes.

Passport Control
Go to the desk dealing with your passport type (e.g., “Other countries” or Non-EC”); complete a landing card provided by your flight attendant.

Baggage Claim
When your flight number appears on one of the displays, note the Baggage Reclaim unit that will carry your luggage. Free trolleys are available.

Customs Clearance
Use the Red Channel if you have goods to declare; use the Green Channel if you have nothing to declare.

Taking the Commercial Shuttle Bus
Use the National Express Airport Coach (bus) service. Details, times, cost, pickup points and destination can be found at www.nationalexpress.com. Type in ‘Stansted’ in the ‘from location field’ and ‘Mildenhall’ in the ‘to destination field,’ scroll to bottom of page and click on Times & Fares. In order to take the correct bus, you should choose the Mildenhall coach stop, and NOT the RAF Mildenhall option. Regardless of your scheduled bus time, your coach (bus) service’s final destination will be Norwich, which is posted on the front of the bus, with a stop at Mildenhall Village. A taxi stand is at the drop-off point in the village for onward travel to RAF Mildenhall, Gateway Inn Billeting. A taxi will be unnecessary in most instances, since a Site Director will pick you up directly from the coach stop. As such, please note that it will be VERY important to contact the site manager regarding arrival time to Mildenhall Village. National
Express Service is the recommended service when flying into Stansted, Heathrow or Gatwick Airports for eventual arrival in the RAF Mildenhall/RAF Lakenheath area. Departure times for the bus range 24 hours a day. **The bus journey runs just over an hour.** Please allow 60-90 minutes to clear customs when planning your bus schedule.

**To Change Money**

There are Bureau de Change is located between the Departures and International Arrivals Concourses. Unless you plan to use a taxi when arriving in Mildenau Village, it is unlikely that you will need British pounds before your arrival on base. At RAF Mildenhall, you can use your ATM card to obtain dollars and pounds at any time.

**Please Note:** If you choose to take a taxi from the coach stop, the Site Director must meet you at the gate in order to escort you onto the base. Therefore, if you are arriving after office hours, you MUST notify the site manager in advance so they are available to meet you. Otherwise, you may have to stay off-base for the first night.

**Departure from Heathrow Airport**

**Arrival by Bus at Airport**

Most bus (coach) services arrive at the Central Coach Station, please follow the signs to Terminal 3 (Main International Departures Terminal) unless flying British Airways, in which case you will make your way to Terminal 5.

**Passport Control**

HM (Her Majesty’s) Immigration officials will examine passports before passengers proceed to the boarding gate.

**Security**

Airport security is very tight. You will be asked questions about your luggage, and all hand baggage may be x-rayed and/or hand searched. An additional security check is completed and random searches of passengers and luggage can also be expected.

**Departure from Gatwick Airport**

**Arrival by Bus at Airport**

All bus (coach) services are located on the ground floor of the South Terminal. Most international flights will depart out of the South Terminal. A shuttle bus runs between South and North if you’ll be departing from the North Terminal. Please double check your departure terminal.

**Check-In**

Present ticket and passport. Baggage will be weighed and transferred to the aircraft. A boarding card will be issued.

**Passport Control**

After the security check, HM Immigration officials will inspect your passport.
Security
Before entering the departure lounge, airport security will inspect your boarding card. A security search, to include x-ray inspection of hand luggage, will follow.

Boarding
Television monitors list flight departures (boarding time and gate number). No flight announcements are made. Be at your departure gate no less than 45 minutes before departure as boarding will commence at this time.

Departure from Stansted Airport

Arrival at Airport by Bus
The bus (coach) station is located in front of the terminal forecourt; reach the terminal by pedestrian subway then take the lift (elevator), escalator or ramp. Signs are posted throughout the arrival area- follow directions on signage.

Check-In
Flight departure information (flight number, destination, and check-in desk number) is displayed at the forecourt end of the check-in islands. Check in closes promptly 45 minutes prior to your flight.

Passport Control
After the security check, HM Immigration officials will inspect your passport.

Security
Before entering the International Departures Lounge or the Domestic Departures Channel, passengers must pass through a security check area. Boarding cards must be shown.

Coach Station Locations

Heathrow Airport:
If arriving at Heathrow, Terminal 1, 2 or 3, go to the Central Coach (bus) Station for tickets and departure on National Express Coach Service 727.

If arriving at Heathrow, Terminal 4, go to the Coach Station for tickets and departure at Stops 9 or 10 for National Express Bus Service 727.

Gatwick Airport:
Those arriving at Gatwick may arrive at two different areas.

If you land at the north terminal, to Ground Level, Stop 2 for National Express Coach (bus) Service 727.

Those landing at the south terminal need to come out of the international arrival’s area through the baggage claim area and through customs.
After leaving customs, make an immediate right turn and go toward the travel and information center.

Once there, make an immediate left and look for signs "To parking and ground transportation". It will be straight ahead of you. This will take you outside to the ground transportation area. Go down the steps where you will arrive at the coach station/Departure, Stop 4 for National Express Bus Service 727.

**Stansted Airport:**
Follow the signs for Ground Transport/Coach Station/Departures just outside the airport for National Express Coach (bus) Service, with the final destination posted as Norwich.
Lodging

Gateway Inn (primary lodging)

Location
Bldg 459
RAF Mildenhall

Mailing address
100 MWMH Reservations
APO, AE 09459

Email
lodgemhz@mildenhall.af.mil

Phone
• From United States: 011-44-1638-54-6001
• From Europe: 00+44-1638-54-6001
• Within England: (0-1638) 54-6001
• From a military DSN phone: 238-6001

Fax
• From a civilian phone: (0-1638) 54-3688
• From a military/DSN phone: 238-3688

Check-in Time
1400 (2:00 pm). Late check-in is available, but must be paid in advance with credit card for room to be held after 1800.

Check-out Time
1100 (11:00 am)

Typical Room Assignment and Cost per Night
Standard Room (Double): $53.25
Suite: $66.75
Temp Living Facility (TLF): $55.00

Methods of Payment Accepted
• U.S. Cash
• U.S. Personal Checks
• U.S. Traveler’s Checks
• Local Cash Currency (pounds)
• MasterCard/Eurocard
• VISA
Beds in Typical Room Assignment
One double bed (some rooms have two twins).

Amenities in Typical Room Assignment
- Alarm Clock
- Bar
- Telephone (military)
- Coffee Maker
- Telephone (commercial/civilian)
- VCR/DVD
- Desk/Chair
- Television; local programs
- Fan
- Television with AFN and/or CNN
- Toiletries (soap, shampoo, etc.)
- Radio
- Iron & Ironing Board
- Kitchenette
- Microwave Oven (kitchen)
- Wash/face cloth
- Mini-Refrigerator (kitchen)

Bathroom Facilities in Typical Room Assignment
Private tub and shower, wash basin and toilet

Electricity in Room
110 volt and 220 volt. You must provide your own plug adapters (note that British plugs are different from those used elsewhere in Europe).

Facilities Within Gateway Inn
- Laundry room
- Public civilian telephone
- Ice machine
- Military telephone
- Purchase of incidentals
- AT&T or MCI phone (access through desk)
- Video tape rental
- 24-hour desk service

Smoking Policy
Smoking is not allowed anywhere in the facility. Designated smoking areas are outside.
Facilities within Walking Distance of Gateway Inn:

- Education center/OU office (Bldg 422)
- Usual class location (Bldg 422)
- Secondary class location (Bldg 236D)
- Primary breakfast facilities (Bldg 423 and 449)
- Closest full-service restaurant (Bldg 464)
- Closest fast-food restaurant (Bldg 423)

Policies Regarding Reservations and Room Assignments

Reservations:

Reservations are for official purposes only and are made by the Site Director. Spouses not listed on travel orders may not stay in billeting. Please be advised that base access policies do change so if you plan on bringing family members please notify the Site Director of this no later than two months prior to your arrival, so all official paperwork and background checks can be completed. If this process is not completed, base access for your family members will be denied.

Check in:

Room assignments are made on a daily basis.

“Bumping”:

Once reservations are made, "bumping" is a last resort. However, if this happens alternate accommodations will be made. Billeting is assigned according to USAF regulation; a "priority placement" system is in operation.

Policies Regarding Accompanying Persons:

Spouses and bona fide dependent children are allowed if noted on travel orders. If not listed, they may not stay in billeting. Non-dependent relatives and non-related companions may not stay in billeting or have access to the base. (see Secondary Lodging available). Base billeting is only required to provide a regular double room to faculty with or without an accompanying spouse. Should you have additional needs (larger room, suite or have additional bona fide family members along (i.e. dependent children) you will need to stay in the Secondary Lodging facility. Any cost beyond that which is normally provided will be your responsibility to cover.

Bird in the Hand Motel (secondary lodging)

Location
Mildenhall

Mailing Address
The Street, Beck Row
Mildenhall, Suffolk
IP28 8ES
Phone
- From United States: 011+ 44-1638-71-3247
- From Europe: 00 + 44-1638-71-3247
- From Within England: (0-1638) 71-3247

Check-in Time
After 1400 (2:00 pm). Late check-in is available with prior notification.

Check-out Time
1000 (10:00 am)

Typical Room Assignment and Cost per Night
- Single/Double: £39.95 (additional rooms may be required dependent on the number of people in the party, please contact Site Director with details if more than one person will be arriving).
- Family Room: £65

Methods of Payment Accepted (add 3 % charge with credit card)
- Local Cash Currency (pounds)
- Local currency Traveler’s Checks
- MasterCard
- VISA
- American Express

Beds in Typical Room Assignment
One single or one double/queen.

Amenities in Typical Room Assignment
- Telephone
- Radio
- Shower
- Coffee/Tea maker
- Toilet
- Refrigerator
- Working desk
- TV

Bathroom Facilities in Typical Room Assignment
Private tub and shower, wash basin and toilet

Electricity in Room
220 volt only (transformer required for 110 volt appliances; special U.K. plug adapter required for dual voltage appliances)
Facilities within the Bird in the Hand

- Public civilian telephone
- Breakfast (not included in room cost)
- Bar/Restaurant/Lounge
- 24-hour desk service

Smoking Policy

Smoking is allowed throughout the facility.

Distances from Bird in the Hand to

- Education center/OU office (Bldg. 422) Transport required
- Usual class location (Mildenhall Building 422) Transport required
- Primary breakfast facilities In hotel
- Closest full-service restaurant In hotel
- Closest fast-food restaurant (Food Mall) Walking distance

Policies Regarding Reservations and Room Assignments

Reservations

Reservations are referred by the Liberty Lodge military reservations clerk. Spouses not listed on travel orders may stay in the Bird in the Hand Motel on a Space A (space available) basis only.

Check in

Room assignments are made on a daily basis.

“Bumping”

Once reservations are made, "bumping" does not occur.

Cancellations

Must be made in writing. Charges may be incurred for cancellations made 48 hours or less before the reservation unless the room can be re-let.

Policies Regarding Accompanying Persons

Spouses and bona fide dependent children are allowed in off base billeting. Any accompanying family, friends, etc. can be accommodated at additional cost and if either is beyond that which is normally provided it will be your responsibility to cover the difference.
Administrative Support at Mildenhall

Please refer to the Advanced Programs Faculty Guide for an overview of the duties and responsibilities of OU Site Managers.

Computer Support

- Professors may make arrangements with the Site Director to use the computer for course-related tasks during regular office hours when equipment is not needed by the Site Director.
- No internet access available in billeting rooms. Billeting office has wireless access in lobby area and a “community computer” from which you may check email, weather, etc. Computer applications such as Word, Excel, etc are not available and downloading is not permitted.
- Base Library – Workstations allow for internet access as well as full use of other applications/programs. Downloading is permitted, however, must conform to restrictions on “appropriate material.” Wireless access is also available for patrons who have their own laptop and network card.
- Bob Hope Community Center features internet café style workstations. Fairly limited usage capability; no downloading, printing, etc.

Audio/Visual Support

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>Available</td>
</tr>
<tr>
<td>In-focus projector</td>
<td>Available with sufficient notice</td>
</tr>
<tr>
<td>Whiteboard w/markers</td>
<td>Available</td>
</tr>
</tbody>
</table>

Materials and Supplies

Please return unused materials and supplies for use by the next professor as supplies are limited.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry board markers</td>
<td>If needed, from Site Director</td>
</tr>
<tr>
<td>Office supplies (paper, clips, staples, etc.)</td>
<td>Limited quantities available from Site Director</td>
</tr>
<tr>
<td>Course materials</td>
<td>Faculty must bring their own texts and course materials</td>
</tr>
</tbody>
</table>
Mildenhall Classroom Facilities

Hours of Class
- Tuesday – Friday: 1800-2130 (6:00-9:30 PM)
- Saturday & Sunday: 0830-1630 (8:30 AM-4:30 PM)

Primary Classroom
  Education Center, Bldg. 422

Distance to classroom from
- Gateway Inn: 3 blocks
- Bird in the Hand Motel: ½ mile

Typical Classroom Assignment
- Tables and chairs
- Maximum student capacity: 30
- White board
- Furniture may be moved if replaced to original arrangement
- Eating and/or drinking OFFICIALLY allowed in classroom
- Forced air heat (thermostatically controlled)

Facilities near Classroom

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s &amp; women’s restrooms</td>
<td>Within building</td>
</tr>
<tr>
<td>Beverage vending machine</td>
<td>In Building 427</td>
</tr>
<tr>
<td>Snack vending machine</td>
<td>In Building 427</td>
</tr>
<tr>
<td>Snack bar/fast food restaurants</td>
<td>Within one block – NCO club and BXtra</td>
</tr>
<tr>
<td>Smoking area</td>
<td>Outside building</td>
</tr>
</tbody>
</table>

Audio/Visual Equipment
- Overhead projector and screen (always in room)
- VCR/DVD and monitor (always in room)

Building Security
A member of the Education Center staff is responsible for locking and unlocking the building before and after class. Please ensure all windows are closed and locked prior to leaving building each evening/afternoon.

Other Classroom Policies and Procedures
Room assignments are coordinated through the education center.
Instructor and students are responsible for the condition of the classroom.
In case of an emergency:
- Security police: 116
• Ambulance: 117
• Fire: 117/118

Secondary Classroom: Bldg. 422, Rm 204

Distance from
• Gateway Inn: 3 blocks
• Bird in the Hand Motel: ½ mile

Typical Classroom Assignment
• Tables and chairs
• Maximum student capacity: 30
• Dry board/white board
• Radiators (adjustable)
• Ceiling fans
• Eating/drinking allowed in room IF cleaned up thoroughly and trash can emptied into dumpster after each class.

Facilities near Classroom

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s &amp; women’s restrooms</td>
<td>In building</td>
</tr>
<tr>
<td>Snack bar/fast food restaurants</td>
<td>Within two blocks – NCO Club &amp; BXtra</td>
</tr>
<tr>
<td>Beverage vending machine</td>
<td>Next door – Bldg 427</td>
</tr>
<tr>
<td>Smoking area</td>
<td>Outside building</td>
</tr>
</tbody>
</table>

Audio/Visual Equipment
• Overhead projector (in room)
• Screen (in room)
• VCR/DVD and monitor (in room)

Building Security
Monitor opens and locks building. Please ensure all windows are closed and locked prior to leaving the building each night/afternoon.

Other Classroom Policies and Procedures
Room assignments are coordinated through the education center.
Instructor and students are responsible for the condition of the classroom.
In case of an emergency:
• Security police: 116
• Ambulance: 117
• Fire: 117/118
Transportation between Lodging and Classrooms

From Gateway Inn
Walking distance:
- To primary classroom: 3 blocks
- To secondary classroom: 1 block

The Site Manager is available on the first day of class for registration and to provide transportation that day. Site Manager will make arrangements for transportation for the other days.

From Bird in the Hand Motel
Walking distance:
- To primary classroom: ½ mile
- To secondary classroom: ½ mile

Taxi:
Phoenix Taxis
Phone: 01638 533060

The Site Manager is available on the first day of class for registration and to provide transportation that day. Site Manager will help make arrangements for transportation for the other days.
Library at RAF Mildenhall

Location
Building 425

Phone
Military: 238-2352
Civilian: (01638) 54-2352

Hours
Monday through Friday: 1100 – 1800 (11:00 am – 6:00 pm)
Saturday: 1200 – 1800 (12:00 pm – 6:00 pm)
Family/Goal Days: 1100 – 1700 (11:00 am – 5:00 pm)
Sundays and US Holidays: CLOSED

Type of Library
Base library featuring fiction, non-fiction and reference.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating book holdings</td>
<td>16,000</td>
</tr>
<tr>
<td>Reference book holdings</td>
<td>2% of holdings</td>
</tr>
<tr>
<td>Periodical holdings</td>
<td>Popular, mission-essential educational and current affairs</td>
</tr>
<tr>
<td>CD-ROM holdings</td>
<td>Proquest (magazines, articles)</td>
</tr>
<tr>
<td>ERIC holdings</td>
<td>Not available</td>
</tr>
<tr>
<td>Video tapes</td>
<td>Family, popular and CLEP</td>
</tr>
<tr>
<td>Other resources</td>
<td>Computer lab, photocopying (10 cents per copy), audio tapes (fiction), internet access and inter-library loan.</td>
</tr>
</tbody>
</table>

Lending Policies and Procedures
• Loan period for books: 3 weeks
• Loan period for video tapes: 3 weeks
In Case of Emergency while at Mildenhall

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>Military: 117/118; Civilian: 01638-54-2722</td>
</tr>
<tr>
<td>Fire</td>
<td>Military: 117/118; Civilian: 01638-54-1117</td>
</tr>
<tr>
<td>Military Police</td>
<td>Military: 116; Civilian: 01638-54-2667</td>
</tr>
<tr>
<td>Base Operator</td>
<td>Military: 113</td>
</tr>
<tr>
<td>Red Cross</td>
<td>Duty hours: Ext. 2107; Non-duty hours: 01638-54-2121</td>
</tr>
</tbody>
</table>

Medical Facilities

US Military: 48 Med Group (USAF)
Hospital, RAF Lakenheath
Phone (duty hours):
  • Military/DSN: 226-8010
  • Civilian: 01638-52-8010
Appointments: Monday through Friday: 0730 – 1600 (7:30 am – 4:00 pm)
Authorized use on a per visit charge; costs are usually reimbursable through state-side medical insurance.

Dental Facilities

US Military: 48 Med Group (USAF)
Dental Clinic, Bldg. 446, RAF Lakenheath
Phone (during duty hours):
  • Military/DSN: 226-8795
  • Civilian: 01638-52-8795
Emergency appointments: Monday through Friday: 0730 – 1900 (7:30 am – 7:00 pm);
Sick call: 0730 – 1300 (7:30 am – 1:00 pm)
For dental emergencies after duty hours, report to the hospital emergency room at RAF Lakenheath.

Using Your Medical/Dental Insurance

In most cases, outpatient visits must be paid in advance and bills submitted to insurance companies for reimbursement. In-patient care is billed directly to the insurance company—no advanced payment is necessary.

Mildenhall on the World Wide Web

- Cambridge area: [http://www.visitcambridgeshire.org/](http://www.visitcambridgeshire.org/)
- Airport shuttle bus website: [http://www.nationalexpress.com](http://www.nationalexpress.com)