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

June 2015

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Dear OU Professor,

It is a pleasure to welcome you to RAF Lakenheath, home of the 48th Fighter 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 Lakenheath covers thousands of acres. Since 1934, RAF Lakenheath has been at the center of aviation for the air forces of the United Kingdom and the United States. The 48th Liberty Fighter Wing is stationed here in support of U.S. and NATO commitments.

About 80 miles from London, RAF Lakenheath is located in East Anglia, a rural area, comprised of four counties: Norfolk, Suffolk, Essex and Cambridgeshire. 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.

If you are interested in exploring the area during your visit, please consider the following areas located in close proximity to the base: Cambridge, Bury St. Edmonds, Lakenheath Villiage, Brandon, Mildenhall, and Ely. Here you will find shopping, restaurants, pubs, and lots of local culture! There are also things to do on base if you are interested in venturing out a bit closer to your lodging.

If you would like to sightsee or arrange transportation for departure, Phoenix Taxi (DSN# 226-2306) can travel on and off-base. You can also schedule coach service via nationalexpress.com for touring and transportation from Heathrow to Mildenhall and from Mildenhall to your departure point. Additionally, you can contact the ITT Lakenheath (www.ittlakenheath.com) at 226-2979 and inquire about their Local Weekday Tours. If you want to be prepared for the weather, the local weather is available on the following web page: http://www.bbc.co.uk/weather.

For your information, your class will meet on base at the Education Center (Building 948), in Room #205. It is within walking distance of your room, as are most other facilities on the base.

I hope that you will enjoy your teaching experience in the UK. Please feel free to let me know if you have any questions or if you need anything to make your stay more enjoyable.

Sincerely,

UK Area Site Director
Lakenheath Site Office and Personnel Data

Civilian Address
The University of Oklahoma
48 FSS/FSDE
Unit 5186
RAF Lakenheath
Brandon, Suffolk
IP27 9PN

APO Address (US Domestic Mail)
The University of Oklahoma
48 FSS/FSDE
Unit 5186
APO, AE 09461-5186

Office Phone Numbers
• From United States: 011-44-1638-52-6186
• From Europe: 00+44-1638-52-6186
• Within England: 0-1638-52-6186
• Within Lakenheath: 52-6186
• From a military/DSN phone (throughout Europe): 226-6186

Email
Site Director: aplakenheath@ou.edu

Fax
From United States: 011-44-1638-53-3816

OU Office Hours
Monday through Friday 0800 – 1600 (8:00 am – 4:00 pm)

Education Services Officer (ESO)
Mr. Rodney Jackson
• Civilian phone (from United States): 011-44-1638-52-3707/3851/3856
• Military/DSN phone: 226-3707/3851/3856

Advanced Programs Site Coordinator
Ms. Carolyn Taylor
Phone: (405) 325-1959
Fax: (405) 325-5709

European Contract Support Office
Dr. Peggy Lerner, Director: apeudirector@ou.edu
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. If you have any problems using this website, please contact the Site Director and he/she will provide you with a step-by-step guide. To get to Lakenheath, you first must get to RAF Mildenhall. Type in “Heathrow Airport” in the “from” location field and “Mildenhall” in the “to location field, scroll to bottom of page and click on Times & Fares. Type “Heathrow Airport” in the menu and in order to take the correct bus, you should choose “Mildenhall” coach stop, Suffolk as your final destination 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 Lakenheath, Liberty Lodge Billeting. A taxi will be unnecessary in most instances, since a Site Director must accompany you onto base, and so 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 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. It is unlikely that you will need British pounds before your arrival unless you plan on taking a cab from the Mildenhall Bust station to Base. At RAF Lakenheath, 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. Please 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](http://www.nationalexpress.com). If you have any problems using this website, please contact the Site Director and he/she will provide you with a step-by-step guide. To get to Lakenheath, you first must get to RAF Mildenhall. Type in ‘Gatwick’ in the ‘from location field’ and ‘Mildenhall’ in the ‘to location field’. Ensure you select your bus stop at Lakenheath, not Mildenhall.
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 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 Lakenheath, Liberty Lodging. A taxi will be unnecessary in most instances however, 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.

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. Departure times for the bus range from 0420 to 2230. Please allow at least 90 minutes to clear customs when planning your bus schedule.

To Change Money
There is a Bureau de Change throughout both terminals. It is unlikely that you will need British pounds before your arrival at Mildenhall. You can use your ATM card to obtain dollars and pounds at any time at RAF Lakenheath.

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 Stansted Airport (sometimes used if traveling 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-EU”); complete a landing card provided by the 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. If you have any problems using this website, please contact the Site Director and he/she will provide you with a step-by-step guide.
To get to Lakenheath you have to first go to RAF Mildenhall. 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, Suffolk option 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, Liberty Lodge 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 runs just over an hour. Please allow approximately 60 minutes to clear customs when planning your bus schedule.

To Change Money
There are Bureaux de Change is located between the Departures and International Arrivals Concourses. It is unlikely that you will need British pounds before your arrival. at RAF Lakenheath, 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.

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 4.

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 by Bus at Airport
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 1-3, 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. (Please see note in ‘Arrival at Stansted Airport’ section above.)

Lodging

Liberty Lodge (primary lodging)

Location
Bldg. 955
RAF Lakenheath

Mailing Address
48 FSS / SVML
APO, AE 09461

Phone
- From United States: 011-44-1638-52-6700
- From Europe: (International Access Code)+44-1638-52-6700
- Within England: (01638) 52-6700
- From a military/DSN phone: 226-6700

FAX
- From a civilian phone: (01638) 52-6717
- From a military/DSN phone: 226-6717

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. Storage area available for luggage.

Check Out Time
1100 (11:00 am)

Typical Room Assignment and Cost per Night (As of Jan. 1, 2015)
- Standard Room (Double): $60.00
- Suite: $60.00
- Temp Living Facility (TLF): (Family Units w/ Children-2 bdrm) $63.00 or $70.00-3 bdrm
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). Cribs are available at no cost.

Amenities in Typical Room Assignment

- Alarm Clock
- Bar
- Telephone (military)
- Coffee Maker
- Telephone (commercial/civilian)
- VCR/DVD player
- Desk/Chair
- Television; local programs
- Fan
- 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

Facilities within Liberty Lodge

- 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. Designate smoking areas are outside.
Facilities within Walking Distance of Liberty Lodge:

- Education Center/OU office (Bldg. 978)
- Usual class location (Bldg. 978)
- Primary breakfast facilities (Burger King, bowling alley, Starbucks, Rugby’s)
- Closest full-service restaurants (Enlisted Club, Liberty Club)
- Closest fast-food restaurant (Burger King, Popeye’s, Charley’s Subs, Pizza Hut)

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.

Check in:
Room assignments are made on a daily basis.

“Bumping”:
Once reservations are made, "bumping" is a last resort; however, 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 nor have access to the base. Non-dependent relatives and non-related companions may not stay in billeting or have access to the base. Please inform the Site Director as soon as possible about accompanied family members. Faculty with other traveling companions may request alternate accommodations be booked in the secondary lodging facility. Faculty will be responsible for making arrangements outside of lodging listed,

Bird in 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 Lakenheath

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

Computer Support
- Professors may make arrangements with the Site Directors to use the computer for course-related tasks during regular office hours when equipment is not needed by the Site Director. Copying is not available in the office.
- Wireless internet access is typically available in billeting rooms. The lodging office also has “community computers” and wireless capabilities 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 – Work stations allow for internet access as well as full use of other applications/programs. Downloading is permitted, however, must conform to restrictions placed on “appropriate material.” (Wireless access is also available for those patrons who have their own laptop and network card.)
- Enlisted Club (aka Rugby’s) – Features internet café-style workstations. Fairly limited in terms of usage capability: no downloading, printing, etc.

Audio/Visual Support

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD</td>
<td>Available</td>
</tr>
<tr>
<td>In-focus projector</td>
<td>Available</td>
</tr>
<tr>
<td>Laptop</td>
<td>Available (wireless not available in class)</td>
</tr>
</tbody>
</table>
Materials and Supplies

Please return unused materials and supplies for the use of the next professor since supplies are limited.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eraser</td>
<td>If needed, from Site Director</td>
</tr>
<tr>
<td>Dry board markers</td>
<td>If needed, from Site Director</td>
</tr>
<tr>
<td>Overhead transparencies</td>
<td>Faculty must bring own, none available</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>

Lakenheath 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 Site:

RAF Lakenheath, Education Center

Distance to classroom from:

- Liberty Lodge: 2 blocks
- The Bird in Hand Motel: 5 miles

Typical Classroom Assignment

- Tables with Chairs
- Maximum Student Capacity: 30
- Dry Board/White Board
- Portable Smartboard
- Wired Internet Access
- Furniture may be moved as long as it’s moved back.
- Eating and/or Drinking is not OFFICIALLY allowed in Classroom
- No Air Conditioning available/Heat available in winter months
- Wireless Internet is not available in the classroom
- A desktop computer with LAN internet access is available in the classroom; it is recommended that professors bring a thumb drive loaded with their presentations

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>On Site</td>
</tr>
<tr>
<td>Snack Bar (when opened)</td>
<td>Third Floor</td>
</tr>
<tr>
<td>Snack bar/fast food restaurants</td>
<td>Burger King/Popeye’s w/in walking distance</td>
</tr>
<tr>
<td>Smoking area</td>
<td>Outside classrooms</td>
</tr>
</tbody>
</table>
Audio/Visual Equipment

- LCD projector and screen
- DVD player (only works with desktop computer provided in classroom)
- Laptop (has an external DVD player) Can be connected to LCD projector listed above

Building Security

A building monitor will unlock and lock classroom facilities. Contact information will be provided to professor by Site Director.

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: 114
- Ambulance: 116
- Fire: 117

Secondary Classroom Site: RAF Lakenheath High School

Distance

- From Liberty Lodge: 4 blocks
- From Bird in the Hand Motel: 5 miles

Typical Classroom Assignment

- Tables and chairs
- Maximum student capacity: 30
- Dry board/white board
- Radiators (adjustable)

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>On Site</td>
</tr>
<tr>
<td>Smoking area</td>
<td>Outside building</td>
</tr>
</tbody>
</table>

Audio/Visual Equipment

- Overhead projector (request ahead of time)
- Screen (white board in room)
- VCR and monitor (request ahead of time)
- Laptop (has an external DVD player)
- Portable LCD projector also available for use (request ahead of time)

Building Security

At this time, a building monitor has not been designated; therefore, the Site Director will ask a student or the professor to lock the building upon departure.
Other Classroom Policies and Procedures

Room assignments are coordinated through the education center. Instructor and students are responsible for the condition of the classroom.

Transportation between Lodging and Classrooms

From Liberty Lodge

Walking distance from:
- Primary classroom: 2 blocks
- Secondary classroom: 2 blocks

Site Director is available on the first day of class for registration and to provide transportation. For subsequent days, taxis are available (and reimbursable for official business) by calling 01638-533060. You can expect to pay 5 British pounds for this round trip. Make sure you retain all receipts for your reimbursement paperwork.

From Bird in Hand Motel

Distance from:
- Primary classroom: 5 miles (taxi necessary)
- Secondary classroom: 5 miles (taxi necessary)

Site Director is available on the first day of class for registration and to provide transportation. For subsequent days, taxis are available (and reimbursable for official business) by calling 01638-533060. You can expect to pay 5-10 British pounds for this round trip. Make sure you retain all receipts for your reimbursement paperwork.

Library at RAF Lakenheath

Location

Building 907

Phone

Military: 226-3713/3855
Civilian: (01638) 52-3713/3855

Hours

Monday through Saturday: 1000 – 1800 (10:00 am – 6:00 pm)
Sunday: 1000 – 1700 (10:00 pm – 5:00 pm)

Type of Library

Base library featuring fiction/non-fiction collections and reference.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating book holdings</td>
<td>32,000</td>
</tr>
<tr>
<td>Reference book holdings</td>
<td>5% 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>Hard copies only</td>
</tr>
<tr>
<td>Resource</td>
<td>Availability</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Video tapes</td>
<td>Family, popular, CLEP</td>
</tr>
<tr>
<td>Other resources</td>
<td>Photocopying (10 cents per copy), audio tapes (mostly fiction) and inter-library loan</td>
</tr>
</tbody>
</table>

**Lending Policies and Procedures**

- Loan period for books: 3 weeks
- Loan period for video tapes: 1 week

**In Case of an Emergency While at RAF Lakenheath**

**Emergency Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>Military: 116; Civilian: 01638-532444</td>
</tr>
<tr>
<td>Fire</td>
<td>Military: 117; Civilian: 01638-521117</td>
</tr>
<tr>
<td>Military Police</td>
<td>Military: 114; Civilian: 01638-52-2333</td>
</tr>
<tr>
<td>Base Operator</td>
<td>Military: 113</td>
</tr>
</tbody>
</table>

**Civil Engineers – Direct Work Service (DWS)**

- Duty hours: Ext 1856; Civilian: 01638-52-1856
- Non-duty hours: Ext 3665; Civilian: 01638-52-3665

**Red Cross**

- Duty hours: Ext 1855/2271
- Non-duty hours: Ext 2121

**Medical Facilities**

US Military: 48 Med Group (USAF)

- Main hospital: Bldg 932
- Primary care clinic: Bldg 959
- Phone: Ext. 1847
- Civilian phone: 01638-52-1847
- Appointments: Monday through Friday: 0800 – 1600 (8:00 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)

- Bldg 944
- Emergency Appointments: Monday through Friday: 0730 – 1630 (7:30 am – 4:30 pm)
- Sick call: Ext 1846/3722 (during duty hours)
- For dental emergencies after duty hours, report to the hospital emergency room.
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.

Resources

- Airport shuttle bus: http://www.nationalexpress.com/home/hp.cfm
- Tourism information for East Anglia: http://www.eastanglia.worldweb.com/