



Date of last correction: 31 AUG 10

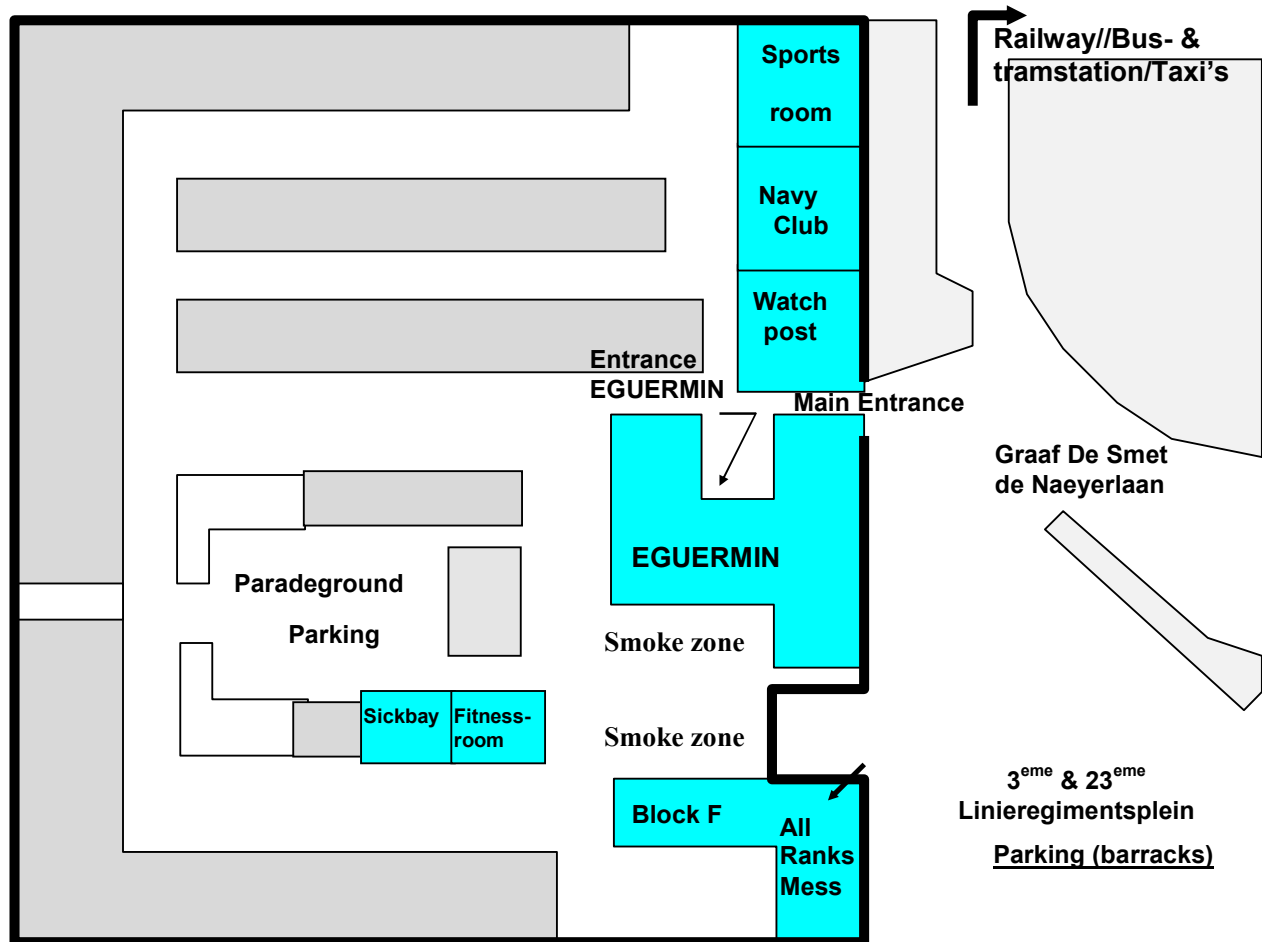
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GENERAL GUIDELINES FOR STUDENTS AND AUTHORITIES

Authorities, responsible for sending students to EGUERMIN, are requested to apply these guidelines conscientiously and to make this document available to their students, designated to follow a course in EGUERMIN. Non-compliance can adversely affect students.

1. **HOW TO REACH THE SCHOOL / SCHOOL ADDRESS**

- The Belgian-Netherlands minewarfare school is located on “Graaf de Smet de Naeyerlaan” a short distance from the railway station/ferry terminal
Eguermin forms part of the complex of the Bootsman Jonsen Naval Barracks (MKBJ).
- The mailing address is : (rank).....(name).....
BE-NL MIJNENBESTRIJDINGSSCHOOL
EGUERMIN
3e en 23e Linieregimentsplein
B - 8400 OOSTENDE
BELGIUM



Parking (city of Oostende)

2. TELEPHONE/FAX/EMAIL

A. Telephone/fax

(1) Service Calls

Via Belgacom (civilian lines): +32/(0)59-56 +	<u>extension</u>
Via Bemilcom (military lines) : 2731 +	↓
- <u>Eguermin telephone nrs:</u>	
Reception	3433
Security petty officer (outside working hours)	3492
GSM (mobile): +32/(0)475-57 95 15	
- <u>Eguermin fax</u>	3430
- <u>MKBJ telephone nrs :</u>	
Watch post	3227
Sickbay	3344

Note: Private phone calls via those lines are not allowed !

(2) Private calls

- A number of public phone booths are located in the city, very close to the school.
- Accommodation: In most of the rooms a phone is present.
- How to use your room phone.
Your room telephone has a dial-in capability. People from outside EGUERMIN can reach you at following number: +32/(0)59-56 + room telephone nr ...
By default, dial-out capability is not available.
You can add a "FOLLOW ME" capability to another internal set by using the following keystrokes. Press *150 followed by the follow number. Cancellation can be achieved by keying *154.

B. E-mail.

The internet e-mail address of EGUERMIN is : info@eguermin.org

3. PARKING FACILITIES

- There is a large public free parking lot owned and operated by the city immediately outside of the EGUERMIN complex.
- Parking is also available in the fenced area next to the all ranks mess. This parking lot is monitored 24 hours a day by the watch at the front gate. If you desire to park in this lot please check in with the watch and let them know which car you will be parking there.
- Motorcycles and mopeds can be parked in a reserved area inside the EGUERMIN complex.

4. ACCESS TO THE SCHOOL

- SMOKING IS FORBIDDEN INSIDE ALL BUILDINGS !

- Upon arrival at the school the student receives an access-pass (the pass must be worn and visible while in the school during working hours) or an electronic access-card and room-key (see pt. 5).
- The electronic card gives access to the school. It has to be held close to the registration devices at the entrance of the school. A green light will illuminate when the door is unlocked.
- The access-pass or the electronic access card gives access to the barracks. It has to be shown at the main entrance of MKBJ.
- Students arriving earlier the first day of the course (e.g. on Sunday evening) must notify EGUERMIN in advance of arrival.
- On the day of arrival students may enter the school before 23.00 hrs or after 07.00 hrs. It is **not** possible to enter the school between 23.00 hrs - 07.00 hrs without the electronic card.

5. KEYS

- The room and classroom keys, the electronic access-cards for the entrance of the school or the access-passes (see pt. 4) are obtained from the receptionist (during working hours) or the security petty officer (outside working hours) (see pt.15).
- When leaving your room or classroom, it must be closed. The cleaning personnel have their own keys.
- Lock valuables in the appropriate lockers in the room.
The loss of a key, an electronic card or an access-pass must immediately be reported to the mentor or the security petty officer. The replacement must be paid by the student: ±10 EURO per key and 12,39 EURO per electronic card.
- At the end of your stay, keys, cards and passes must be handed in at the reception (during working hours) or at the security petty officer (outside working hours).

6. ACCOMMODATION

- The students are accommodated in the school (28 single and 2 double rooms), or in the barracks (MKBJ/block F; see map on p.2) (9 single rooms). Rooms in the school are up LTCDR's standards.
- Restrooms and showers are not inside the rooms.
- Bed linen is provided. Students have to bring their own towels.
- Electric razors are to be adjusted for 220 Volts continental plugs.

- Cleaning personnel will clean the room. Please keep your area in order, do not leave personal items laying about.
- Glass waste may not be thrown in the garbage cans, but must be disposed of in the glass-containers in the passages.
- Alcoholic beverages, cooking utensils, etc. are not allowed in the rooms.
- Pinning something to the walls or the woodwork is not permitted.
- Every room is equipped with a television, a refrigerator and a radio with CD- and cassette recorder.
- Make sure, whilst using your TV or music installation, not to disturb the study or sleep of your fellow-students (silence at 10.00hrs.).
- Enlisted personnel make their own beds.
- Laundry facilities are available in room 313 (detergent and irons are provided).
- In the morning of the day of departure, the rooms have to be cleared out so that they can be cleaned. Only packed luggage can stay in the room.
- Price per day in EURO for accommodation: (payable: cash)

single room	: 18 EURO
double room	: 15 EURO/person

NOTE:

1. The prices are subject to changes without notice

2. Accommodation that has not been requested in advance can only be assigned if there is room available.
3. When there is not enough accommodation, the highest ranks can be accommodated in a hotel. These persons will then receive a “non availability sheet”.

7. CATERING

- Meals are served at the all-ranks mess of the MKBJ (see map on page 2).
- The student must be registered for each meal. He/she is responsible for registering the needs of meals for the first day of their stay (breakfast, lunch and diner), he/he must send this information 6 weeks prior to the course with a information sheet.
- During the arrival-routine the mentor will accompany the students to the all-ranks mess, where they can arrange catering for the rest of their stay.
- EGUERMIN has a small kitchen with limited possibilities.

Meal hours	Prices
- breakfast : 07.00→07.45	1,50 EURO
- lunch : 11.30→12.45	4,00 EURO
- supper : 16.30→17.45	2,50 EURO

Note : These prices are subject to changes without notice

Coffee break is served in the hall on the ground floor (117). Price : 3.50 Euro per week / 1 Euro per day (all payable, cash), by class representative to the mentor.

8. ENROLLING STUDENTS IN A COURSE

- The responsible for registering students for courses, training, or exercises, are to do so as soon as possible. This can be done by message, letter, fax or E-mail (writing address: see pt.1; msg address: RQFNO EGUERMIN; fax and E-mail: see pt.1). Verbal requests are considered to be informative. They must be officially confirmed as mentioned above.
- The following information must be included in the list of participants: **rank, name, number, male/female, time of arrival and requirements for accommodation and catering.**
- The earlier the required information on students is forwarded, the more likely they are to obtain accommodation in the school (in busy periods). Request for participation are to reach EGUERMIN **3 weeks in advance at the latest.**
- **Non compliance with these guidelines may result in adverse consequences** for the person concerned. Accommodation and catering that was provided, but not used, will have to be paid.

9. THE MENTOR

- A mentor is assigned for every course.
- The mentor arranges the arrival routine. He/she guides the students with the arrangement of their affairs in the school, the MKBJ and gives information concerning the course. When you need information prior to the course, you can ask the phone number of your mentor via "Bureau of Planning".
- During the course the mentor is responsible for the guidance of the students and for giving the necessary information.

10. CLASS REPRESENTATIVE

- A "class representative" will be designated by the mentor for the duration of the course.
- He/she is responsible for the appearance of the class, the presence of the students and for collecting the classroom key (opening and closing the class).
- He/she reports any particularities to the instructor at the start of each lesson.
- He/she can be charged with the command over the execution of collective activities or movements.
- He/she is responsible for the discipline in the class.
- He/she represents the class towards the mentor concerning matters of general interest.

11. CLASSROOMS

The mentor will provide the partition of the classrooms and the weekly course program.

12. LECTURE HOURS

First hour	08.30-09.15
Second hour	09.20-10.05
Coffee break	
Third hour	10.20-11.05
Fourth hour	11.10-11.55
Lunch break	
Fifth hour	13.05-13.50
Sixth hour	13.55-14.40
Coffee break	
Seventh hour	14.55-15.40] not on
Eight hour	15.45-16.30] Fridays

13. STATIONERY:

The student must be in the possession of writing materials, ruler, writing paper and a binder A4 size.

14. EXAMS

- Exams i.a.w EGUERMIN regulations, Belgian and Dutch laws.
- Information can be obtained from the Head of Education Support (HSOO).

15. SECURITY

DUE TO STRICT BELGIAN LAW, THE SECURITY CLEARANCE MUST REACH EGM NOT LATER THAN 1 MONTH PRIOR TO THE START DATE OF THE MSOC-N and AMWC-N COURSES.

FOR THE OTHER NATO COURSES THE SECURITY CLEARANCE MUST REACH EGM BEFORE STARTING THE COURSE

NO VALID SECURITY CLEARANCE MEANS NO ENTRANCE TO COURSE AND THE STUDENT MUST BE RETURN TO HIS/HER UNIT (Only applicable for NATO and BEL/NLD courses).

- During working hours there is a receptionist at the entrance of the school (Tel. 3433). After working hours there is a “security petty officer” in the school (room 327, Tel. 3492/GSM (mobile) +32/(0)475-579515).
- Entry to the school is restricted to school personnel and students (see pt. 4).
- Confidential waste containers are situated at several places in the school. Ask your mentor for information.
- It is forbidden to take pictures in the school and the barracks.
- Books and classified documents that are not used are to be locked in lockers in the classrooms or accommodation. Books and classified documents are not to be taken out of the school.
- No notes may be taken from classified data. Photocopies of classified material may only be taken after obtaining permission from BURDOC.
- Report all losses of classified information to the mentor at once.
- Violation of the rules concerning the security of classified publications is illegal.
- The barracks (MKBJ) can only be entered on display of the access-pass (student/visitor) (see pt.4).

16. UNIFORM

During working hours the Belgian rules concerning the uniform are to be respected (no working clothes or battle dress). This means that during normal days the ‘woolly pully’ can be worn. Service blue is required for certain occasions. Evening or ceremonial uniforms will normally not be required for students attending a course in Eguermin. Ask your mentor for any additional information.

17. REQUESTS/COMPLAINTS

- Requests are to be submitted to the mentor.
- Complaints forms can be obtained by the mentor or at the reception and must be delivered to the representative in room 162, who will investigate your complaint.

18. MEDICAL ASSISTANCE

- Notify your mentor. He/she will make the necessary arrangements.
Sickbay is situated at the parade ground of MKBJ (see plan on page 2).
- When you need urgent medical assistance outside working hours, you must contact the security petty officer (room 327, phone 3492 / mobile phone 0475-579515).

19. MAIL

Incoming mail will be handed over to the student via the BE-secretariat.

20. SPORT FACILITIES

- The MKBJ has a fitness and sports room.
- Outside working hours, the keys of the fitness and the sports room must be obtained at the main entrance of the MKBJ.
- Arrangements for the use of the sports facilities can be made with the sports section of MKBJ or with your mentor.
- The swimming pool of Oostende is a heated 50 m seawater pool at 2,5 KM from the school.

21. RULES AND REGULATIONS

This document is only a guideline. Students are to observe EGUERMIN rules and regulations. For more information you can ask your mentor (pt.9).

22. General information about Ostend

Can be find on internet: www.oostende.be .