



Visitor Guide

Welcome to Telephonics



Telephonics Corporate Headquarters

Given the proprietary nature of our business, Telephonics has instituted security protocols appropriate to our industry. All visitors to our facilities must comply with the following guidelines. We hope that your time spent with us is informative, productive and enjoyable.

Hours of Operation & Address

Telephonics business hours are Monday – Thursday, 7:30am - 5:30pm and Friday, 8am - 12pm.

Corporate Headquarters

815 Broad Hollow Rd.
Farmingdale, NY 11735

Offices & Manufacturing Facilities

- 770 Park Avenue
Huntington, NY 11743

- 112 Corporate Drive
Elizabeth City, NC 27909

Visitor Parking

Marked visitor spaces can be found near the front entrances of all buildings.

Visitor Credentials

All visitors will be required to show valid photo ID (a list of acceptable IDs follow) upon arrival to our facilities, when checking in with the lobby receptionist. If your credentials have expired, you will not be granted access to the building, except in the case of an expired U.S. passport. Please sign-in at the front desk and provide the following credentials:

- **U.S. visitors** – U.S. passport (may be expired), U.S. permanent resident card (informally known as a green card), enhanced driver's license, photo

documentation of asylee or U.S. status, birth certificate or U.S. Government-issued military identification card

- **U.S. employees** holding security clearances may have their company send in their security clearances through the U.S. Government's JPAS system and this will suffice as proof of U.S. status. Telephonics' SMO/JPAS codes are 64694* and 78711*
- **Foreign nationals** – passport or visa

Visitor Technology

- U.S. citizens are permitted to bring smartphones/cell phones in to Telephonics facilities and will be given a PIC Patch to be placed on all device cameras. This patch may not be removed until the lobby checkout process has been completed. Foreign Nationals are not permitted to bring in their smartphones/cell phones under any circumstance and will be asked to check these devices with the lobby receptionist for safe-keeping until they depart.
- U.S. citizens with a laptop, tablet, smart watch or other wireless device must register the device with the Lobby receptionist upon arrival. Any device with a camera will require a PIC Patch. No Foreign National visitor's laptop, tablet, smart watch or other wireless device will be permitted inside the facilities unless your host has received advance approval from the Security department.

- No visitor device, belonging to either a U.S. citizen or Foreign National will be permitted to connect to the Telephonics guest Wi-Fi unless your Telephonics host has received advance approval from Information Services for use of the network. If no prior approval has been received, visitors will need to be prepared with their own internet connection. Please confirm directly with your host if you are approved for Wi-Fi access during your visit.
- Visitors will be unable to use their USB storage devices on Telephonics computers. If information needs to be shared during a visit, it must be securely emailed to your host prior to your arrival.

Inside Our Facilities

- Once you have arrived and completed the check-in process, you will be given a Telephonics visitor badge. Please be sure to display your visitor's badge at all times. Visitor badges must be returned each day to the lobby receptionist.
- Be sure to remain with your Telephonics' host at all times
- Obey all company policies and procedures posted on building signage
- Park in visitor parking spaces
- If advised by your Telephonics host, you may need to wear personal protective equipment in sensitive areas, including ESD smocks

Visitor Safety

Ensuring the safety of our visitors is of critical importance and each Telephonics location has staff members who are trained in First Aid, CPR and Automatic External Defibrillator (AED) administration. Additionally, each building is equipped with AEDs. In the event of an emergency, dial "0" and report the nature of the emergency to the operator. The operator will contact the correct member(s) of the First Aid team as well as the proper authorities.

In the event of a fire or building evacuation, please use the exits closest to you (do not use elevators) to leave the building and meet at Telephonics' designated Rally Points, which are listed by location below:

- Corporate Headquarters (815) North parking lot, along the fence that borders Broad Hollow Rd.
- Offices & Manufacturing Facility
 - 770 Park Avenue, Huntington, NY 11743
 - 112 Corporate Drive, Elizabeth City, NC 27909

In Case of Emergency

During hours of operation:

- All emergencies dial "0"
- East Farmingdale Fire Company: 631.249.0047
- Greenlawn Fire Department: 631.261.1616
- Elizabeth City: 252.331.1500

Please note that in the interest of promoting a safe and healthy work environment, we ask all visitors to:

- Refrain from smoking on all Telephonics properties
- Remember to never use the elevator during an emergency, instead use the stairwells
- Report all safety-related incidents to avoid reoccurrences to your Telephonics' host immediately
- All visitors have the right to stop working if an unsafe condition exists
- Contact the Environmental, Health and Safety (EH&S) department at ext. 7720 if you see an unsafe situation

Driving Directions

Corporate Headquarters

815 Broad Hollow Rd.
Farmingdale, NY 11735

Long Island MacArthur Airport (East)

Airport is approximately 20 miles from headquarters or 30 minutes driving time (with no traffic).

- Head west on Arrival Ave., continuing on to Seymour Rd.
- Continue on to Johnson Ave.
- Turn right onto Sunrise Hwy, North Service Rd. NY-27
- Merge onto NY-27 W
- Take exit 41 toward Southern Pkwy/Robert Moses Causeway
- Merge onto Sunrise Hwy, North Service Rd.
- Merge on to Robert Moses Causeway
- Use left two lanes to take exit toward New York
- Merge onto Southern State Pkwy
- Take exit 33 to merge onto NY-109 W/Farmingdale Rd. toward Farmingdale
- Merge onto NY-109 W/Farmingdale Rd.
- Use the right lane to merge onto NY-110 N/Broad Hollow Rd. via the ramp to Huntington
- Headquarters is on your right

John F. Kennedy Airport (West)

Airport is approximately 24 miles from headquarters or 45 minutes driving time (with no traffic).



770 Offices & Manufacturing Facility



112 Corporate Drive, Elizabeth City, NC 27909

- Head southeast on JFK Expressway
- Take the terminal exit
- Turn left onto S Cargo Rd., which becomes N Boundary Rd.
- Use the left lane to merge onto JFK Expressway
- Use the left lane to merge onto the Belt Pkwy E exit towards Eastern Long Island
- Use the left 2 lanes or exit 25A to merge onto Southern State Pkwy toward Eastern Long Island
- Take exit 32N to merge onto NY-110 N/Broadway toward Huntington
- Headquarters is on your right

LaGuardia Airport (West)

Airport is approximately 35 miles from headquarters or 45 minutes driving time (with no traffic).

- Head north toward 102nd St.
- Exit traffic circle onto Ditmars Blvd.
- Turn right onto Grand Central Pkwy E toward Eastern Long Island
- Merge onto Grand Central Pkwy
- Grand Central Pkwy becomes Northern State Pkwy
- Take exit 33 to merge onto Wantagh State Pkwy
- Use left lane, exit W4 E to merge onto Southern State Pkwy toward Eastern Long Island
- Take exit 32N to merge onto NY-110 N/Broadway toward Huntington
- Headquarters is on your right

Offices & Manufacturing Facility - New York

770 Park Ave.
Huntington, NY 11743

Long Island MacArthur Airport (East)

Airport is approximately 21 miles from Huntington locations or 33 minutes driving time (with no traffic).

- Head west on Arrival Ave., continuing onto Seymour Rd.

- Turn right onto NY-454 W
- Turn right onto Lakeland Ave.
- Turn right onto Smithtown Ave., continuing onto Ronkonkoma Ave.
- Turn left onto Expwy Dr. N/Expwy Drive N/Long Island Expressway North Service Rd.
- Use the left lane to merge onto I-495 W to New York
- Take exit 51 toward NY-231/Babylon/Northport, merging onto N Service Rd.
- Turn right onto Deer Park Rd.
- Use left lane to stay on Deer Park Rd.
- Slight left to stay on Deer Park Rd.
- Continue onto Park Ave.
- 770 is the building on the right, after train tracks

John F. Kennedy Airport (West)

Airport is approximately 33 miles from Huntington locations or one hour driving time (with no traffic).

- Head southeast on JFK Expressway, take terminal exit to turn left on S Cargo Rd.
- S Cargo Rd. becomes N Boundary Rd.
- Turn left onto Farmers Blvd.
- Continue straight to stay on Farmers Blvd.
- Turn right onto 145th Dr.
- Turn left onto 179th St.
- Turn right onto S Conduit Ave.
- Use left lane to merge onto the Belt Pkwy E ramp to Eastern Long Island
- Use right 2 lanes to exit toward Cross Island Pkwy/Whitestone Br., then keep left
- Continue onto Cross Island Pkwy
- Take exit 30E to merge onto I-495 E
- Take exit 45 for Manetto Hill Rd. toward Plainview/Woodbury

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- Keep right at fork, merging onto Manetto Hill Rd.
- Use right two lanes to turn right onto Woodbury Rd.
- Continue onto W Pulaski Rd.
- Turn left onto Railroad St.
- Continue onto Broadway
- Turn right onto Park Ave.
- 770 is Telephonics building on left

LaGuardia Airport (West)

Airport is approximately 32 miles from Huntington locations or one hour driving time (with no traffic).

- Head north toward 102nd St.
- Exit traffic circle onto Ditmars Blvd.
- Turn right onto Grand Central Pkwy E toward Eastern Long Island
- Merge onto Grand Central Pkwy
- Grand Central Pkwy becomes Northern State Pkwy
- Take exit 40N toward Huntington
- Turn right onto E Pulaski Rd.
- Turn left onto Park Ave.
- 770 is on right, after train tracks

Offices & Manufacturing Facility - Elizabeth City

112 Corporate Drive
Elizabeth City, NC 27909

Norfolk International Airport (ORF)

Airport is approximately 46.5 miles from our Elizabeth City, NC facility or 52 minutes driving with minimal traffic

- Start out going west on Norview Ave.
- Turn left to stay on Norview Ave.
- Merge onto I-64 E towards VA Beach/Chesapeake
- Take exit 291 B and Merge onto I-464 S/VA-168 S toward Elizabeth City/US-17S
- Take exit 15B and merge on US-17 S toward Elizabeth City (Electronic toll collection only crossing into NC)
- Take exit 264 and merge onto N Road St/US-17 S/US-158 E toward Elizabeth City

- Turn right into Commerce Dr. If you reach the main street exit you have gone about .8 miles too far
- Take the 1st left on Corporate Drive. If you reach Executive Drive you have gone about .1 miles too far
- 112 Corporate Drive is on the right



Hotel Accommodations

Farmingdale & Huntington, NY

Courtyard by Marriott Republic Airport

2 Marriott Plaza
Farmingdale, NY 11735
631.847.0010

Hilton Long Island/Huntington

598 Broad Hollow Rd.
Melville, NY 11747
631.845.1000

Melville Marriott Long Island

1350 Walt Whitman Rd.
Melville, NY 11747
631.423.1600

Four Points by Sheraton Melville Long Island

333 South Service Rd.
Plainview, NY 11803
516.694.6500

Elizabeth City, NC

Fairfield Inn & Suites

1640 City Center Blvd.
Elizabeth City, NC 27909
252.333.1003

Hampton Inn

402 Halstead Blvd.
Elizabeth City, NC 27909

For additional information, contact Telephonics at 631.755.7000 or visit www.telephonics.com.