



VISITOR'S GUIDE

Welcome to the WesternGeco Richmond campus. Your comfort and personal safety are important to us. This guide will provide you with the basic safety and security information you need for a safe visit. Please read this guide and ask the receptionist or your host any questions.



Richmond Campus
Houston, Texas

VISITORS

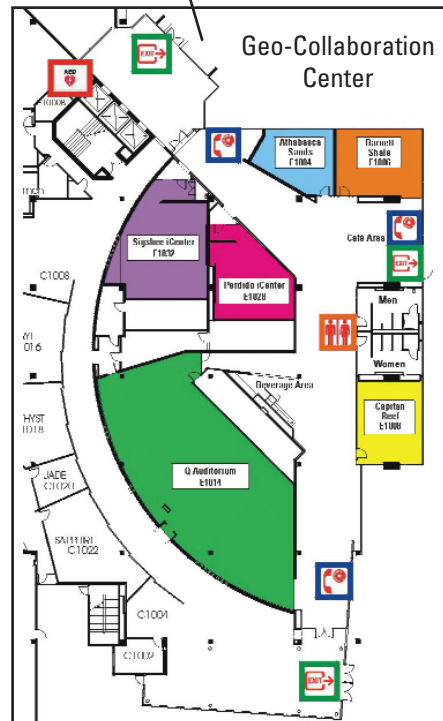
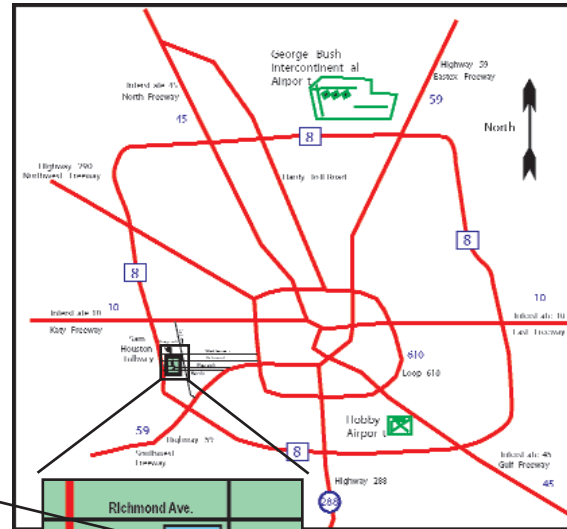
Be sure to sign in with the receptionist in each building you enter. You will be given a visitor badge; it must be prominently displayed and visible at all times during your stay. Your host will be notified of your arrival and will accompany you from the reception area. When you leave WesternGeco, please return your visitor's badge to the receptionist and sign out.

HOSTS

Your host will acquaint you with the area in which you will be working. Information will include: location of restrooms, phones, emergency exits, what to do in an evacuation, and location of the assembly areas.



V = Visitor Assembly Areas



DESIGNATED SMOKING AREAS

The WesternGeco Richmond campus is a smoke-free work environment. Smoking is prohibited in all buildings. Visitors who wish to smoke will be accompanied to a smoking area by their host.

FIREARMS

Firearms are prohibited on the Richmond campus.

FIRE

In the event of a fire, inform others in your immediate area and evacuate. Smoke detectors will activate alarms and summon assistance. Pull stations are located next to the exits on each floor. If you have not heard the alarm by the time you reach a pull station, manually activate the pull station.

FIRST AID

During normal business hours, dial ext. 8911 to activate beepers assigned to First Responders.

DIAL 9 + 911

The 911 operator will ask if you need police, fire, or an ambulance. You may be asked to confirm the address and telephone number.

WG-1: 10001 Richmond Avenue
(entrance on Briarpark Drive)

SEVERE WEATHER CONDITIONS

Dangerous, life-threatening storms can arise with little warning. Security personnel monitor the weather alert channel and will announce impending danger. Seek shelter away from flying glass and debris. Avoid corridors with windows, close office doors, and evacuate to the ground floor.

EMERGENCY EVACUATIONS

Alarm. An alarm is activated by a smoke detector, sprinkler system, pull station, or security personnel. When the alarm horn sounds, all employees and visitors must leave the building and assemble in the designated areas. If the horn stops, continue the evacuation.

Announcements. Special instructions are given over the paging system. Because of system limitations and background noise, announcements may not be heard in all locations. Be quiet while instructions are given. Always listen to the announcements because instructions may change as conditions warrant.

Direct Communication. If the equipment fails or the instructions are complicated, direct (person-to-person) communication will be used. This method is used only when total evacuation is not needed, or if other notifications have failed.

Elevators are controlled by the alarm system. They automatically descend to the ground floor when the alarm sounds. Do not use the elevators during an evacuation unless the Emergency Coordinator has advised you to do so. If possible, the elevators will be returned to use once the "all clear" is given.

ASSEMBLY AREAS

After receiving notice to evacuate, go to the nearest exit and walk to your designated assembly area. (Assembly area maps are on the reverse side of this guide.) Visitors should assemble at the Visitor assembly area marked by a "V" on the enclosed map, so the receptionist can account for you. The person you are visiting will accompany you to the Visitor assembly area. Contractors and vendors will be advised of emergency evacuation procedures and will be accounted for by the departments for which they work.

**Unless instructed otherwise,
Do not go to your personal vehicle**

Once evacuation has begun, only emergency personnel are allowed in the facility. Other personnel will be allowed back in the building as soon as possible. The Security Officer or Emergency Coordinator will give the "all clear" to return.

FIRE EXTINGUISHERS, SPRINKLERS, HOSE BOXES

Fire extinguishers are available throughout the facility. Visitors are neither required nor requested to extinguish fires. Visitors and employees are only responsible for sounding the alarm if they see a fire and for evacuating the building.

EMERGENCY EVACUATION MAPS

Emergency Evacuation Directory maps are located in the elevator lobbies and throughout the building.