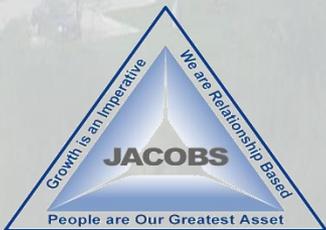


# JACOBS

## Houston Visitor Orientation



Zero Incidents Zero Dissatisfied Clients

O U R G O A L

BEYOND ZERO<sup>SM</sup>  
A Culture of Caring

# Welcome

- Welcome to our Houston Campus on Rogerdale Road in Houston, Tx. This visitor safety briefing is provided to ensure that your visit with us is safe, productive, and enjoyable.
- We appreciate your time as you become familiar with our Campus specific safety information.

# Health and Safety Policy

- Jacobs is committed to safety excellence and to providing and maintaining a safe and healthful working environment.
- We are also committed to observe practices, which safeguard all employees and visitors by creating a more efficient operation.

# Visitor Arrival and Departure

- Upon arrival, all visitors are required to check in with the receptionist and view a brief safety video.
- You will be issued a Visitor badge, which must be worn and visible at all times during your visit.
- Your Jacobs contact will be notified and will accompany you from the reception area. Please wait in the lobby until your contact arrives.
- Upon departure, please return your Visitor badge to the reception area and check out.

# Emergency Contact Numbers

**Dial 911 if you observe or experience:**

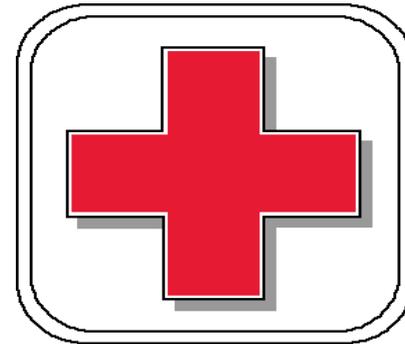
- Fire/Smoke
- Life Threatening Injury or Illness
- Need for Urgent Medical Care



# Non-Emergency Contact Number

**Dial 2222 and provide requested information.**

- First Aid Needs
- Nausea/Illness
- Notice of Unusual Odor
- Threat of Violence



# Fire Alarm Only – Dial 911

- The appropriate response to a campus fire alarm:
  - Proceed to the designated exit stairs
  - Standby for further instructions via the public address (PA) system

## If you observe visible smoke or fire:

- Isolate the fire (Close the door if you can do so safely!)
- Call the fire department (**911**) and building management (**2222**)
- Activate the nearest fire alarm pull station, if the alarm is not sounding.
- Evacuate the affected area immediately.



## Reminder:

- Always display your visitors badge while on campus
- Dial 2222 for non emergency situations: basic first aid or threats of violence. This number is on the back of your visitors badge.
- Dial 911 for the following: Emergency medical, smoke detected or in the event of a fire. Address information for the dispatcher is on the back of your badge.

# Evacuation Routes

- Building evacuation route maps are conspicuously posted at the following locations:
  - Kitchenettes
  - Conference rooms
  - Elevator lobbies
  - Outside of restrooms
- If building evacuation is necessary:
  - Exit the building to an open area at a safe distance from the structure. There are no designated assembly points.
  - Evacuating personnel should stay clear of all driveways and parking structures.



## Stairwell Safety

- Hold the hand rail
- Proceed slowly, one step at a time.
- Avoid distractions while on the stairs.
- Do not use cell phones on the stairs
- If the material you are carrying does not allow you to use the hand rail or have a clear view, use the elevator.

# Parking Garage

## Drivers:

- Cell phone use is prohibited while driving on Jacobs property.
- The posted speed limit is **5 mph**.
- Be aware of pedestrians.
- Pedestrians have the right of way.

## Pedestrians

- Use designated walkways.
- Refrain from walking between vehicles.
- Be aware of inherent tripping hazards. (Speed Bumps, Curb Elevation Changes at Elevator Lobby)



# Safety Reminders

- Practice safe lifting techniques:
  - Lift with your legs
  - Ask for help if necessary
  - Facilities can provide you with material carts
- If you see a spill, please clean it up or report it to your Jacobs contact.
- If you observe an unsafe act or condition, correct it or report it to your Jacobs contact.
- You should always be escorted by your In Office Escort from Area to Area/Building to Building.



## Contact Security (Ext. 2222) if you see:

- Abandoned packages or items left in the building.
- Unauthorized persons in the building (Jacobs Issued Badge Not Visible).
- Working late and would like an escort to your vehicle.
- Experience a break in to your vehicle.

## Reminders:

- In the event of an evacuation, follow the instructions given over the P.A. system
- Always use the handrails while ascending or descending the stairs.
- Do not use cell phones while on the stairs.
- The speed limit is 5 mph in the garage and 9mph in the access roads.
- Pedestrians should always use the designated walk ways outside on the ground level and inside the parking garage on the 2<sup>nd</sup> floor.
- Any further questions please ask your Jacobs escort.

## The following information is provided by the Houston Police Department.

### BURGLARY OF A MOTOR VEHICLE Crime Prevention Tips



Keep Houston  
**SAFE**

The Houston Police Department wants you to be safe! By practicing the suggested crime prevention tips you can help reduce the chances that you will become the victim of a burglary of a motor vehicle.

**Emergency 9-1-1**  
**Police Non-Emergency**  
**713-884-3131**

Burglary of a motor vehicle is a crime of opportunity. Don't become a victim, protect your car and personal property.

**BE AWARE** of your surroundings at all times.  
**PARK ONLY** in well-lighted areas near other vehicles.  
**PARK ONLY** in high traffic areas of a parking lot.

**REMOVE** all interior valuables from plain view. Lock these items in the trunk.

**DO NOT** leave any articles of value in your car unattended, especially overnight. (e.g. cell phones, laptops, money, wallets, purses).  
**LOCK** all doors and roll up all windows.

# Thank You for Your Attention!

- Have a safe visit and come back and see us again soon!