

# Welcome to CGG Houston

Your health & safety is important to us. Please take the opportunity to read the following information to ensure your wellbeing and safety during your visit with us.



## On arrival

Please report to the main reception desk upon your arrival where you will be required to check in, provide ID, and have your photo taken. Your host will be notified and will accompany you from the reception area. Please stay with your host at all times while visiting our campus. When you are ready to leave, your host will escort you to the reception desk where you will be required to check out.

## Emergency telephone numbers

In an emergency dial 911

Reception desk: 832-351-8300

Security office: 832-351-8777

Emergency response officer: 832-875-5477



[cgg.com](http://cgg.com)

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# During your visit

## Restrooms



Several restrooms are available to guests in the common areas designated by lit blue signs, for other restroom facilities, please ask your host for locations.

## Refreshments



Refreshments are available in all break rooms and in our GeoBistro. Your host will be pleased to offer you a refreshment upon your arrival.

## Mobile phones



Please refrain from walking and talking on your mobile phone during your visit. We politely request that you do not take photos during your visit to our office.

## Personal protective equipment



The use of PPE is required in some parts of our facility. Your host will indicate when it is necessary for you to wear PPE and provide you with the proper equipment.

## Fire safety



If you hear the fire alarm at any time during your visit, please stay with your host and they will lead you to the nearest emergency exit or muster point.

## Medical emergencies and first aid



In case of a medical emergency, please call 911. All accidents, no matter how minor should be reported to your host. If you need first aid, your host will organize help accordingly. If you are feeling ill, Please notify your host. First aid kits and AED's are located in or near all our breakrooms.

## Policies



We are committed to providing a smoke free work environment. Smoking is prohibited anywhere inside the facility. Visitors who smoke will be accompanied to the designated smoking areas. The carrying of weapons or firearms are prohibited within the facility.

## Recycling



We are committed to conserving the environment. Please use the blue recycling bins where appropriate. Paper, aluminum and plastic recycling bins can be found in all break rooms. Paper recycling bins can be found in each Individual office and in copy rooms.

## Parking



All visitors must park in the surface visitor parking area. Our facility practices reverse parking only. Please observe posted speed limit and all signs. Be aware of pedestrians and use caution when in the parking lot.