

# Visitor Security & Safety Guide

## Lockheed Martin UK - Havant

You have been invited to visit the Lockheed Martin facility at Havant, Hampshire. In order for your visit to run as smoothly as possible please follow the Security and Health & Safety guidance below.

**Before You Arrive** - Access to Lockheed Martin UK – Havant is strictly controlled and all visitors must be approved in advance by Lockheed Martin UK RMS Security Services. Visitors will be escorted at all times while on site.

**On Arrival** – If arriving by car please park in the designated ‘visitor’ spaces in the car park. Drivers must obey the site speed limits, road markings and traffic signs.

**Security** – You are required to report to reception on arrival and provide photographic ID to confirm your identity (e.g. passport, photo card driving licence)

Lockheed Martin reception is located in Building 7000 and is manned:  
08:00 – 17:00 Monday to Thursday and until 16:00 on alternate Fridays. If you are planning to visit on a Friday please check in advance with your host that reception will be open.

When leaving site, you must do so via reception to get booked off-site. If you find yourself unescorted in reception after hours, dial 999 from the reception telephone and site security will assist you.

**Visitor Badges** - Reception will provide you with a Lockheed Martin visitor badge which is to be worn visibly at all times.

Visitor badges are to be returned daily and are not to be removed from the premises. A badge return box is provided if you are leaving after reception has closed.

**Export Control** – Please ensure any information or goods transferred to you during your visit have the appropriate licence of authorisation before departure. It is an offence to transfer controlled data without correct approval from the LMUK Trade Compliance team.

**Prohibited Items** – The following items are strictly prohibited from site unless specifically authorised by Lockheed Martin UK RMS Security Services:

- Weapons of ANY kind
- Cameras or other equipment specifically for video and/or audio recording
- Any listening device designed to intercept electronic communications and/or conduct electronic surveillance
- Any explosive device, chemical compound or mixture, fireworks and/or dangerous substances
- Illegal drugs and/or drug paraphernalia
- Alcoholic beverages
- Gambling equipment and/or gambling paraphernalia

**Authority to Search** – All persons, vehicles and property are subject to search regardless of whether they are employees, visitors or contractors.

**Mobile Technology** - Non-Lockheed Martin IT equipment and/or devices may not be connected to the Lockheed Martin UK LAN. USB ports are strictly controlled. Areas where mobile technology is not permitted are clearly marked and signage must be obeyed at all times.

**Cameras** - Photographic equipment and any image taking is not permitted in Lockheed Martin areas unless sanctioned in advance by your host through Lockheed Martin UK RMS Security.

**Use of IT Services, Guest WiFi and Equipment** - Requirements for data transferral or presentation preparation should be directed through your host to Lockheed Martin UK IT Services in advance of your arrival.

**Environment, Health and Safety** - Lockheed Martin UK Ltd is committed to ensuring that employees, visitors and others are protected, so far as is reasonably practicable, from risks to health and safety arising from work activities. Your host is responsible for your health and safety while on our site, please ensure that you obey their instructions.

Should you have a Mobility impairment, Health or Medical concern, please mention this in confidence to your Lockheed Martin host.

Measures may then be put in place to provide for your assisted evacuation, in the event of a fire. Please be advised, the lift cannot be used in circumstances of fire.

In case of Emergency dial 999 from any office phone.

**Hazards** - All hazards are clearly marked on site and advisory signage must be obeyed at all times.

**First Aid** - The duty First Aid person can be contacted using an internal phone by dialling 999. All accidents, dangerous occurrences and near misses are to be reported to your host who will record the event in the Accident Record book at reception.

**Fire Alarms and Exits** - There are two stages to the fire alarm in Havant:

*INTERMITTENT* – Stand by and prepare to evacuate. This will be followed either by an announcement or the continuous alarm

*CONTINUOUS* – Evacuate immediately via the nearest fire exit. Leave quickly but do not run. Do not stop to collect personal belongings. Do not use the lifts.

Fire exits are clearly marked and are to be used in emergencies. Instructions given by Fire Wardens and site security personnel must be obeyed.

**Smoking** - Smoking is only permitted in designated outside areas marked by 'Smoking Area' signs.

**Directions** – Directions to Lockheed Martin UK – Havant can be found on the next page.

What3Words [ jacket.apron.design ]

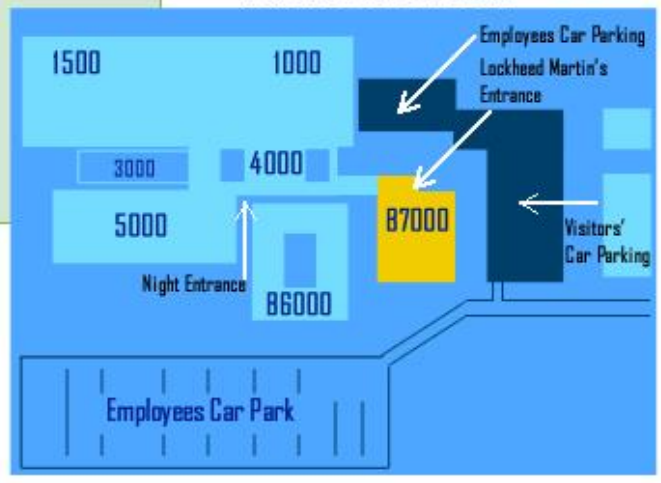
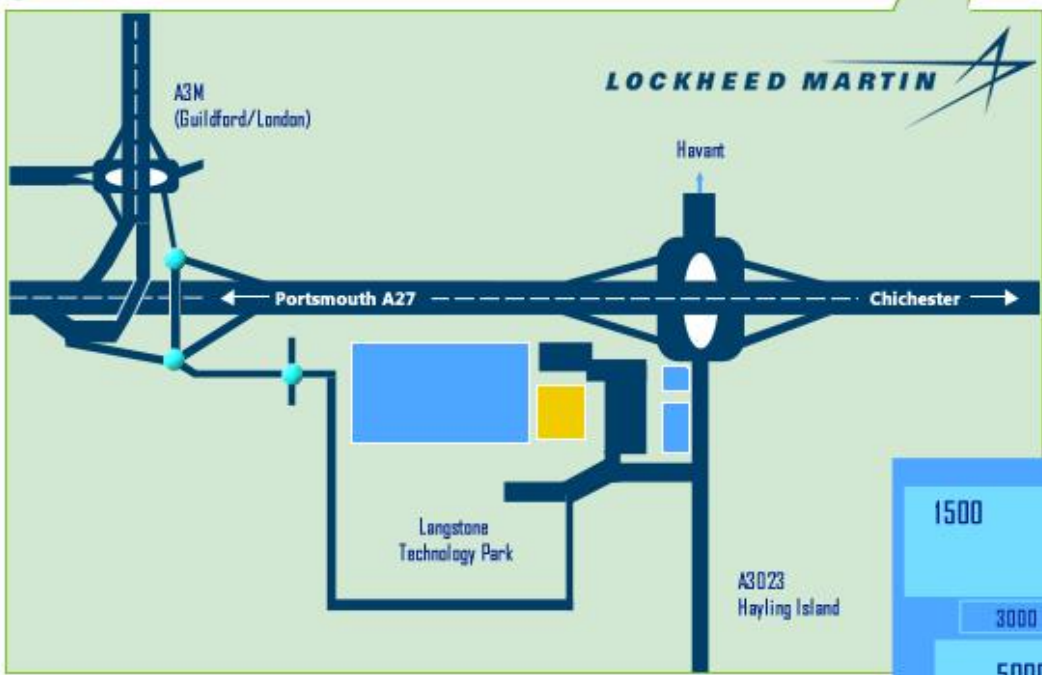
**Lockheed Martin UK reserves the right to ask any visitor to leave the site if these rules are not respected or followed.**



# How to get to Lockheed Martin, Havant

Lockheed Martin UK  
 Integrated Systems  
 Building 7000  
 Langstone Technology Park  
 Langstone Road  
 Havant, Hampshire  
 PO9 1SW

Tel: 023 92443000



## How to find Lockheed Martin, Havant

From the North - A3M, follow the A3M South and turn off at the junction signed for the A27 (Chichester) and the A3023 (Hayling Island). Follow the signs for the A27 and Chichester and at the next roundabout, turn left onto the A27 towards Chichester. Leave the A27 at the next exit signed for the A3023 and Hayling Island (Langstone Road). Take the third exit at the roundabout towards Hayling Island and the entrance to Langstone Technology Park is the first turning on the right.

From the East/West - A27, turn off the A27 at the A3023 Hayling Island exit and take the A3023 south to Hayling Island. The entrance to Langstone Technology Park is the first turning on the right.

### By Rail

Havant is served by a mainline rail station. A taxi from the station to Langstone Technology Park should take no more than 5 minutes.

### By Air

The closest airport is Southampton. By road, follow the M27 towards Portsmouth and the A27 towards Chichester. Turn off the A27 at the A3023 Hayling Island exit and take the A3023 south to Hayling Island. The entrance to Langstone Technology Park is the first turning on the right.

### Note:

Please park in the Visitors' Car Park and go to the Lockheed Martin reception.