



OHS 564470



EMS 564469

Visitor Safety & Security Guide

Welcome to Lockheed Martin UK - Ampthill



ENMS 619860

Before you arrive

Access to LMUK Ampthill is strictly controlled and all visitors must be approved in advance by Security. Visitors will be escorted at all times whilst on site.

On Arrival

The speed limit on site is 10mph and please park in the visitor's car park. Please report to Reception where you will be required to confirm your identity, with photographic identification (e.g. passport, driving licence etc.). You will receive a visitor badge which must be worn visibly at all times whilst on site.

Security

Visitors are required to sign in and out at Reception, contractors should sign in and out at the Gate House. Reception is staffed 24 hours a day.

Use of IT Services and Equipment

Visitors may bring their business IT equipment on to site, however the following must be adhered to:-

- Visitors may **only** attach their IT equipment to Green Broadband Cables.
- Your Host can create a Guest account on the WiFi system for you if required.
- Visitors may connect their IT equipment to projectors and large TV displays in meeting rooms but not to any other LMUK Ampthill IT hardware.
- Visitors may not transfer data to an Ampthill network or Ampthill IT device via USB memory stick, data transfer shall be via CD/DVD only and must be virus checked by your Host before use.
- Visitors from Lockheed Martin Business Areas must contact the IT Service Desk for guidance before use.

Badges

Badges are to be worn visibly at all times. All visitors are required to be escorted to and from the Reception area by their host each time they come on to site. There are three main types of visitor passes:

- 1.Red Escorted** - this badge will require the visitor to be escorted at all times in all areas.
- 2.Green Temporary** - this provides unescorted access. However, your host is to escort you from Reception to the place of meeting and an escort is required when moving between buildings.
- 3.Blue LM Visitor Pass** - these are issued to permanent Lockheed Martin Employees who hold a Security Clearance only. This permits unescorted access to the locations as printed on the visitor pass.

Visitors must report to either Reception or the Security Guard Hut to return their badge upon leaving site.

LMUK Ampthill reserves the right to ask any visitor to leave site if these rules are not respected.

Fire Alarms and Exits

The Fire Alarm is a CONTINUOUS bell – you should evacuate immediately by the nearest fire exit. Leave quickly but do not run. Do not use the lift. Fire alarms are tested for 30 seconds every Monday morning at 11:00am. Fire exits are clearly marked and are to be used only in emergencies. Instructions given by the site Fire Wardens and Security personnel are to be followed.

Cameras

Only authorised users are allowed to take images and bring cameras on site. Visitors are not permitted to take images unless specifically authorised by the Security Department in advance.

Environment, Safety and Health (ESH)

LMUK Ampthill is committed to ensuring that employees, visitors and others are protected, so far as is reasonably practical, from risks to health and safety arising from work activities. Your host is responsible for your health and safety whilst on our site. Please ensure that you follow their instructions. Any visitor carrying out physical work on site cannot commence work until an ESH induction and all necessary paperwork has been completed.

Hazards

All visitors will be advised of any site hazards. Special instructions and cautionary notices given or displayed in respect of hazardous substances, materials or activities must be obeyed at all times.

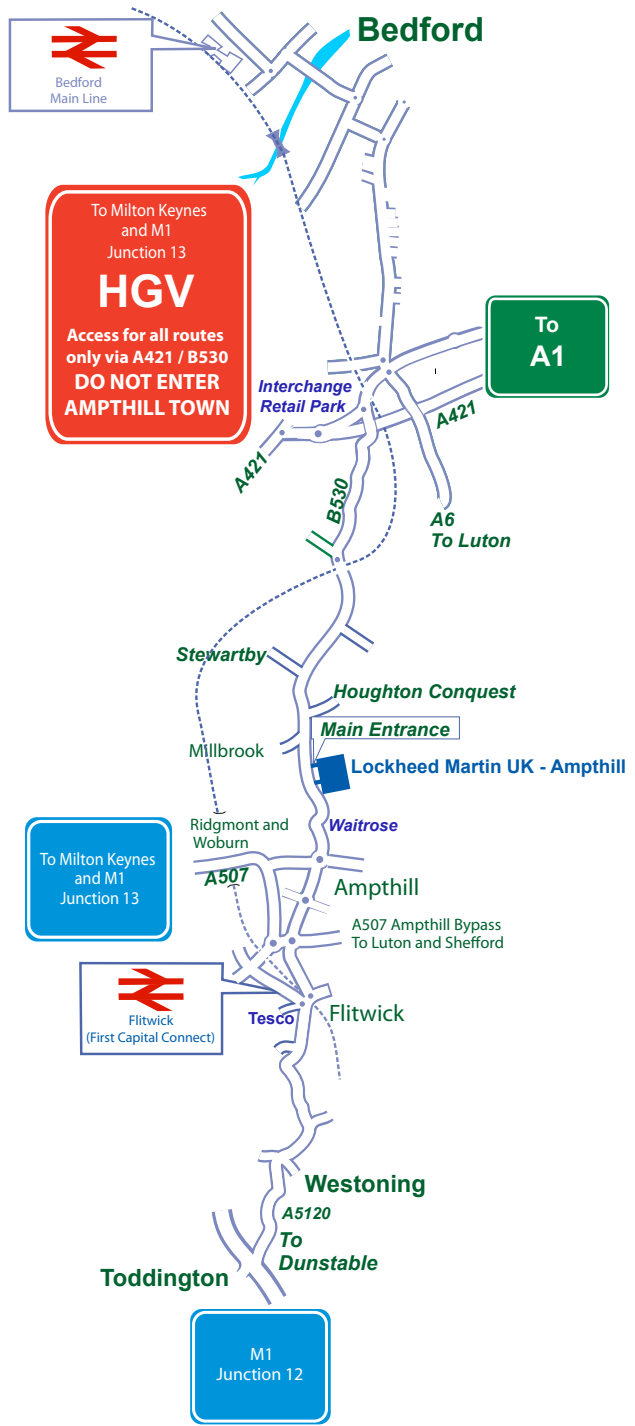
First Aid

If First Aid is required dial internal **999**. All accidents, incidents and near misses, no matter how minor they may seem to you, are to be immediately reported to Security (3333).

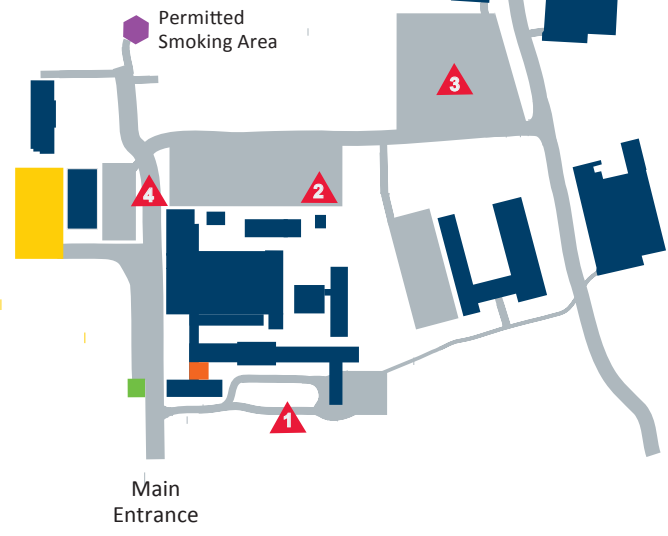
EMERGENCY CONTACT NUMBERS

999 Emergency
3333 Security (internal phones)





- Visitor Car Park
- Visitor Reception
- Gate House (Contractors)
- ▲ Fire Assembly Points



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Welcome to
Lockheed Martin UK - Ampthill
 We trust that your time with us
 will be safe.
 To make your visit go smoothly the
 following guidance is provided: