



Chevron Park Safety Guidelines

Welcome to Chevron Corporation's world headquarters. We want you to be safe during your visit with us, and this video will introduce you to some of our basic practices and procedures that you should know about.

This information is also available in the Chevron Park visitor brochure, as well as a few important numbers you should be aware of.

A vital part of our local safe work plan is the San Ramon Health, Environment and Safety principles. The San Ramon HES principles apply to every employee, contractor and visitor on our campus. They are a helpful supplement to our companies Tenets of Operation and are intended to guide our daily decisions and activities.

We believe that all work can be performed incident and injury-free. As our guest, we expect you to join in our commitment to our tenets, safe work processes, and safe behaviors.

Safety is personal. It is your responsibility to observe all Chevron facility safety rules.

Chevron headquarters is located at 6001 Bollinger Canyon Road in San Ramon, California. As you enter off Bollinger, proceed to the far right lane and indicate to the security guard that you a visitor. You will then be instructed where to park your vehicle.

Please obey the posted speed limits and come to a complete stop at the stop signs. Park only in the designated visitor areas. Do not park in fire lanes, which are marked in red, or in loading zones, which are marked in yellow.

Motorists must yield to pedestrians at all times.

Pedestrians should always use the designated crosswalks on campus and be alert for approaching vehicles.

Using your cell phone or other electronic devices while driving is prohibited on our property - and - it is a violation of California state law.

Before you enter our facility, you will need to check-in at our security desk to receive your visitor badge for building access.

Each individual must have an approved visitor badge to enter our facility. Visitors should prominently display their badges at all times and be escorted by an employee host.

When you have completed your visit with us, please return your visitor security badge to the reception desk.

As you move about our facility, please be sure to use handrails when you are walking up or down a stairway ...

And always remember to keep your eyes on the path ahead of you.

Please refrain from texting or looking at electronic devices while you are walking.

Knowing what to do in an emergency is important. Upon arrival at your meeting location, your host will orient you where fire exits are located, evacuation routes to use, and assembly points.

In the event of a fire or fire drill, you must evacuate the building you are in immediately. Fire alarms are distinguishable by a loud pulsating tone and a flashing strobe light.

Follow your Chevron host or if separated from your host, follow the displayed exit signs out of the building. Do not use the elevators

Proceed away from the building and remain with the group your exited the building with.

You will be notified by building personnel when it is safe to re-enter the facility.

In the event that an earthquake occurs while you are visiting us, drop to the floor take cover under a sturdy desk or table and hold on to it firmly until the shaking stops.

- Make sure to stay away from windows or any other glass surfaces.
- Do not attempt to move to a safer location outside your building until you receive instructions from building personnel or a Chevron safety warden on your floor.

If you need to report a medical emergency, call 8-777 on a Chevron campus phone, or dial 925-842-8777 from your cell phone. Although you are able to dial 9-911 from this facility, emergency response is more efficiently coordinated by calling 8-777.

Identify yourself to the emergency dispatcher, and provide your location - the building and floor you are on – and then describe the nature of your emergency.

Please do not hang up until the emergency dispatcher terminates the call.

One of the most important safeguards we utilize in our company is Stop-work Authority. Every Chevron employee, contractor, or even visitors have the authority to stop any unsafe behavior.

If you happen to see any task or activity being performed in an unsafe manner, you have the authority to stop the unsafe action.

Do not enter an area where a potentially unsafe activity is occurring. Report the unsafe activity to your Chevron host or call 8-777 on a Chevron campus phone, or dial 925-842-8777 from your cell phone.

During your visit if you have any questions about our safety rules, refer to the Visitor brochure or ask your Chevron host.

We hope this overview of our basic safety guidelines will ensure your safety and well-being during your visit to Chevron Park.

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