



WELCOME TO  
**MARATHON OIL  
TOWER**



## **VISITOR'S GUIDE**

Building Hours  
of Operation:

Monday through Friday

6:00 A.M. - 6:00 P.M.

5555 San Felipe

Houston, TX 77056

832-369-5800



**Marathon Oil Tower** is a modern high-rise building with fire and life safety systems designed to alert and protect building occupants and visitors at every location throughout the building, at any point in time. Fire safety systems are monitored 24 hours a day, seven days a week by fully trained on-site security staff members. State-of-the-art automatic fire detection and suppression systems provide early detection, building occupant alerts and control of fires.

Having established a cooperative relationship with The Houston Fire Department, emergency personnel are familiar with Marathon Oil Tower's emergency systems and can arrive on-site within a few minutes after receiving an alarm or emergency call.

Should an emergency arise, it is essential that you know what to do to protect yourself, warn others of possible danger and begin evacuation if necessary.

If you have special needs or are mobility impaired, please do not hesitate to have your host contact the CBRE Management Office at 832-369-5800 for special accommodations.

Please take a moment to read through this brochure to familiarize yourself with the building, its features and safety procedures.

- Medical Emergency Procedures
- What To Do In Case You Discover Fire or Smoke
- Fire Drill and Fire Alarm Procedures
- Handicapped/Mobility Impaired Access & Parking
- Visitor Procedures

CBRE Global Investors welcomes you to Marathon Oil Tower.

We hope your visit is pleasant and productive.



## IF THERE IS AN EMERGENCY:

### IF THERE IS A MEDICAL EMERGENCY:

Call paramedics by dialing 911.

Provide the building name  
and address:

Marathon Oil Tower  
5555 San Felipe, Houston, TX 77056

Also provide:

- Floor and Suite number
- Location and name of victim
- Nature of the emergency/victim's condition
- Your call back number

### DO NOT HANG UP UNTIL THE OPERATOR DOES!

Have someone call the Management Office at 832-369-5800 immediately. Building personnel will respond to the victim's location and prepare for the arrival of EMS.

Please alert the Management Office if it appears the person needing medical assistance is having heart problems. Automatic External Defibrillators (AEDs) are located throughout the building. Select building personnel are trained in the use of AEDs.

### IF YOU DISCOVER FIRE OR SMOKE:

Call the Houston Fire Department  
by dialing 911.

Activate the closest manual fire alarm. Fire alarm stations are located next to stairwell entry doors on each floor.

Evacuate the floor by entering the nearest stairwell on your floor. There are two stairwell entry points on each floor.

### DO NOT USE THE ELEVATORS!

#### FIRE DRILL PROCEDURES:

Should a fire drill take place during your visit, please follow all instructions given by property management through the public address system and remain with your host at all times.

#### FIRE ALARM PROCEDURES:

Stay as calm as possible.

Immediately proceed to the nearest stairwell and wait for further instructions via the public address system. Only enter the stairwell if you are instructed to do so or discover evidence of a fire.

### DO NOT USE THE ELEVATORS!



## HANDICAPPED/MOBILITY IMPAIRED ACCESS & PARKING

### **BUILDING ACCESS:**

ADA/mobility impaired building access is available from every level of the parking garage. Wheelchair access from the ground level Link Drive is available via four wheelchair ramps. The Link Drive Security Officer is available to assist wheelchair bound and handicapped persons entering the building.

### **ELEVATORS:**

All passenger elevators feature ADA compliant call buttons and a hands-free emergency intercom system. The intercom system is monitored 24/7 by the building security command center.

### **PARKING:**

Parking for the disabled is available on all levels of Visitor Parking and Contract Parking level 5. Access ramps are located on all levels of the parking garage and at Link Drive drop-off areas. Only those vehicles displaying official disabled status on their license plates or on a hanging tag are allowed to park in the designated handicapped spaces. Temporary permits for handicapped parking may also be obtained through the property management office.





## MARATHON OIL TOWER VISITORS

### **PARKING:**

All visitors must park in Visitor Parking on levels G-1 and G-2.

Visitor parking is metered and is payable by credit card only.

Please do not leave vehicles unattended in the breezeway.

Please observe posted speed limit and all signs in the garage. Be aware of pedestrians and use caution around all corners.

### **CHECK-IN:**

All visitors must check-in on Level 2 at either the Tower Concierge Desk or the Marathon Oil Corporation Reception Desk.

Please have photo identification available for presentation.

For your safety at Marathon Oil Tower, all elevators are access-controlled. When entering or exiting the elevator lobbies, please pass your Visitor Badge over the green box on top of the unit to your right and proceed forward after the barrier completely opens. An alarm will sound if the barrier is forced open.

Middle lanes are designated as "ADA" lanes.

Please have your Visitor's Badge visible at all times while in the building.

Restrooms for visitor use are located on the ground floor near the Starbucks coffee bar.

A sundries store can also be found on the ground level, for your convenience.

Tanglewood Terrace is located on level 10 of the parking garage and is open daily for breakfast and lunch.



## IN CASE OF AN EMERGENCY

### Helpful Telephone Numbers:

**Emergency:** 911

**Management Office:** 832-369-5800

**Security:** 832-369-5810

In case of a fire emergency, please proceed to the nearest stairwell marked "EXIT." There are two stairwell entry points located along the interior of each floor. Wait for instructions from Management, which will be announced via the building's public address system.

### DO NOT USE THE ELEVATORS IF THE BUILDING IS IN ALARM

What to do if there is evidence of a fire:

- Evacuate the floor by entering the nearest stairwell.
- Activate a fire alarm pull station if there are no alarms already in progress.

Fire alarm pull stations are located on every floor next to stairwell entry doors.

### IN CASE OF MEDICAL EMERGENCY, PLEASE CALL 911 FIRST.

After 911 has been called, immediately call the Management Office at 832-369-5800. Building personnel will respond quickly and initiate emergency procedures.

