



# Visitor Guide



## Welcome to Lutron

Lutron is pleased to welcome you to our World Headquarters in Coopersburg, PA. The following information is provided to ensure you have a safe and positive experience.



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PN: 368-6620 REV A





### Address:

Lutron World Headquarters: 7200 Suter Road, Coopersburg,  
Pennsylvania, 18036 USA +1 (610) 282-3800



### Tobacco-Free Environment:

Lutron is a tobacco- and vape-free zone, including in the  
parking lot and on the grass.



### Recycling:

We operate our facilities with sustainability in mind.  
Please dispose of any items in our conveniently located  
recycling locations.

### Visitor Check-In

- All visitors are required to sign in and out at the security desk in the main entrance lobby in building CB3 on Suter Road.
- Lutron uses the 'iLobby' Visitor Management System in Coopersburg for all site visitors.
- Visitors will check in at the front desk using a kiosk.
- Visitors will receive notification with a QR code, provided in advance, to expedite their check in process.
- Visitors must be accompanied by their host at all times.





## **Vehicle Operations**

- Please observe and obey all traffic and speed limit signs.
- Pedestrians always have the right of way.
- Park only in approved, posted parking spaces not reserved for others.
- All deliveries will be received at the loading docks at CB2.

## **Safety & Security**

The safety of our visitors and employees, along with the security of our facilities, is very important. The following information will provide guidelines for your visit:

- All incidents, hazards, and injuries must be reported to your host and Security immediately. Contact security at x2000 or +1 (484) 499-2000.
- Taking pictures and recording video/audio is prohibited while at Lutron.
- Report lost or found items to Security.
- For everyone's safety, please avoid walking while using your mobile device. Remain aware of your surroundings.



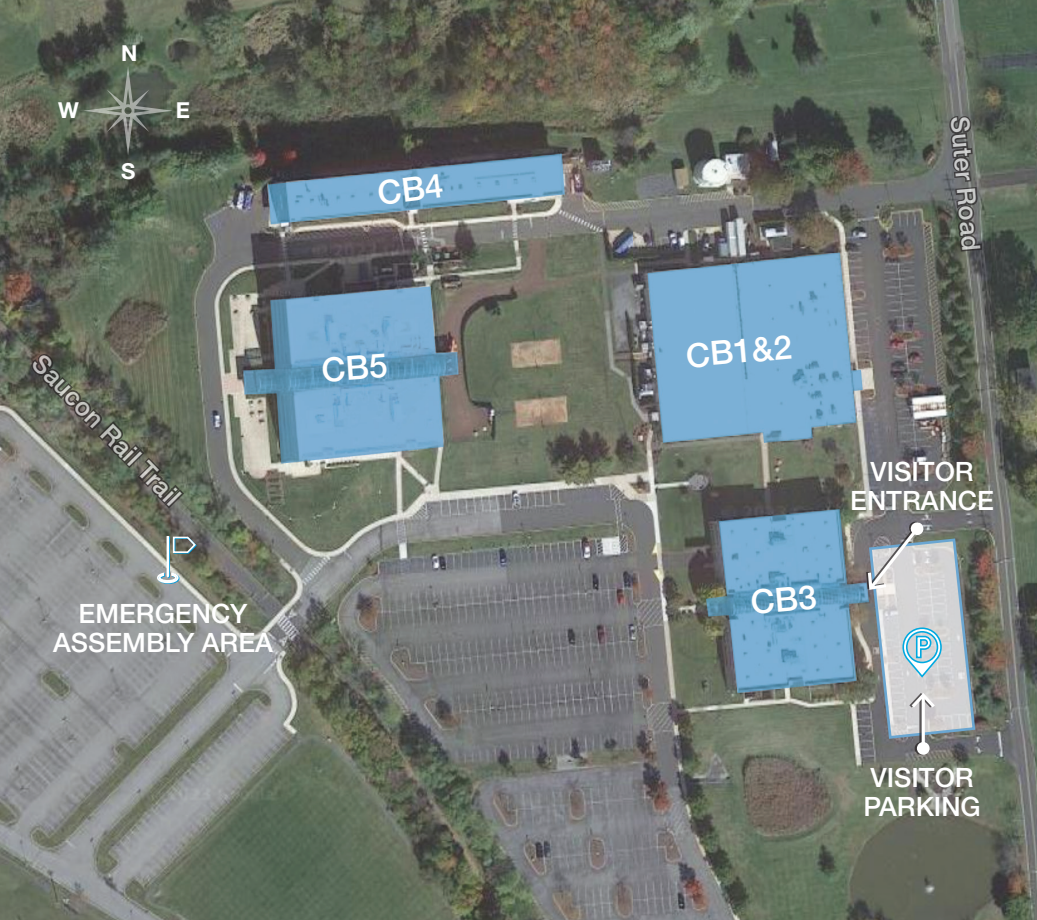
## **Attire**

- Guests performing testing, maintenance, or construction should be dressed appropriately for those tasks.
- Guests who are touring the lab should wear closed-toe shoes.

## **Personal Protective Equipment (PPE)**

- Some areas of the campus require PPE. Consult with your host on PPE requirements and where to obtain the necessary equipment.





## Emergency Procedures

- **Assembly Area:** Upon activation of the fire alarm system, please evacuate at your nearest available exit. Your host will accompany you to our assembly area.
- **Severe Weather Plan:** We have established severe weather shelters. Please follow your host to the closest shelter in the event of a severe weather notification.
- **General Numbers:**  
For life-threatening medical emergencies call 911 immediately and then contact security at x2000 or +1 (484) 499-2000.  
For minor medical needs notify your host, who will escort you to the health office, or call x1700 or +1 (484) 499-1700.

## Lab Tour Expectations

Our test lab performs mechanical and electrical testing of products. Without proper training and protective equipment, the test equipment used may be hazardous. Guests must be escorted to ensure they avoid hazards.

- Guest access must be requested ahead of visit.
- No food or drinks allowed in the lab.
- No open-toe shoes allowed in the lab.
- Safety glasses must be worn in most of the lab. Additional PPE may be required in specific areas (Lutron will provide PPE where necessary).
- Visitors must stay within the aisles (as indicated by the blue tape on the floor) unless otherwise instructed by tour guide.
- Several devices used in the lab generate electromagnetic fields that may interfere with implantable cardioverter defibrillators (ICDs) and pacemakers. Anyone who has such devices should check with their doctor before entering the lab to see if their specific situation is a risk.