

IMPORTANT VISITOR SAFETY & SECURITY INFORMATION

Access Procedure:

Please be aware that in order to gain access to the ESTEC site, each visitor will have to check in at the gate-house and present a valid ID. ESTEC Security will make a photocopy of your ID and discard it after your departure. Visitors will be issued a temporary badge to proceed to the meeting room involved, where it will be exchanged for a badge that will be valid for the duration of the event. In case of loss of the badge, please report to the registration desk immediately, as badges should be worn visibly all the time.

Facilities

The ESTEC restaurant, in-house ABNAMRO Bank, and ESTEC Hotel/Travel Services are available to visitors. Two cash dispensers (ATM machines) are available, one in the bank, the other near the restaurant.

The ESTEC Firewall blocks some internet ports and IMAP services cannot normally be used. To read your e-mail, please use the web-mail version of your server. Wireless internet access is allowed in the area around the conference room, where coffee breaks take place, but not inside the room itself.

Please note:

- ESTEC's space activities require hazardous materials and equipment. Therefore, hazard-warning signs must be obeyed at all times. Unauthorised access to restricted areas is strictly forbidden.
- ESTEC is a smoke free facility. Smoking is only allowed outside the buildings, in the winter garden (next to the main restaurant) and the smoking section of the ESCAPE bar.
- ESA/ESTEC accepts no responsibility for any injury to visitors or loss or damage to their personal belongings during their stay at the ESTEC site
- The use of photo and video cameras is strictly forbidden while visiting the ESTEC premises.
- Do not leave any bags unattended. Unattended bags and rucksacks may be removed and inspected for security reasons.
- Please wear your personal access badge visibly at all times.

Emergencies

In case of any type of emergency, phone the ESTEC emergency number and provide the following information: your name, location, the nature of the emergency and casualties

The ESTEC emergency telephone number is 3333.

Evacuation in Case of Fire and Other Emergencies

Emergency instructions are displayed on the walls in all areas. In the event of an emergency evacuation, possibly accompanied by "slow whoop" sounds, please remain calm and follow your host and the green signs to the nearest exit. Proceed to the outside assembly area near building Ya (ESCAPE sports centre).