

Welcome to ESTEC

The European Space Research and Technology Centre

Visitors Access

ESA has an access procedure which requires you to show for verification an official government issued identification document. Vehicles and luggage may be subject to inspection by security staff when entering and exiting the site.



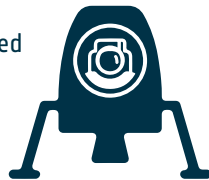
Always wear your Visitor's Badge visibly and return it at the end of your visit at the barriers or at the Gatehouse. Your badge is only valid for the days and location indicated. Unauthorised access to restricted areas is forbidden. Please follow all directions given by your host or the security personnel.

Audio recording, filming, or photographing, aerial or terrestrial of the ESTEC premises, the security installations and meetings are prohibited unless specifically approved. Privacy must be respected when taking pictures of individuals.

Safety & Security

ESA's space activities require the use of hazardous materials and equipment. Therefore, hazard-warning signs must always be obeyed as well as the instructions received from your host.

While driving a vehicle you must adhere to the speed limit on site. In general, this is 30 km/hr.



Stop for pedestrians at crossings. They always have right of way.

Do not park on reserved parking spaces, roundabouts, or in non-parking areas if available. You can use the electrical charging stations in the parking area. As a courtesy to others, please move your vehicle when charging is completed.

Do not sigleave bags or personal belongings unattended. Unattended items may be removed and inspected by Security.

Report any lost items to security and to your ESTEC host immediately.

Environment

While on site, all visitors are expected to ensure that their presence and activities do not have an adverse impact on the environment, either in our buildings or in their surroundings.



ESTEC buildings are smoke-free zones. Smoking is only allowed in the dedicated shelters.



Eating and drinking are only allowed in the restaurants and other dedicated areas.

Emergency Procedures

In case of any type of emergency such as fire, accident or injury, call:

ESTEC emergency number (071-565) 3333

You will be asked to provide the following information: your name, location, the nature of the emergency and number of persons involved.

- In case of fire stop all activities, switch off equipment.
- Follow your host and leave the building by the nearest emergency exit.
- Do not stop to collect your personal belongings.
- Do not use the lifts. Use only the stairs.
- Report to the outside assembly point at the Escape football field or at Parking C from the Test centre.

Personal Data Protection Notice of ESA (2018-05-02)

Protection of Personal Data (PPD) is of great importance for ESA.

When entering its premise(s) your personal data are collected and processed for the following purposes: to grant and control access; for security management, risk evaluation and mitigation, investigation of incidents; for compliance with the ESA framework of the PPD and the legal obligation to which ESA is or may be subject; and to facilitate the proper administration of justice in cooperation with competent authority of Member States.

Appropriate measures are implemented to preserve the rights of data subjects as well as to ensure the confidentiality and security of all Personal Data concerned.

Data collection and processing include identity document scanning; security video cameras; and others means decided by the Agency. The collected personal data is processed by the Agency and/or the Agency's contractors and is deleted as soon as it is no longer required.

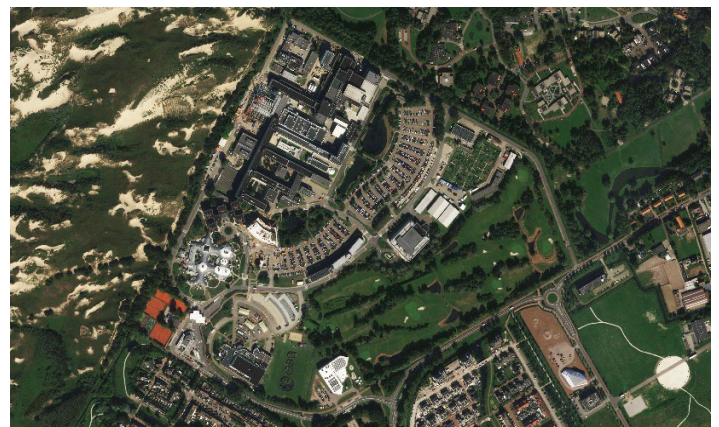
Disclaimer

On entering the site, you acknowledge that you have read and will comply with the ESTEC safety and security rules as described in this leaflet.

ESA accepts no responsibility for any injury to visitors or loss or damage to their belongings during their stay at the ESTEC site.

European Space Research & Technology Centre

Keplerlaan 1, Postbus 299, 2201 AZ Noordwijk, The Netherlands
Latitude: N 52° 12' 57.5" | Longitude: E 4° 25' 0.2"



ESA ESTEC

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ESTEC BUILDING LAYOUT AND LEGEND

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|-----------------------------|-------------------------------|---------------------------------|
| 1 Security / Gatehouse | 10 Space Shop | 21 Long-term parking |
| 2 Barrier | 12 Human Resources | 23 Test Centre Bay 1 |
| 3 Main Entrance / Reception | 14 Post Office (private mail) | 24 Test Centre |
| 4 Restaurant | 15 Mail Room (business mail) | 25 Hydra Facility |
| 5 Conference Centre Rooms | 16 Relocation Office | 26 Transport and Customs Office |
| 6 Coffee Corner | 17 Cash Machine | 27 Goods in Transit Area |
| 7 Lunch Corners | 18 Social Centre: Escape | 28 CDF |
| 8 Waiting Area | 19 Training Centre | 29 Project Storage |
| 9 Winter Garden | 20 Medical Centre | 30 Erasmus Building |

