

Visitor instructions to Evac Group Headquarters

Evac Group Headquarters

c/o Säterinportti office complex
Linnoitustie 6A
02600 Espoo
Finland

Evac office is located in building A, on floors 3 and 4.

Säterinportti reception

Opening hours: Mon-Fri 07:30-16:30
Contact: +358 50 327 8404

Arrival

Register your arrival at Säterinportti reception and pick up an Evac visitor badge.
Your host will come get you either from the reception or from in front of the elevators in building A, however agreed.

Parking

Visitors can park in the visitor parking area in front of buildings A and B and on top of parking hall in front of buildings C-D. Evac pays for visitor parking.
Electric parking slots (Rexel) are located in front of buildings A-B.

Departure by taxi

Call local taxi company Lähitaksi at +358 100 7300.
You can order a taxi from the reception by pressing the taxi butler button. Taxi will arrive within 5 min.



Access to office

Evac office is located in building A, floors 3 and 4.
Access to floors requires a key badge which is limited to employees only, therefore visitors must always be accompanied by their host.

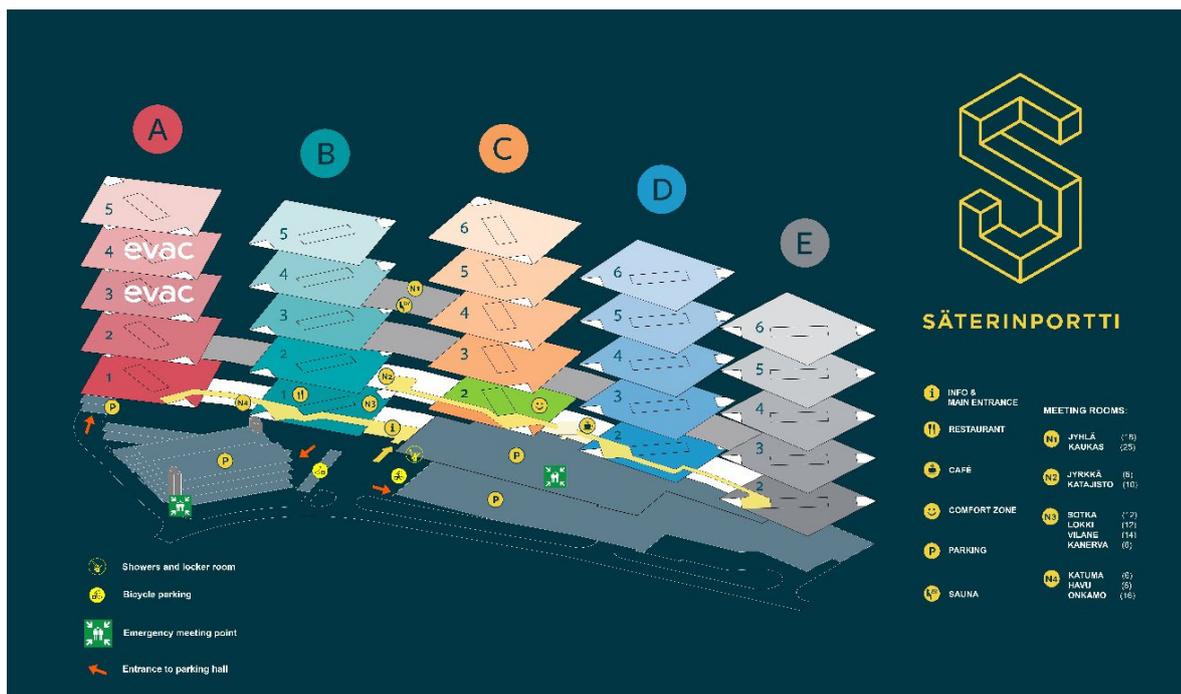
Wi-Fi

Public Wi-Fi in the Säterinportti office complex:

Name: Sateri
Password: Saterinportti

Visitor Wi-Fi in the Evac office:

Name: Evac Visitor
Password: Welcome2Evac



Safety first!

Please do not use perfume or other chemical fragrances before or during your visit.

During your visit:

- Always follow the instructions of your Evac host.
- Wear the Evac **visitor card** throughout the visit and return the card to the reception upon departure.
- Pay attention to safety signs and your overall safety, e.g., on stairways.
- No PPE needed in Säteri premises.

In case of a fire:

- 1) Leave the building immediately: Use the nearest exit
- 2) Use stairs instead of an elevator
- 3) Go to the emergency meeting point outside the building
- 4) Follow the instructions of local authorities and your Evac host

Visitor protocol

External visitor

- ✓ Visitor ID card
- ✗ No access key to the office except e.g. auditors on manager's permission
- ✓ Reception contacts the host to retrieve the guest from the ground floor elevator lobby in building A
- ✓ The host is responsible for escorting the visitor to the right locations in the office
- ✗ External visitors are not allowed to wander in the office without a host/guidance
- ✗ No free gym access (visit to be paid directly in the gym)

Evac employee from another entity

- ✓ Visitor ID card
- ✓ Access key to the office only on the manager's / host's permission
- ✓ Reception contacts the host to retrieve the guest from the ground floor elevator lobby in building A
- ✓ The inviting host / manager is responsible of the introductions of the premises & people
- ✗ No free gym access (visit to be paid directly in the gym)

Distances from Säterinportti

Helsinki 11 km

By car 20 min By train 25 min By bike 35 min

Airport 20 km

By car 25 min By train 60 min

Pasila 10 km

By car 20 min By train 25 min By bike 32 min

Otaniemi 3 km

By car 5 min By bus 20 min By bike 15 min

Closest hotel to Säterinportti

Glo hotel Sello

Leppävaarankatu 1, Espoo

Reception: +358 10 3444 200

www.glohotels.fi/en/hotels/glo-sello

