

Emergency & Security Tips Sheet



Please note that this Emergency & Security Tips Sheet is provided as guide only. The Globe on Moore apartment building does not currently have any formal emergency or evacuation procedures. Published 23 December 2004 – Version 1.0

FIRE EMERGENCY

The Globe is equipped with an EWIS (Emergency Warning Intercommunications System) which will operate automatically if smoke or fire is detected. Note: Smoke detectors within apartments are NOT connected to the EWIS system.

WHAT TO DO?

Fire or smoke in your apartment:

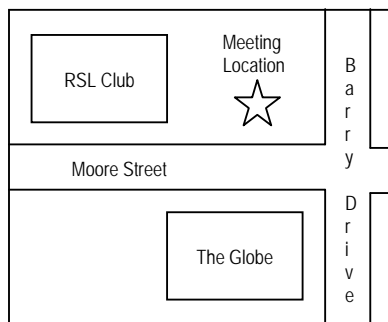
1	Leave the apartment - make sure you close but NOT lock your front door
2	Sound the alarm - break one of the fire break-glass panels located on each floor and/or - use your mobile phone to call '000'
3	Exit the building - use the fire stairs to exit the building at ground floor, do NOT use the lifts
4	Proceed to the meeting location - see the map below

Alarm has sounded in the building:

1	Leave the apartment - make sure you close and lock your front door
2	Exit the building - use the fire stairs to exit the building at ground floor, do NOT use the lifts
3	Proceed to the meeting location - see the map below

Meeting location:

If you exit the building due to an alarm, it is recommended that you proceed to the meeting location and do not enter the building again until advised that it's safe to do so by the fire brigade.



WARNING: It is an offence to leave fire stair doors propped open. Penalties apply.

MEDICAL EMERGENCY

Call '000' and ask for an ambulance.

POLICE EMERGENCY

Call 13 14 44 and ask for assistance.

REPORT A CRIME

Call Crime Stoppers on 1800 333 000.

Note: Access to Globe video surveillance can only be obtained after a police case reference number has been issued. All video and key log evidence will be provided directly to the Australian Federal Police.

PERSONAL SECURITY

<input type="radio"/>	Street At night do not walk alone through the plaza area around the back of the building. Take the long way through the public streets
<input type="radio"/>	Foyer Do not let anyone tail gate you into the secure foyer area. Challenge them to show their blue MIL key or tell them they must buzz a resident for access
<input type="radio"/>	Lifts Do not give anyone access to any floors unless you see their blue MIL key or heard them getting buzzed in by a resident
<input type="radio"/>	When in doubt Stand back as if you are waiting for someone and let the unknown person attempt to gain entry – if they can't, tell them you can't help them and tell them to buzz the person they are visiting via the intercom

INTERCOM INSTRUCTIONS

When your intercom is buzzed:

1	Answer - check to make sure it is who you expect it to be
2	Press blue button on intercom - this will open the inner foyer doors and let the visitor into the foyer
3	Hang up and press button again - this will release the lifts to your floor only for 60 seconds allowing the visitor to call a lift and press the floor button for your floor only

Note: If a visitor didn't buzz your intercom first you will not hear sound in the handset.

CAR PARK

The entry/exit gates of the car park have been changed to require a card at all times.

If you exit the car park by tail gating someone, the gates will NOT let you back in with your card as the card has not been registered as having left the car park.

Also, the entry gate requires that a car be physically located over the magnetic floor grid for the gate to operate.

MIL KEYS

MIL keys are the small blue electronic keys that give access to common areas of the building and specific floors.

WARNING: MIL Keys give off a strong magnetic field. Putting a MIL Key next to any credit card or other card with a magnetic strip (such as the car park cards) will demagnetise the card and leave it useless.

Accessing doors with a MIL Key:

1	Slide the MIL Key into the reader - slide the key all the way in and out in one smooth continuous motion
2	Proceed through the door

Accessing lifts with a MIL Key:

1	Slide the MIL Key into the reader - slide the key all the way in and out in one smooth continuous motion
2	Press your floor button - the MIL Key will only give you access to your floor, level 2 (gym and BBQ areas) and basement 1 and 2 levels (car parks and waste recycling room)

MIL Key Tips:

MIL Key readers operate correctly when the MIL Key is inserted all the way in and out of the reader in one smooth continuous motion.

Do not insert the key into the reader and leave it in.

If the reader is not registering your key then try the above procedure a little slower or faster than you are currently trying.

Further information on all of these topics is available at www.globeonmoore.com

or email: info@globeonmoore.com