

Emergency & Security Tips Sheet

Please note that this Emergency & Security Tips Sheet is provided as a guide only and you should not rely entirely on this guide. The Globe on Moore apartment building does not have any formal emergency or evacuation procedures. Updated August 2021 – Version 3.2

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:

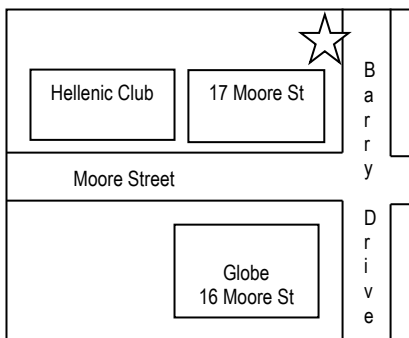
❶	Leave the apartment - make sure you close but NOT lock your front door
❷	Sound the alarm - break one of the fire break-glass panels located on each floor and/or - use your mobile phone to call '000'
❸	Exit the building - use the fire stairs to exit the building at ground floor, do NOT use the lifts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

Alarm has sounded in the building:

❶	Leave the apartment - make sure you close and lock your front door
❷	Exit the building - use the fire stairs to exit the building at ground floor, do NOT use the lifts
❸	Proceed to the meeting location - see the 'star' on 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 stairs doors propped open. Penalties apply

MEDICAL EMERGENCY

Call '000' and ask for an ambulance

POLICE EMERGENCY

Call '000' and ask for Police

REPORT A CRIME

Call Crime Stoppers on **1800 333 000**

Note: Access to Globe CCTV video surveillance can only be obtained after a police case reference number has been issued. All video and access 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 black access tag or tell them they must buzz a resident for access
<input type="radio"/>	Lifts Do not give anyone access to any floor unless you see their black access tag 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:

❶	Press the Answer button - check the video and audio to make sure it is who you are expecting
❷	Press the Unlock button - this will open the inner foyer doors and let the visitor into the foyer. It will also unlock the lifts to your floor for 60 seconds. If your visitor doesn't press your floor button in the lift in this time, they will need to exit and buzz again

NOTE: If a visitor didn't buzz your intercom first, you will not hear or see anything

CARPARK ACCESS

The Moore Street entry/exit gates of the carpark require a white access card to be used at all times

If you exit the carpark 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 carpark

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

BUILDING ACCESS

Access tags are the small black electronic plastic keys that give access to common areas of the building and specific floors

Tags do NOT give off a magnetic field. Putting a tag next to any credit card or other card with a magnetic strip (such as the carpark cards) will NOT demagnetise the cards

Accessing doors with a tag:

❶	Wave the tag near the reader - the reader should beep and its blue light should momentarily change to green then back to blue
❷	Proceed through the door - the tag will give you access to the main foyer entrance, the gym door and the fire stairs door on your floor, level 2 and the basement carpark floors

Accessing lifts with a tag:

❶	Wave the tag near the reader - the reader should beep and its blue light should momentarily change to green then back to blue
❷	Press your floor button - the tag will only give you lift access to your floor, level 2 (gym and terrace areas) and basement 1 and 2 levels (carparks and waste / recycling refuse room)

For further information visit the Globe website at www.globeonmoore.com

If you have any further questions that aren't answered by the website, please contact security@globeonmoore.com