



healthylivingNT

Procedure

## Security System – Alice Springs

### Aim

#### 1. Alarm

All staff are issued with a **four digit pin number** to allow them to use the front and

- Disarm the alarm if they are the first to arrive in the morning and
- Arm the alarm if they are the last to leave at night

On entering front door and disarming the alarm:

Enter your four digit pin number and press **E**

On leaving front door and arming the alarm:

Press **ARM and E**

\*There is 30 seconds to disarm or arm the system

If the system is not disarmed when entering – the alarm will be triggered within the 30 second timeframe. From when the alarm is *heard* there is a 2-5 minute period in which the O'Brien control room can be rung and advised that it is not a break in.

The number for Tony O'Brien is **8953 0366** or **0438 530 366** or call S.A Security office on **08 8234 8899** - quote HLNT name and phone number.

All contact numbers for the office security are found in every office.

For any building security issues e.g. Garage Door not closing or doors to building being locked during business hours please contact Talice Security on 8955 588 or LJ Hooker on 8950 6333.

#### 2. Duress Alarm

There is a **fixed Duress alarm** on the wall right hand of the front counter. You will physically need to press the **RED** button firmly.

There are Personal Emergency Transmitters (PET) found in every office.

**Darwin**  
Shop 1 & 2 Tiwi Place,  
Tiwi NT 0810  
PO Box 40113,  
Casuarina NT 0811  
Phone: 08 8927 8488  
Fax: 08 8927 8515  
E: info@healthylivingnt.org.au

**Alice Springs**  
Jock Nelson Centre,  
7/16 Hartley Street,  
Alice Springs NT 0870  
Phone: 08 8952 8000  
Fax: 08 8952 7000  
E: alicesprings@  
healthylivingnt.org.au

www.healthylivingnt.org.au  
ABN 11 374 693 055

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The PET can be used by any staff that are working on there own.

In the event of activation a call is received at the control room - they immediately notify the police and someone is sent to investigate.

HLNT or one of the nominated contacts will be rung within 30 to 60 minutes to ask about the situation. This is either a courtesy or in a more serious situation to make sure it is under control.

### 3. System

**There are 5 sensors inside the building:**

1 in the front reception

1 in the meeting room

1 in the kitchen

1 in the first office next to reception

1 in the end office

### 4. General

There are two alarms, one inside the office and the other one is located outside the office in the corridor.

Normal intruder alarm – when one sensor zone is activated on the premises – the company will ring the contacts

Multiple activation of sensors on the premises will have the police notified and a patrol dispatched

#### IMPORTANT NUMBERS:

**TONY O'BRIEN: 8953 0366 OR 0438 530 366**

**ALARM RESPONSE IN S.A. 08 8234 8899**

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