INTRODUCTION

The Gravity Discovery Centre will manage locking the back and front gates at the entrances to the Gravity Precinct in partnership with AIGO Research Centre, The Zadko Observatory, The Falcon Telescope and all other users of the Precinct. **This operation procedure document forms part of the approved UWA AIGO Precinct Emergency Fire Plan, 10th March 2020, Version 5.0 under the section "Bush Fire Evacuation Procedure", page 7.**

PURPOSE

The purpose of this document is to outline the responsibility of the Gravity Discovery Centre and other precinct users in relation to locking the Front gates, at the Military Road entrance and the Back gates at the Quin Road entrance.

DEFINITIONS

Gates comprise of two sets of double gates at each entrance
- Double Gates at the Military Road, **Western front entrance**
- Double Gates at the Quin Road, **Northern back entrance**

PROCEDURE

The Gravity Discovery Centre staff and any other precinct users will unlock and lock the gates as required. All personnel will leave the gate as they find it on arrival. All personnel who require regular access are to be provided with keys.
For after hours and emergency entry and exit, a spare key will be stored in a key safe located at each of the entries.
The code for the key safe is **0416**. *(Photo of the key safe positions at both gates is below)*
In the event the key is missing from the key safe, for GDC & GDC Observatory visitors please call GDC on 9575 7577 or for AIGO visitors please call nominated AIGO contact.

There will be an additional key at both entries, that the GDC and/or AIGO contact will be able to advise the location of.

FRONT GATE KEY SAFE PLACEMENT, Western front
Looking from Military Road, on the left hand side there are two posts. The key safe is fixed onto the back of the left hand post of the two posts pictured.

FRONT GATE

KEY SAFE

BACK GATE KEY SAFE PLACEMENT, Northern back
Looking from Quin Road, on the right hand side there are two posts. The key safe is fixed onto the right hand post facing inside the property. *(Similar to image shown above)*