

UNITED NATIONS

SECRETARIAT

Distr.
GENERALST/AI/109
16 March 1955

ORIGINAL: ENGLISH

ADMINISTRATIVE INSTRUCTION

TO: Members of the Staff

SUBJECT: Installation of Electric Door Alarm System

1. As of 1 April 1955, the majority of the emergency exit doors will be equipped with an electric door alarm system, which means that these doors must only be used in an emergency.
2. All doors which are equipped with this alarm system will have a sign reading "THIS DOOR IS ELECTRICALLY CONTROLLED. FOR EMERGENCY USE ONLY".
3. With the reduction in manpower, this alarm system is being installed to protect United Nations property and prevent unauthorized access to the buildings. It is essential that staff members co-operate by using only the regular entrances to the building as listed under Information Circular ST/ADM/SER.A/246 dated 10 March 1954.
4. An "IN" and "OUT" Register is placed at each of the following building entrances:
 - (a) Secretariat Building - Plaza Entrance - Open seven days a week on a twenty-four hour basis
 - (b) Service Drive Entrance located at 48th Street - Open seven days a week on a twenty-four hour basis
 - (c) Pedestrians' entrance to the parking areas located in the first basement delegates' lobby (at local transportation desk). This will be the only pedestrian entrance to the garage between 8 p.m. and 8 a.m.
 - (d) General Assembly Building - Public entrance - Open seven days a week - 8.30 to 6 p.m. Register in use weekends only. Located at neck entrance to Conference Building.

Members of the Secretariat leaving or entering the Headquarters premises on Saturdays, Sundays and holidays and after 8 p.m. on weekdays are required to register in and out, to provide the Duty Officer with location information during the periods when the buildings are not fully manned.

H.C. ANDERSEN
CONTROLLER
