	Title: YALE OFFICE OF FACILITIES PROCEDURE MANUAL Chapter: 01 - Yale Design Standard Division: -01 35 00 Special Procedures	Section: 01 35 53 Requirements for Security Procedures
		Date: 07/15/19
		Author: University Planning

PART 1 - INTRODUCTION

1.1 PURPOSE

- A. This section contains general security related design requirements.

PART 2 - GENERAL DESIGN REQUIREMENTS

2.1 HEAD OF COLLEGE HOUSE

- A. The homes of the Head of Colleges (HOC), who reside in residential colleges, are equipped with intrusion alarm systems. When feasible, renovations to these homes should include upgrading the existing alarm system. Coordinate closely with the Yale University Security Department when renovating these homes, guest suites, and other alarmed areas within the residential colleges.

2.2 COMPUTER FACILITIES

- A. Renovations that involve computer centers, clusters, laboratories, and other similar facilities must be reviewed by the Yale University Security Department. Of particular concern is the type of furniture used, room configuration, and other design issues that can affect the installation of alarm systems.


2.3 RESIDENTIAL LAUNDRY FACILITIES

- A. Residential laundry facilities should:
 1. be well-secured,
 2. be restricted to access by authorized persons only,
 3. contain a telephone that may be used for emergency purposes, and
 4. provide sufficient lighting within the facility and along corridors leading to and from the facility.

- B. Renovations to be reviewed by Yale University Security Department

2.4 CONSTRUCTION SITE SECURITY

- A. During the construction phase, the security of the college or building and articles within are of major concern. Contractors who have successfully bid on a project must submit a security plan that encompasses such areas as access control, guards, hours of operation, point of contact, key requirements, and other factors, as described in the Yale University Project Manual. Contractors must submit security plans through the Project Manager to the Yale University Security Department for review and approval before beginning the project.

	Title: YALE OFFICE OF FACILITIES PROCEDURE MANUAL Chapter: 01 - Yale Design Standard Division: -01 35 00 Special Procedures	Section: 01 35 53 Requirements for Security Procedures
		Date: 07/15/19
		Author: University Planning

2.5 EMERGENCY PHONES AND INTERCOMS

- A. The Yale University Telecommunications Department is responsible for the purchase and installation of phones used throughout the University. They also establish the type, model, and manufacturer requirements. Coordinate with the Telecommunications Department on all communications requirements.
- B. Coordinate emergency phone locations with the Yale University Police Department’s Crime Prevention Unit.
- C. Emergency phones and intercoms are linked directly to the Police Communications Center at Phelps Gate or the alarm monitoring station at 100 Church Street South. When activated, these devices solicit a police response. Emergency phones may be installed in:
 - 1. designated areas of refuge,
 - 2. isolated areas inside academic and administrative buildings, and
 - 3. outside locations approved by the Yale University Police Department's Crime Prevention Unit.
- D. The blue emergency phones are weatherproof, are equipped with other special features, and are recommended for exterior use only.
- E. In addition to emergency phones, other devices (such as intercoms) may be used for communicating emergencies. Prior to installing intercom stations, ensure that the design complies with Yale University Security Department requirements.

Date	Description of Change	Pages / Sections Modified	ID
07/15/19	Entire document	-	CJ385