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**OFFICE OF CIVIL DEFENSE  
CITY OF NEW YORK**

# **AIR RAID INSTRUCTIONS**

## **SNEAK ATTACK—NO WARNING SIREN** **— DO THIS FAST —**

**AT HOME**— Get under bed or table close to wall away from windows. Cover exposed parts of body.

**AT WORK**— Get under desk, table or bench. Lie close to wall away from windows or glass doors. Cover exposed parts of body.

**ON STREET**— Take any shelter if within a few steps. If no shelter near—fall to ground, face down. Cover exposed parts of body.

**IN VEHICLE**— Pull into curb—turn off ignition—cover face and eyes and fall to floor.

**CHILDREN AT SCHOOL**— If your children are at school, you stay at home. Don't phone—teachers are trained to care for the students.

## **WHEN YOU HEAR AIR RAID SIRENS** **— DO THIS —**

**AT HOME**— Go to previously selected shelter—keep *radio* on.

**AT WORK**— Go to shelter designated by Building Control Director for your floor. Obey instructions of wardens.

**ON STREET**— Go to nearest Public Shelter, nearest building or subway. Keep away from windows. Obey orders of air wardens.

**IN VEHICLE**— Pull to curb—enter public shelter or building. Keep away from glass doors. Obey air wardens.

**CHILDREN AT SCHOOL**— If your children are at school, *you* stay at home. Don't phone—teachers are trained to care for the students.

## **AFTER AN ATTACK**

- 1) **REMAIN CALM**— Follow instructions of Civil Defense forces.
- 2) **KEEP RADIO ON**— to receive authorized information and instructions.
- 3) **DO NOT USE YOUR CAR OR TELEPHONE**— except in cases of extreme emergency—roads and telephone lines are needed for Civil Defense rescue operations.
- 4) **IF YOU ARE WITHIN BLAST AREA**—
  - a) Remain in your shelter until advised by radio or Civil Defense forces that it is safe to leave.
  - b) At first opportunity, remove outer garments and bathe, using plenty of strong soap.
  - c) Do not consume food or water or use any objects which may have been exposed to radioactive contamination.



THE CITY COLLEGE

Air-Raid and Fire Drill Instructions for the Main Center

AIR-RAID PRECAUTIONS

"Alarm"—Will be sounded by classroom bells — four threes—(4 x 3) repeated 4 times, Or by one 3 minute siren blast.

"All Clear"—Will be sounded by classroom bells — four fours—(4 x 4) repeated 4 times, Or by 3 one minute siren blasts.

RULES TO BE OBSERVED

- 1. Each person should familiarize himself with the designated shelter areas. Avoid areas not posted.

Table with 3 columns: Building Name, Safe areas, and Unsafe areas. Rows include MAIN BUILDING, TECHNOLOGY BUILDING, TOWNSEND HARRIS HALL, HYGIENE BUILDING, and ROTC DRILL HALL.

LIBRARY. To be evacuated immediately and safety sought in the Cafeteria and Student Lounge of the Main Building. Use terrace entrance.

CHEMISTRY BUILDING AND COMPTON HALL. To be evacuated immediately and safety sought in the tunnels.

ARMY HALL, FINLEY HALL, SOUTH HALL, BRETT HALL. Go promptly to designated shelter areas.

ALUMNI HOUSE, HOUSE PLAN, LEWISOHN STAGE. Learn and obey posted instructions.

JASPER OVAL, STADIUM. To be evacuated immediately and safety sought under stadium structure.

CAMPUS, ADJOINING STREETS. Take cover immediately in places of safety indicated above.

- 2. At the air-raid signal each instructor automatically becomes a temporary air-raid warden... 3. While in "shelter areas" stay close to the wall... 4. All persons are to refrain from smoking... 5. Each student must carry his college identification card... 6. No person shall be permitted to remain on the top floor... 7. No one is permitted to leave the building... 8. When the alarm is given, all lights and gas jets should be turned off... 9. Air-raid wardens, who will be identified by arm band insignia... 10. When the "All Clear" signal is given, all should return to the room... 11. Posted Red Cross insignia throughout the buildings... 12. Telephone service will be reserved for official communications only... 13. The Office of the Committee on College Civil defense is in Room 311 Main Building...

FIRE DRILL INSTRUCTIONS

SIGNAL: Continuous ringing of the fire Gongs.

RULES TO BE OBSERVED

- 1. Each instructor will familiarize himself with the fire drill chart posted on the wall in each room... 2. The building is to be vacated immediately... 3. There is to be no crowding, pushing or smoking... 4. Silence is to be strictly observed... 5. No one is to ascend stairs for any purpose... 6. The physically handicapped are to use elevators. All other persons are to use stairways.

- 7. Avoid blocking exits. Upon reaching the street, the instructor is to march his class away from the exit... 8. When the recall bell sounds, students are to re-enter the building in the reverse order in which they made their exit.

BY ORDER OF THE PRESIDENT
Committee on College Civil Defense

- Leslie W. Engler, Robert L. Taylor, Robert Petross, Jerome K. Wilcox, Raymond F. Purcell, Robert Jahrling, Director

Read This Bulletin Carefully. Do Not Throw It Away. Bring It With You Daily.