OFFICE OF CIVIL DEFENSE CITY OF NEW YORK

AIR RAID INSTRUCTIONS

— 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.

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-(4x4) 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.

	Safe	Unsafe
MAIN BUILDING	Corridors on the ground, 1st, 2nd, 3rd floors. Also 4th and 5th floors (in tower area only.) Cafeteria. Student Lounge.	Tower, floors above the 5th; 4th floor north and south wings; all stairways; all classrooms; all offices; Great Hall.
TECHNOLOGY BUILDING	1st and 2nd floor corridors.	Gymnasium; all classrooms; all offices; basement.
TOWNSEND HARRIS HALL	Ground, 1st, 2nd, and 3rd floor corridors.	4th floor; auditorium; all classrooms; all offices; north and south annexes.
HYGIENE BUILDING	Main floor and mezza- nine corridors; handball courts; locker rooms.	Exercising hall; all offices; pool.
ROTC DRILL	Basement	Offices;

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 and he is to remain with his class to maintain proper discipline throughout the air-raid. In accordance with the directions on the classroom chart, he should march his class to the nearest shelter area. Each student should take his personal effects with him.

3. While in "shelter areas" stay close to the

wall and away from windows or glass doors.
4. All persons are to refrain from smoking, eating of lunches, walking about and loud talking during the "alarm." Each student must carry his college identi-

fication card at all times.

No person shall be permitted to remain on the top floor of any building. All class-rooms, offices and stairways must be vacated.

7. No one is permitted to leave the building with the exception of those persons con-gregated at the time of the alarm in Compton Hall, the Library, or Chemistry Building. (See specific instructions above.)

8. When the alarm is given, all lights and gas jets should be turned off. Electrical appliances should be disconnected; classroom doors closed (but not locked)

Air-raid wardens, who will be identified by arm band insignia, are to report to their posts immediately, maintain order, and exercise the precautions necessary for the safety of all. Their instructions must be obeyed

by all. When the "All Clear" signal is given, all should return to the room whence they came unless the recitation bell has been sounded for the next class hour. In that event, they are to report to the next recitation assignment. Students may also leave the buildings after the "All Clear" signal has been given.

Posted Red Cross insignia throughout the buildings designate location of first aid kits and other medical supplies. Do not handle

except in an emergency.
Telephone service will be reserved for offi-

The Office of the Committee on College Civil defense is in Room 311 Main Building, Telephone ADirondack 4-2000, Ext. 315.

FIRE DRILL INSTRUCTIONS

drill hall.

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. The chart indicates the proper stairway and exit to be used. At the fire gong signal the instructor will assemble his class in single file and march it quickly to the designated stairway. Members of the maintenance staff will assist in directing and controlling traffic.
- 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.

HALL

- 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 exists. Upon reaching the street, the instructor is to march his class away from the exit, a distance of not less than 100 feet. Each class is to remain together as a unit and on the sidewalk.
- 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

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