

ACTION TO BE TAKEN DURING WORKING HOURS
IN EVENT OF A CIVIL DEFENSE EMERGENCY

1. GENERAL

The following action shall be taken in the event of a Civil Defense Emergency.

2. ALERT

2.01 The Alert signal is a steady blast of three to five minutes duration by sirens, horns whistles or similar devices.

2.02 Local instructions as to what you should do when the alert is sounded will be issued by such means as Conelrad, radio, wardens and auxiliary police.

3. TAKE COVER

3.01 The Take Cover signal is a three minute fluctuating or warbling tone of varying pitch air raid sirens or a succession of intermittent blasts by sirens, horns whistles or similar devices.

3.02 The Take Cover signal means that an attack is imminent and that everyone must immediately get to the best available shelter.

3.03 The Take Cover signal will not necessarily follow the Alert signal. Either will be sounded as required and either may be repeated to meet any situation.

3.04 Employees working in Central Office buildings will proceed to shelter areas as directed by the Building Security Wardens.

3.05 Employees working in noncompany owned buildings shall remove ladders and tools, from every passage or hallway, that may impede access to air-raid shelters or exits and then proceed to the nearest shelter.

- 3.06 Employees on the street shall proceed immediately to the nearest shelter.
- 3.07 Employees driving motor vehicles shall park them at the curb, shut off the motor, lock the ignition switch and proceed to the nearest shelter.
- 3.08 In all cases employees will follow the instructions of Police, Civil Defense Wardens or Local Building Wardens of the area in which they are working.

4. WHEN TO LEAVE SHELTER

4.01 There will be no all-clear signal. The danger of radioactive fallout after any attack will have to be judged by local Civil Defense authorities. Advice on when to leave shelter will be given out locally by any or all means available, such as, Conelrad, wardens or auxiliary police from local Civil Defense headquarters.

5. AFTER-AIR RAID

- 5.01 After advice to leave shelter has been received, report to the nearest foreman's office or district central office building (traveling conditions permitting). Follow the instructions of the supervisor in charge.
- 5.02 If no supervisor is present, but communication is available, call your office or any District Defense and Security Center in your Division. Be guided by the instructions given over the telephone.
- 5.03 If you are out of your district and communication is closed, report to any district central office building in the Manhattan Area.

DISTRICT DEFENSE AND SECURITY CENTERS

<u>District</u>	<u>Location</u>	<u>Telephone Numbers</u>	
	<u>SOUTHERN DIVISION</u>		
Broad St.	104 Broad St. Basement	DIg.4-1082 MUr.8-4718	WOr.4-3796 DIg.4-0053
West St.	140 West St. Room 622	WOr.4-1849 MUr.8-1668	DIg.4-0467 WOr.4-3987
Ave.of Amers.	32 Ave.of Amers. 20th Floor	ORe.4-7745 CAn.6-2182	PLa.9-3092 CAn.6-5528

W.18 St.	210 W.18 St. 4th Floor	PLa.9-3319 ORe.5-6728	CAn.6-4404 ORe.5-8744
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EASTERN DIVISION

204 2nd Ave.	204 2nd Ave. First Floor	ORe.7-9944 ORe.4-9935	SPr.7-9976 ORe.3-9965
E.30 St.	227 E.30 St. Basement	MUr.6-9944 MUr.3-9955	MUr.9-9965 ORe.9-9935
E.37 St.	221 E.37 St.	MUr.7-9944 MUr.7-9935	MUr.2-9955 MUr.8-9965
E.56 St.	228 E.56 St. Second Floor	MUr.8-9920 PLa.5-9935	ELd.5-9955 PLa.3-9965
E.79 St.	208 E.79 St. First Floor	TRa.9-9944 BUt.8-9935	RH1.4-9955 REg.7-9965
E.97 St.	151 E.97 St. Basement	LEh.4-9944 SAc.2-9935	ATw.9-9965 TRa.6-9955

WESTERN DIVISION

W.36 St.	230 W.36 St. Basement	LOn.4-9850/2 UNi.5-7690	UNi.5-7691
W.50 St.	435 W.50 St. Basement	JUd.2-9935/7	TOm.7-3635/6
W.73 St.	125 W.73 St. Basement	TRa.3-9955/7 LOr.9-9932/3	
Manh.Ave.	193 Manh.Ave. First Floor	RIv.9-9937/9 WAd.6-9933/4	
Convent Av.	380 Convent Av. Basement	TOm.2-8802/4 JUd.2-7240/1	
W.176 St.- Thayer St.	608 W.176 St. Basement	TOm.7-9920/2 SUs.7-9926/7	