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DIVISION OF CIVIL DEFENSE & DISASTER CONTROL

DEPARTMENT OF DEFENSE

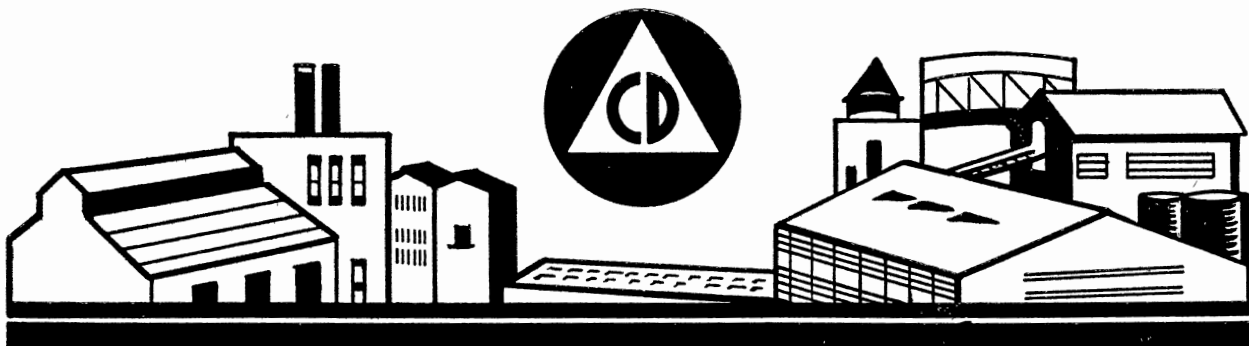
REGULATIONS

Covering Requirements of

INDUSTRIAL

DISASTER

CONTROL



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STATE OF NEW JERSEY

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" "

DEPARTMENT OF DEFENSE.

Division of

CIVIL DEFENSE & DISASTER CONTROL.

REGULATIONS

Covering Requirements For

I N D U S T R I A L

D I S A S T E R

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CIVIL DEFENSE IN NEW JERSEY

ROBERT B. MEYNER

Governor

MAJOR GENERAL JAMES F. CANTWELL

Chief of Staff

DEPARTMENT OF DEFENSE

THOMAS S. DIGNAN

Acting Director

DIVISION OF CIVIL DEFENSE & DISASTER CONTROL

R E G U L A T I O N S

covering requirements for

INDUSTRIAL DISASTER CONTROL

Effective March 31, 1960

RAYMOND MALE

Commissioner

DEPARTMENT of LABOR and INDUSTRY

RICHARD J. SULLIVAN

Administrator

BUREAU of ENGINEERING and SAFETY

STATE OF NEW JERSEY
Executive Department

PROCLAMATION

WHEREAS, the New Jersey Civil Defense and Disaster Control Plan states in part "Civilian volunteer agencies must be trained to augment the professional or semi-professional services in time of war or major disaster";

WHEREAS, it is essential that adequate measures be taken to safeguard the lives and welfare of all who work in industrial plants, to prevent damage to and destruction of such plants, and to maintain therein the production necessary for our national security;

WHEREAS, effective industrial plant security requires integration of such activity with that of local civil defense and disaster control organization; and

WHEREAS, existing rules and regulations covering industrial plant protection, established by proclamation on September 23, 1954, require revision;

NOW, THEREFORE, I, ROBERT B. MEYNER, Governor of the State of New Jersey, in order to provide further safeguards for the public health and welfare and to aid in the prevention of damage or destruction of industrial property, and pursuant to the authority vested in me by the State Constitution and by the laws of this State, Do Hereby Promulgate and Proclaim, effective this date, the following revised "Regulations covering requirements for Industrial Disaster Control" in addition to the provisions of the New Jersey Operational Survival Plan.

I do Further Proclaim that the aforementioned regulations shall supersede the rules and regulations proclaimed on September 23, 1954 and shall, according to their respective terms, be binding upon all political subdivisions, public agencies, public officials and employees and upon each and every person in this State.

GIVEN, under my hand and the Great Seal of the State of New Jersey this 31st day of March, in the year of Our Lord, one thousand nine hundred and sixty, and of the Independence of the United States, the one hundred and eighty fourth.

/s/ ROBERT B. MEYNER
Governor

(seal)

BY THE GOVERNOR:

/s/ EDWARD J. PATTEN
Secretary of State

P R E A M B L E

The original rules and regulations covering requirements for industrial plant protection were promulgated on December 21, 1950 with a revision effective February 9, 1951.

This second revision eliminates the mandatory sections on Industrial Safety and Sabotage & Espionage.

Both the Director of Civil Defense and the Commissioner of Labor and Industry agree that industrial safety is the sole responsibility of the Department of Labor and Industry and any regulations governing industrial safety should be promulgated by the Commissioner of Labor and Industry.

The previous Plant Protection Rules & Regulations, promulgated December 21, 1950, under provisions of the New Jersey Civil Defense Act have been revoked by the Governor who has proclaimed the regulations contained in this publication to become effective March 31, 1960.

These regulations contain the mandatory requirements of an Industrial Civil Defense and Disaster Control Program which includes the appointment of a Plant Disaster Control Coordinator, Plant Disaster Control Volunteer Corps and provision for a Control Center to be used during emergency operations. These regulations are effected through the utilization of field Safety Inspectors and Staff Members of the Bureau of Engineering & Safety of the New Jersey Department of Labor and Industry.

Annex A contains organizational charts of the over-all Industrial Civil Defense and Disaster Control program at State, County and Municipal levels.

Annex B provides a planning guide to assist management in the organization of an Industrial Disaster Control Program. Field visits for coordination of this program with manufacturing establishments will be conducted by the field safety personnel of the Bureau of Engineering & Safety.

Annex A and B above are nonregulatory.

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INDUSTRIAL DISASTER CONTROL

1. PURPOSE AND SCOPE

1.1 **PURPOSE**—The purpose of these regulations is to provide for the safeguarding of employees of New Jersey industry, to aid in the prevention of damage or destruction of plant property and to maintain production during an emergency as defined in Chapter 438, P.L. 1953 entitled, "An Act Concerning Civil Defense and Disaster Control During Emergency."

1.2 **SCOPE**—These regulations are applicable to every factory, workshop, mill or place, employing 50 or more persons, where the manufacture of goods of any kind is carried on. In all manufacturing plants of the above-named places, employing less than 50 persons, an Industrial Disaster Control Coordinator shall be appointed to integrate plant protection activities with the local civil defense and disaster control authorities.

1.3 No provision of these regulations shall in any way be held to contravene the authority of agents of the Federal Government, or conflict with the obligations and responsibilities of any employer to the Federal Government.

1.4 When plant surveys, conducted by the Field Safety Inspectors of the Department of Labor and Industry, Bureau of Engineering & Safety, reveal that there has been failure to comply with the mandatory provisions of these regulations, a written official notification, signed by the Director of Civil Defense and Disaster Control, shall be issued to the employer stipulating the violations and the time allowed for full compliance.

1.5 Wherever an employer feels that compliance with these regulations would constitute undue hardship and the objective of Industrial Civil Defense and Disaster Control can be substantially met through other means, he may submit evidence to support a request for modification from the requirements of these regulations. Such evidence shall be submitted in writing to the Director of Civil Defense and Disaster Control, whose decision will be final.

2. DEFINITIONS

2.1 For the purpose of these regulations, the following words and phrases shall have the meaning as indicated.

Industrial Disaster Control Coordinator—a representative appointed by management and responsible to it for developing and activating the Industrial Disaster Control Program.

Industrial Disaster Control Volunteer Corps—units of plant employees trained to act in an emergency.

Control Center—a communications and operations headquarters for directing and controlling industrial disaster control forces and activities during local disaster emergency or other emergencies.

Industrial Mutual Aid—an organization of industries in a given area, bonded together by an active agreement to lend assistance to one another during an emergency.

Management—the collective body of those who manage any enterprise or interest.

Employer—one who employs another or a group of persons.

Manager—one who manages or directs the plant operations under supervision of management.

Disaster—any unusual incident resulting from natural or unnatural causes which endangers the health, safety or resources of the residents of one or more municipalities of the State, and which is or may become too large in scope or unusual in type to be handled in its entirety by regular municipal operating services.

Local Disaster Emergency—includes any disaster, or the imminence thereof, resulting from natural or unnatural causes other than enemy attack and limited to the extent that action by the Governor is not required.

War Emergency—includes any disaster occurring anywhere within the State as the result of enemy attack or the imminent danger thereof.

Emergency—includes "disaster" and "war emergency" as defined above when declared by governing authorities.

Shall, Should—the word "shall" indicates a mandatory requirement; the word "should" indicates a recommendation.

Fallout Shelter—an area which by reason of location and construction may be expected to provide some degree of protection from radioactive fallout for employees, during and after a nuclear attack.

First Aid Station—a predesignated area equipped to handle injured persons, which is located within the fallout shelter.

3. CLASSIFICATION OF OCCUPANCY

3.1 Class A places of employment are places subject to provisions of these regulations. (Refer to XVIII PLANT SECURITY Section A)

Class A-1 manufacturing establishments which are subject to a contract with the Federal Government for the production of defense or critical material as defined by the Office of Civil and Defense Mobilization or its directives. This definition includes sub-contractors while working on defense contracts.

Class A-2—manufacturing establishments that are engaged in civilian production which is essential to the public as defined by the Office of Civil and Defense Mobilization, Essential Survival Items, i.e., health supplies and equipment; foods; body protection & household operation—equipment and supplies; sanitation and water supply items; emergency housing and lodging—materials and equipment.

Class A-3—plants engaged in any other manufacturing operations not covered by Class A-1 or A-2.

4. INDUSTRIAL DISASTER CONTROL COORDINATOR

4.1 One person, in every manufacturing establishment, shall be appointed by the plant management as Industrial Disaster Control Coordinator. He shall be responsible for effectuating these regulations. The Industrial Disaster Control Coordinator shall work under the direction of the plant management.

4.2 For plants employing over 300 persons, the Industrial Disaster Control Coordinator should be the Chairman of a Disaster Control Coordinating Committee which should include the Production Manager, Plant Engineer, Personnel Director, Safety Director, Plant Physician, Fire Chief, a representative of the Accounting Department and such other personnel as the Management may deem necessary.

4.3 The Industrial Disaster Control Coordinator shall organize whatever staff may be necessary to effectuate these regulations and shall develop, coordinate and direct a program of Industrial Disaster Control and should develop and coordinate a program of Industrial Mutual Aid.

4.4 The Industrial Disaster Control Coordinator shall integrate his activities with the Local Civil Defense and Disaster Control organization and shall supervise the functions of the Industrial Disaster Control Volunteer Corps.

4.5 The Industrial Disaster Control Coordinator shall develop plans for communicating either directly or indirectly with key plant personnel in the event of an emergency.

4.6 To provide for eventualities under conditions of emergency or local disaster emergency, the Industrial Disaster Control Coordinator shall plan and effectively organize procedures for:

- Fire Service
- Police Service
- Medical-Health Service
- Engineering Service
- Welfare Service
- Warden Service
- Radiological Monitoring
- Communications
- Transportation
- Auxiliary Lighting
- Protection of Vital Records

4.7 To the extent dictated by physical characteristics of plant, degree of hazard and number of employees, the Industrial Disaster Control Coordinator should study and implement protection for areas such as:

- First-aid Stations
- Fallout Shelters

5. INDUSTRIAL DISASTER CONTROL VOLUNTEER CORPS

5.1 The Industrial Disaster Control Volunteer Corps shall be organized to function in an emergency. It shall assist in rescue work, evacuation of the injured, restoring damaged and disrupted facilities, take active measures to minimize danger from fire or explosion and prevent looting.

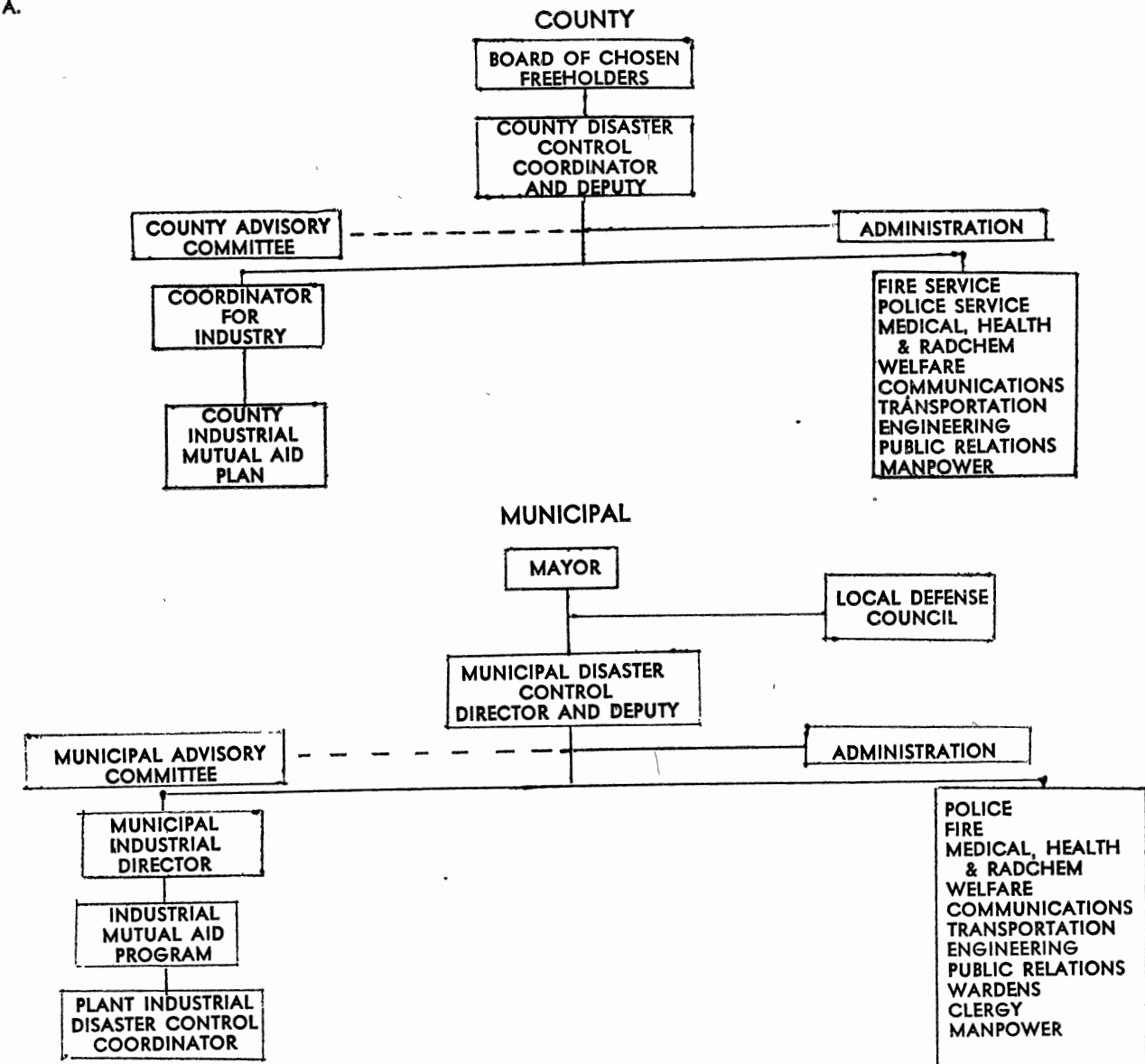
6. CONTROL CENTER

6.1 Each manufacturing establishment shall have a Control Center which shall be located in a protected area.

6.2 Control Center equipment shall consist of first-aid and medical supplies, water rations, fire fighting equipment, alarm control, auxiliary lighting, communication equipment, plant lay-out charts and organization records.

6.3 During emergencies, the Industrial Disaster Control Coordinator shall conduct his duties from the Control Center.

ANNEX A.



ANNEX B

I PLANNING THE INDUSTRIAL DISASTER CONTROL PROGRAM

New Jersey's industrial plants, research laboratories, public utilities and warehouses are a vital part of the nation's resources; these establishments are especially vulnerable to the hazards of modern war because they are geared to peace-time activities and are, in main, unprotected. In the event of enemy attack or disaster, dependence could not be placed on outside aid because civil defense and community protective services would probably have more calls than they could handle.

Our ability to wage war or combat disasters rests largely on our industrial plants and their skilled workers. To keep production going and to save life and property, industrial plants and other facilities must organize for disaster control. The best way to cope with disaster is to be thoroughly prepared to meet it. Any steps taken now to protect establishments will minimize the effects of a major catastrophe in peace or war.

In general, all factories and other establishments con-

cerned with maintaining production, should be made part of the Industrial Disaster Control program.

II WHAT IS INDUSTRIAL DISASTER CONTROL?

Industrial Disaster Control as used in this annex, is the concept of organizing and training small groups within an industrial organization to perform specialized services, such as policing or fire fighting, to safeguard the plant and its occupants in time of disaster. The Industrial Disaster Control program is not expected to replace normal protection. It is designed to help the plant expand its services to meet large-scale disaster more effectively.

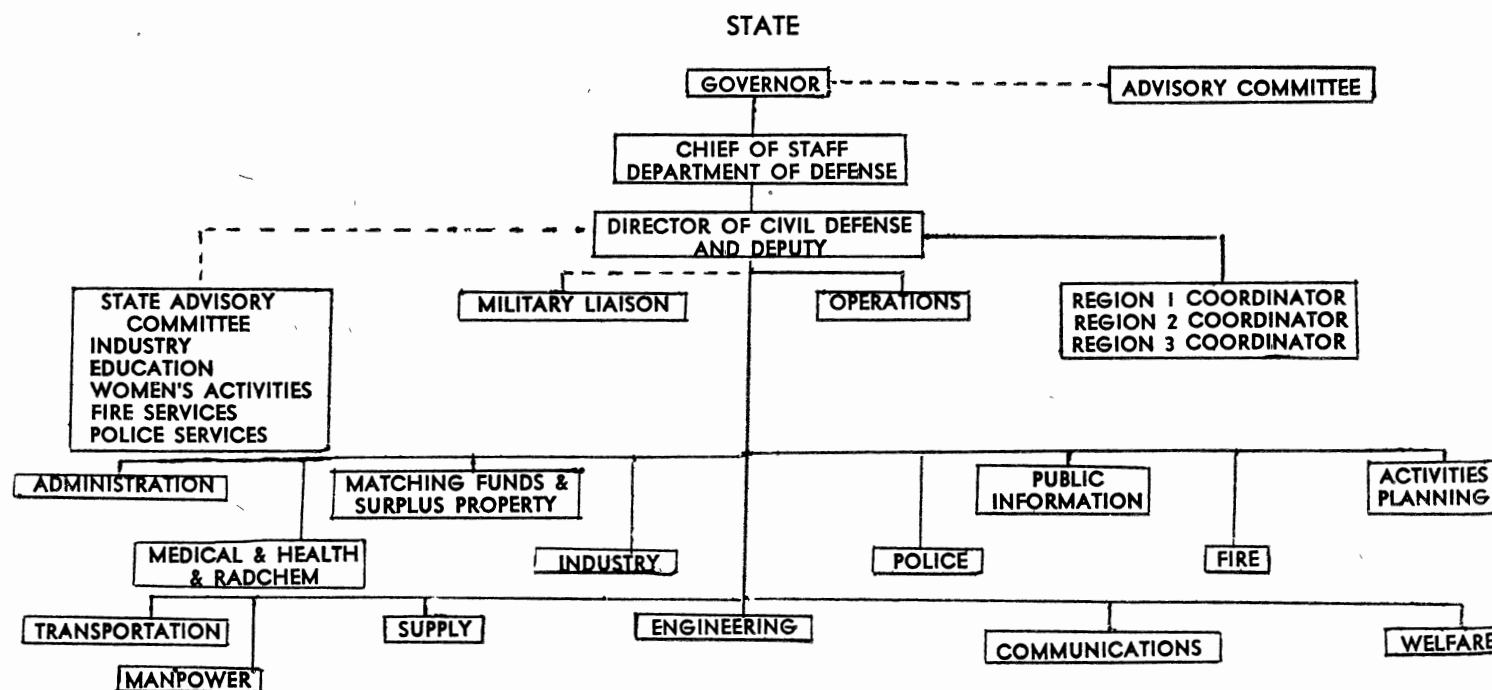
III RESPONSIBILITY FOR INDUSTRIAL DISASTER CONTROL

The responsibility for planning and operating a disaster control program rests with management.

A. Key Steps in the Industrial Disaster Control Program

1. Management should contact their Local Civil Defense & Disaster Control authorities where pooled information and valuable guidance is available.

CIVIL DEFENSE AND DISASTER CONTROL ORGANIZATION CHART



2. Management should make a survey of its plant to locate probable war-time hazards and take action to lessen or eliminate them. Action shall be taken to appoint an individual with the title of Industrial Disaster Control Coordinator, who will organize a central system of control and protective services.

3. Management shall have first-aid stations, fallout shelters and other means for the protection of personnel, such as rescue, welfare, fire, first-aid, engineering and ward services.

4. Protection should be provided for essential records, either through dispersal of duplicate copies or protective construction. The need for protection will vary according to the size, purpose, and location of the establishment and its importance to defense production. But whatever the requirements, the underlying principles of self-protection are the same.

IV EMPLOYEE PARTICIPATION

In the early stages of planning, management should present the Disaster Control program to its employees and enlist their active support. If only a few employees are involved, a general meeting could be called. If this is not practical because of the size of the plant, then the program could be presented to the employee representatives or department heads who, in turn, will carry the plan back to their departments. Workers will cooperate in carrying out their part of the program if they participate from the beginning and understand the problems involved.

It is recommended that a joint management-employee committee for Industrial Disaster Control be organized. If a labor-management committee is already functioning within the facility, it can serve as a means of stimulating employee interest and participation. The employee representatives can be helpful in encouraging personnel to enroll as Plant Industrial Disaster Control Corps Volunteers.

V FOUR TRAINING STAGES FOR INDUSTRIAL DISASTER CONTROL

A. Training for the Disaster Control program in large establishments should be carried out in four stages, as follows:

1. Individual training—All trainees should be given basic Civil Defense training, including first aid. Certain trainees should be given specialized instructions to qualify them for specific duties.

2. Team or unit training—Units should be formed for team training in technical and service units. The functions of the team should be taught and demonstrated, and there should be a liberal interchange of individual duties within the teams. Messengers should be trained as auxiliary workers of the protective service units to which they are attached.

3. Collective training—Teams of each service should be trained with teams of the other services to assure coordination of activities. Collective training should be made as realistic as possible and should reproduce conditions likely to arise before, during and after an emergency.

4. Combined training—The protective services should engage in combined training exercises with the Local Civil Defense and Disaster Control organization. The plant's Disaster Control organization should be so well integrated with that of the surrounding area that together they can function at peak efficiency in an emergency.

VI CENTRALIZING CONTROL

A system of communication and control under the direction of a single person is essential to the successful operation of an Industrial Disaster Control program. It will be the responsibility of the Coordinator to set up and direct such a system. To do this effectively, he must have full authority to speak for management in all matters relating to civil defense and disaster control.

VII INDUSTRIAL DISASTER CONTROL COORDINATOR

A. In addition to setting up a control system, the Coordinator should do the following:

1. Plan a protection program.
2. Select and train personnel; in general, select persons not holding key civil defense positions outside the plant.

3. Direct emergency activities from the first warning until normal conditions are restored.

4. Establish communication lines within the plant and with the nearby community.

5. Develop mutual assistance plans with neighboring plant disaster control coordinators and coordinate these plans with those of Local Civil Defense and Disaster Control authorities.

6. Consult Local and State Civil Defense and Disaster Control organizations for planning assistance.

7. Strengthen the plant's fire protection program.

8. Appoint deputy coordinators, one for each working shift, and other assistants as deemed necessary.

9. Appoint a records officer responsible for duplication and dispersal of valuable records.

10. Arrange with Local Civil Defense and Disaster Control authorities for transmission of warnings directly to him (Coordinator) or his deputies.

11. The Coordinator should also explore with the Local Civil Defense and Disaster Control Director the possibilities of expediting the passage through restricted areas of key plant personnel, i.e., pipe fitters, electricians, chemists, etc., whose speedy return to duty is vital to the early restoration of operation of damaged or destroyed critical industrial areas, from which they have been absent at the time of attack.

VIII THE CONTROL CENTER

To use effectively all resources at his command during an emergency, the Coordinator must be acquainted with the situation, coordinate the activities of the different services, and check results. The mechanism he uses for this purpose is the control center operating from a control room. It should function during an enemy attack or a peace-time disaster such as fire or explosion, when damage occurs simultaneously at several points.

A. Plant Control Center

1. Control of the Plant Protection Unit is normally exercised by the Industrial Disaster Control Coordinator through a communications system centered in a Plant Control Center which functions as the command headquarters during any emergency and in training therefore, and is reserved for the exclusive use of the Coordinator and his staff at all times. The Attack Warning System of the plant is operated from the Control Center, as ordered by

the Coordinator. This room should be equipped with cots, blankets, fire extinguishers, reserve stocks of food and fresh water, first aid supplies, self-contained auxiliary lighting system and a battery-operated radio.

2. The Control Center insofar as possible is to be established in a shelter zone, preferably on a lower floor or in a basement, centrally situated with respect to communication requirements with key locations in the plant.

3. In general, it may be assumed that existing interior and exterior plant telephone lines will serve as adequate communication facilities for the Control Center. A message service organized on a stand-by basis will be of great help for use in case the telephone lines become jammed or are put out of commission. Bicycle, motorcycle or automobile transportation should be made available for use by messengers if necessary. In some instances it may be possible to use special sound powered telephone lines or "walkie-talkies" as auxiliary communication channels, within the plant.

4. Where possible, a public address system should be installed from the Control Center to all shelters and shelter zones. This can be utilized for morale purposes by broadcasting spot announcements and recorded musical selections during the emergency for the information and entertainment of personnel.

5. The Control Center should contain a set of maps of each floor of the plant. These maps should show all regular and emergency entrances and exits, routes thereto, fire escapes, doors, windows, valves, switch boxes, water, light and power lines, fire hose hydrants, extinguishers, first-aid supplies, and locations and names of all departments. The Control Center also maintains rosters of key personnel of the plant and the protection unit, with home addresses and telephone numbers, and the number of employees per department.

6. Direct radio linkage with the Local Civil Defense and Disaster Control - Control Center is highly recommended to assure constant communication. For plants that cover a large area, it is also recommended that mobile radio units be utilized as a constant means of communication.

IX THE WARNING SYSTEM

A plant warning system is necessary where buildings are spread over a wide area or located beyond hearing distance of a community warning. In many instances the existing public address system can be used. Signals should conform with those of the Attack Warning System.

For details on setting up and operating a Control Center and a warning system, the Plant Disaster Control

Coordinator should consult Local Civil Defense and Disaster Control officials.

X ORGANIZING THE PROTECTIVE SERVICES

The brunt of carrying through the protection program will fall on the units organized to meet disaster. How well they function as trained teams will determine to a large extent how much life and property can be saved during an emergency.

XI FUNCTIONS OF THE DISASTER CONTROL VOLUNTEER CORPS

A. In general, the Industrial Disaster Control Volunteer Corps should be organized and trained to:

1. Direct occupants to shelters or to fire exits
2. Prevent panic
3. Extinguish fires before they become large
4. Rescue all trapped persons
5. Render prompt first aid and hospitalize casualties
6. Arrange for providing emergency food and shelter
7. Repair broken water mains and power and gas lines
8. Reopen streets within the plant property and restore communications
9. Restore air conditioning or heating facilities
10. Protect lives, property, productive capacity, records and maintain morale.

B. Skeleton units of essential services should be on duty or immediately available at all times, because little traveling can be done by crew members during emergencies.

C. Aiding the Community

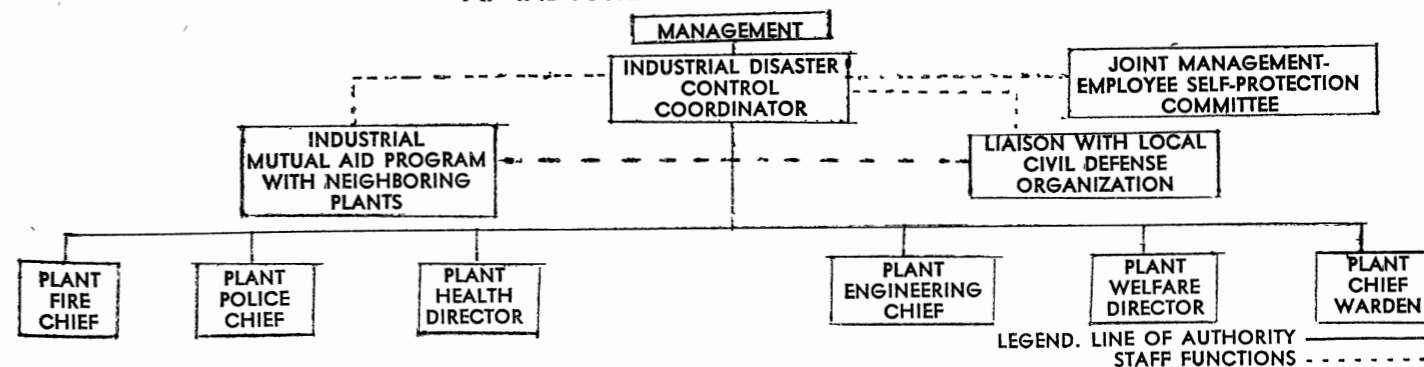
1. If an attack occurs and the establishment is spared or sustains only light damage, the Coordinator should be prepared to lend aid to the local area.

2. In the event of enemy attack and the official declaration of an emergency, all resources of the community may be brought under the direction of the Local Civil Defense and Disaster Control organization.

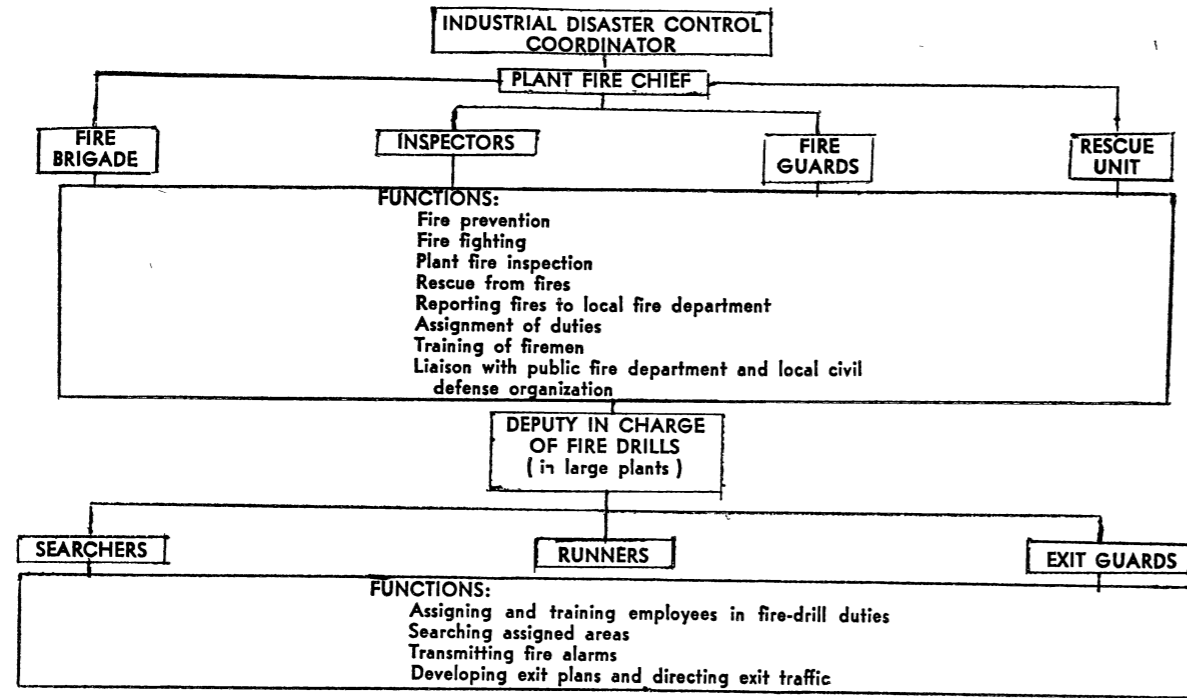
XII ORGANIZATION CHARTS

- A. Organization Chart for Industrial Disaster Control
B. Organization & Functions of the Plant Fire Service
C. Organization & Functions of the Warden Service
D. Organization & Functions of the Police Service
E. Organization & Functions of the Medical Health Service
F. Organization & Functions of the Engineering Service
G. Organization & Functions of the Welfare Service

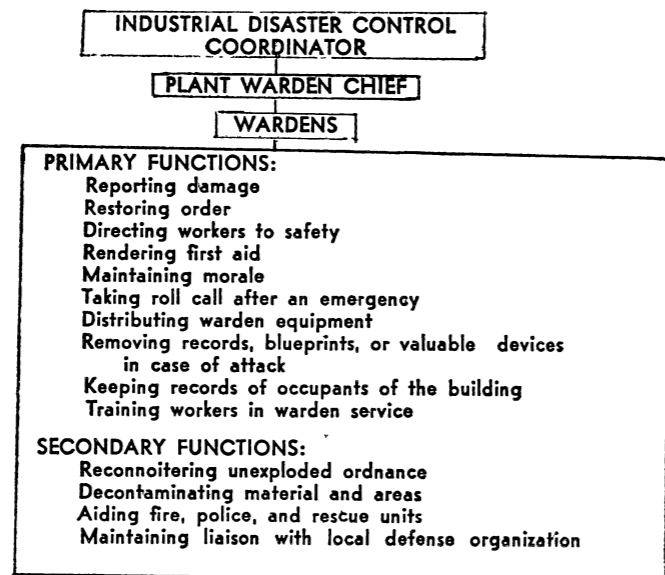
XII ORGANIZATION CHARTS A. INDUSTRIAL DISASTER CONTROL



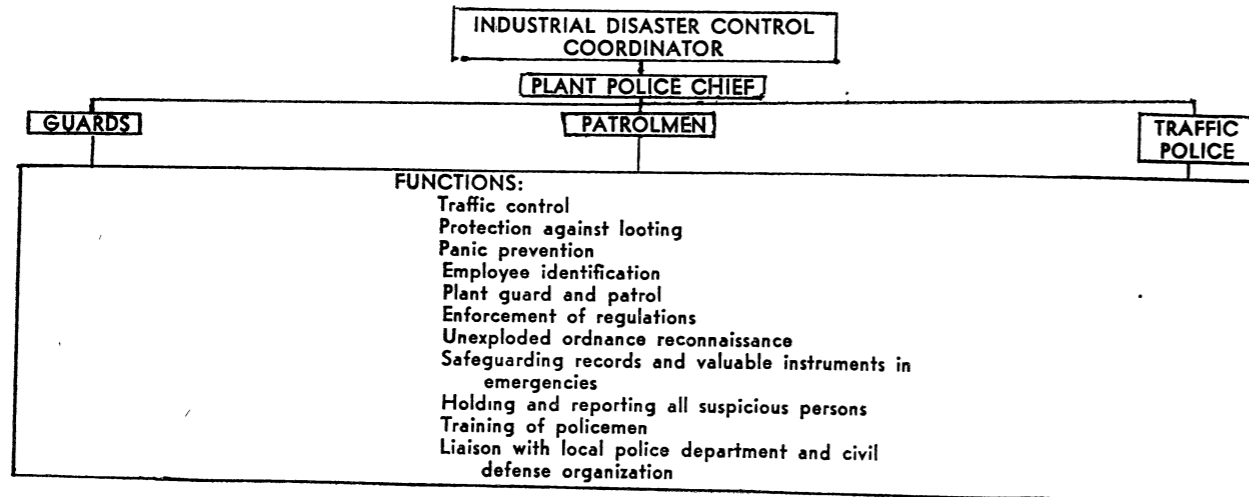
B. ORGANIZATION AND FUNCTIONS OF THE PLANT FIRE SERVICE



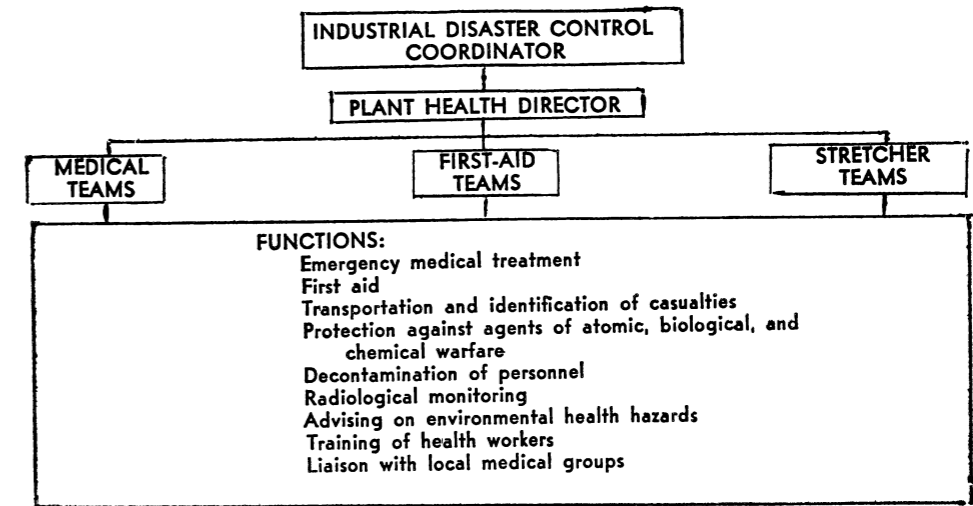
C. ORGANIZATION AND FUNCTIONS OF THE WARDEN SERVICE



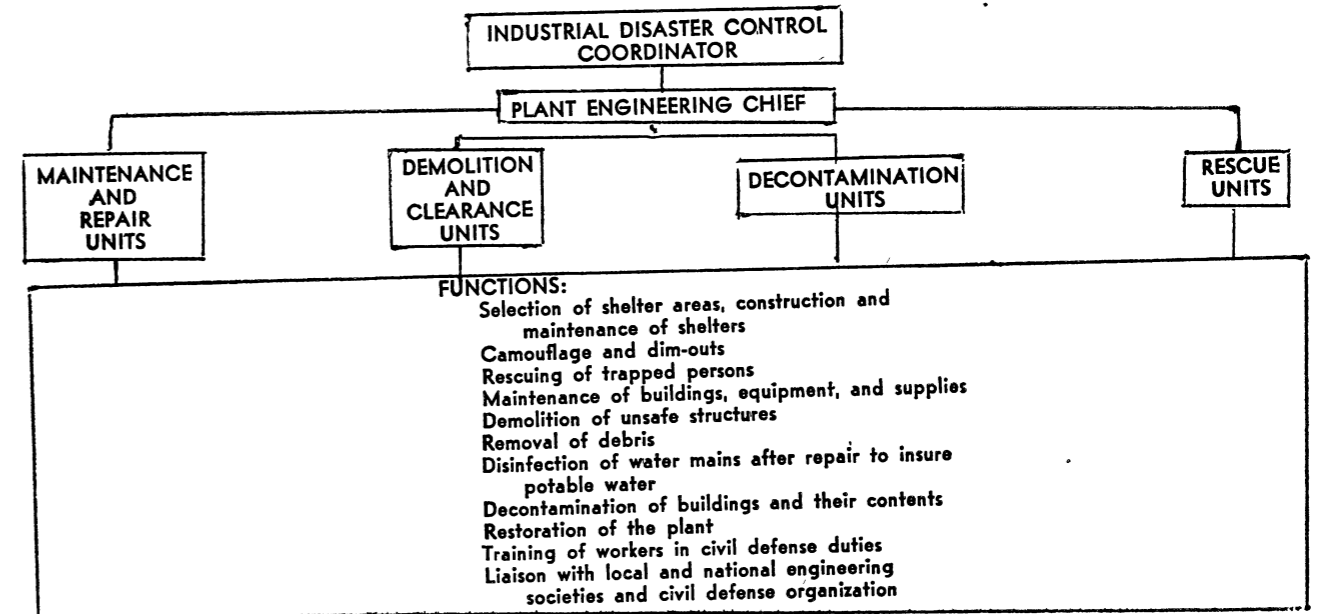
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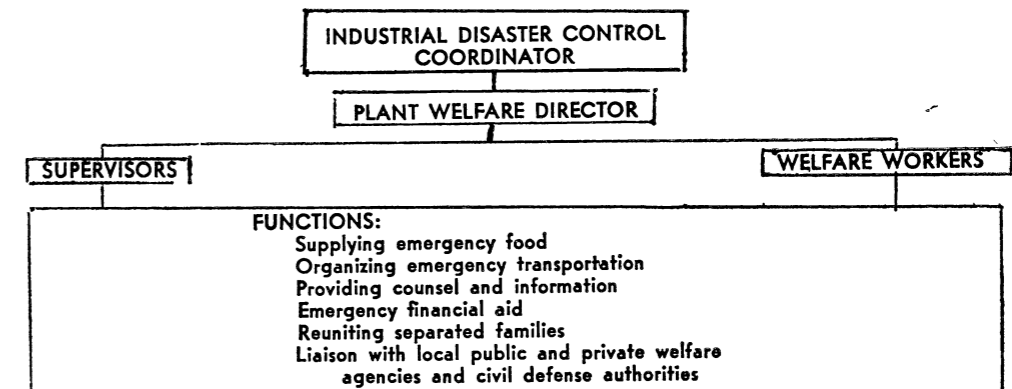
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F. ORGANIZATION AND FUNCTIONS OF THE ENGINEERING SERVICE



G. ORGANIZATION AND FUNCTIONS OF THE WELFARE SERVICE



XIII ATTACK WARNING SYSTEM

All Civil Defense Public Action signals are transmitted to the Plant Control Center as may be previously arranged with the Local Civil Defense and Disaster Control organization. The official State code for such signals is as follows:

A. Alert (Yellow) Signal

An audible signal consisting of a steady three-minute blast on sirens, horns, or whistles. This signal indicates that the civil defense and the public at large will be expected to listen for essential emergency information or instructions. Shortly after sounding of the signal, the information or instructions will be disseminated by radio broadcast, public address systems, or any other local means previously prescribed. It activates all disaster control agencies and requires the instant and rigid enforcement of all plant protection procedures and controls. Directions or instructions will include:

1. Warning of a possible attack.
2. An order for a preplanned dispersal of manpower and equipment and/or a limited or general evacuation pursuant to plans in effect.
3. Convey warning that radioactive fallout threatens.
4. Announce an ALL CLEAR.
5. Issue such other Civil Defense instructions or directions as may be required, including natural disasters.

B. Take Cover (Red) Signal

This audible signal indicates that a hostile attack is imminent. It is the final warning for the entire plant personnel to take cover in the best available shelter. It consists of a signal of three minutes duration of fluctuating or warbling signal of varying pitch by a siren, or a succession of intermittent blasts by horn or whistle, or intermittent ringing of a bell.

C. There is no established sequence for the sounding of the Alert Signal or the Take Cover Signal and either may be sounded to the exclusion of the other or be repeated as required.

XIV INDUSTRIAL MUTUAL AID

It is highly desirable that all neighboring plants develop industrial mutual aid assistance plans, and that these in turn be coordinated with and through headquarters of the Local Civil Defense and Disaster Control Director. Such an arrangement will offer the vital advantages, where conditions permit, of utilizing the protection and rehabilitation services of unharmed installations in behalf of damaged plants which may require such assistance.

XV SHELTERS

A. Planning a Shelter Program

1. High priority on any plan for the organization of a disaster control program should be given to the establishment of Fallout Shelters or Shelter Zones for the use of plant personnel in the event of attack.

2. It is not to be expected that all plants will find it possible to construct special shelters to house all personnel. Adequate protection may be provided by the adaption and expansion of present plant building facilities for use as shelters or shelter zones from radioactive fallout. Such facilities include basements, cellars, underground garages and passageways. In structures where basement conditions are unsuitable for shelters, enclosed interior walls and lower floors may be utilized.

3. In the upper floors of buildings from which underground shelters cannot easily be reached, shelter zones are established. Such shelter zones should be in the interior of the buildings, and of easy access by stairways or ramps; elevator service cannot be depended upon in the event of an attack, due to the probable destruction or shutting off of power supply during such emergencies.

4. All such adapted shelters and shelter zones should be located as far as possible from windows and glass-paneled doors, and be free of water, gas, oil or steam pipes, inflammable materials, and fixtures that may be shaken loose by shock. Windows should be equipped with shields of wood, heavy wire mesh, or thick fabric to minimize the effect of flying glass.

5. Shelters are normally provided on the basis of a minimum of ten square feet of floor space per occupant, and wherever possible should be planned to accommodate a maximum number of persons.

6. When necessary to construct special shelters for the specific protection of classified documents or key personnel, they should be located underground and constructed of reinforced concrete with a mass thickness of 144 lbs. per cubic foot. Sufficient drainage facilities and shut-off valves, to protect against flooding from ruptured water pipes and rain, should be provided. Underground shelters constructed out-of-doors should be provided with an earth cover at least three feet thick. In all shelters two exits are desirable, not adjacent to each other.

7. All shelters and shelter zones should contain the following equipment:

- (a) Electric flashlights, extra batteries and bulbs
- (b) Auxiliary, self-contained lighting equipment
- (c) Battery powered radio and extra batteries
- (d) Benches or cots
- (e) Blankets
- (f) Emergency rations for two weeks
- (g) Bottled drinking water—1 gal. of potable water per day per occupant
- (h) Telephone communications with Control Room
- (i) Ventilation—15 cubic feet minimum per person
- (j) Toilets, flush or chemical (1 for each 35 persons)
- (k) Picks, shovels, crowbars, axes, saws, sledges, jacks
- (l) First aid supplies
- (m) Radiological monitoring instruments

8. Directional signs to all shelters and shelter zones should be posted conspicuously throughout the plant. In the interest of uniformity, it is recommended that these signs conform to the following official Civil Defense specifications: The words, "SHELTER" or "SHELTER ZONE" to be in letters six inches high, on a yellow background, with a black arrow either underneath or above the letters, indicating right or left route to be followed. Thickness of letters and arrow shaft to be one inch. The designated area itself should be plainly marked by similar signs without the arrow.

9. In assessing the adequacy of any shelter program it should be remembered that plants situated in congested areas should, insofar as possible, afford emergency shelter for passersby, in addition to their own personnel.

XVI COMMUNITY AID

The first duty of a Disaster Control Unit is to its own plant, but if an attack occurs and the plant is spared or sustains only light damage, the coordinator should be prepared to lend aid to the local area or to other plants as requested by the Local Civil Defense and Disaster Control Director.

XVII INSIGNIA

Each member of a plant protective organization should carry official identification at all times. These items of identification may include complete uniforms when available, but the minimum requirement should be brassards of cloth or heavy paper, easily and quickly identifiable.

XVIII PLANT SECURITY

A. Organization

In all Class A-1 and A-2 industries the Industrial Disaster Control Coordinator should develop procedures to eliminate sabotage and espionage through personnel management, personnel investigations, restrictions, plant guard force, identification measures, inspections and utility protection and measures providing for restoration of services. It is desirable that Class A-3 industries employing over 200 employees consider certain of the following recommendations such as parking areas, identification measures and utility protection and restoration of service.

B. Fingerprinting

Fingerprint cards for all persons in important security-wise positions should be forwarded to proper police authority.

C. Security

1. All available physical measures should be provided to prevent and limit espionage and damage by sabotage.

2. Entrances to the premises should be kept at a minimum consistent with safety for occupants and should be effectively guarded by mechanical or physical means.

3. **Vital Plant Areas**—Promiscuous access to the premises and to vital plant areas and installations, such as shipping platforms, classified data and restricted material areas, communications, power plant, water supply, electrical and gas facilities and similar services, should be prevented and effective protective measures should be taken (see Guard Force Section D).

4. **Fencing**—Adequate fencing should be provided to segregate outside plant areas and protect the premises from unauthorized entry or exit. Such fencing should be inspected frequently and maintained in good condition. Where fences adjoin buildings, suitable provision should be made by shielding to prevent ready access over the fence in either direction. Locks on perimeter gates should be frequently changed.

5. **Screening**—Where first floor windows abut on a public highway or where other protective measures are not possible because of adjoining property, such windows should be screened.

6. **Floodlighting**—Outside lighting should be arranged to provide adequate illumination for visual perception of all outside plant areas requiring such protection between sunset and sunrise. Lighting switches should be centralized in order to be under constant control.

7. **Observation Towers**—When required, observation towers should be effectively located. They should be constructed, so as not to be readily penetrable by short arms ammunition, with waist high shielding and port holes. Access when provided by separate stairway should be by trapdoor. The access opening should be protected by a warning alarm device. Tower equipment should include communications, diffused lighting near baseboard, movable searchlight and firearm.

8. **Mail Room Procedure**—A trusted employee should be assigned as mail clerk and a separate room or space well removed from any vital area should be provided for his use. This room or space should be classified "Restricted" and only authorized persons should be granted admittance. All mail should be transported to and from the post office in sealed and locked pouches. Incoming mail should be carefully examined and particular attention paid to packages. "Classified" mail should not be opened but should be delivered personally by the mail clerk to the addressee. Classified mail as such, is defined by the Federal Department of Defense, and should be delivered to the mail clerk after it has been sealed by the originator.

9. **Classified Material**—All classified material such as plans, blueprints, or letters should be kept in a fireproof and burglarproof vault, safe, or cabinet. A trusted employee should be in charge and should be furnished with a list of the names and signatures of persons authorized to withdraw such material. A permanent record should be kept of each item issued showing the date and time of issue, the signature of the receiver, and the time of return. Each item should be returned as soon as it has served its purpose, and in no event should any item be allowed to remain out past the shift in which it was issued. All waste

material of classified matter should be disposed of by shredding or burning.

10. **Parking**—Parking lots should be outside the plant yard, but if within or adjacent to plant areas, they should be separated by fencing so that all employees and officials have to enter through pedestrian entrances. All persons entering the plant by automobile should be positively identified and the automobile checked. Visitors who are not personally known should be required to park their cars outside the regular parking area in a place specially provided for them.

11. **Photographs**—The taking of photographs within the plant area should be prohibited unless permitted by management as essential.

D. Guard Force

1. **Organization**—A plant guard force should be established and maintained. The plant guard force should be of sufficient size to perform primarily the following duties; maintain a constant watch at all open entrances to the premises; escort visitors as required; supervising loading and unloading of materials; protect all restricted areas and in addition, particularly during nights, Sundays, and holidays, patrol under frequently varied routes and schedules, all fence lines, interiors of buildings and yard areas.

2. **Personnel**—Personnel for the guard force should be selected with extreme care and only those persons who are physically, mentally, and morally qualified for these duties should be so assigned. Each guard should be issued equipment necessary for the proper performance of his duties; however, no guard should be issued equipment he is not competent to use.

3. Additional duties should be in accordance with the recommendations of the plant guard force training and operation manual.

E. Identification Measures

1. An identification system should be maintained whereby employees can quickly distinguish a stranger, as such, or an employee outside of his proper area. Such system should permit rapid entry and departure from the premises.

2. Places with less than thirty employees could use an identification card system but places with more than thirty employees should use a badge identification system.

3. The badge identification system should meet the following requirements:

(a) The badge should be of a tamper-proof design and construction.

(b) The badge should include a photograph or such descriptive information that will readily identify the wearer.

(c) Preparation, issuance and for termination of service, return of badges should be rigidly controlled.

(d) Every employee should wear the badge in a uniform place on the outer clothing only while on the premises. Badges should not be worn off the premises.

(e) Badges should be designed by color or shape, or both, if necessary to designate plant areas to which the wearer is restricted and to indicate shifts during which a badge is valid.

(f) Special badges should be issued to visitors.

(g) Distinguishing badges should be issued to utility repairmen, vendors and contractors.

(h) Suitable measures should be taken to control "lost" or "forgotten" badge situations.

(i) Utility repairmen, service men and contractors could be assigned permanent badges provided that a thorough identification and investigating procedure has been satisfactorily completed before issuance.

(j) Temporary badges should not be removed from the premises.

4. Freedom of movement of persons on the premises should be restricted to those areas and for those periods of the day for which the badge is valid.

5. **Visitors**—No person should be admitted to the premises except for legitimate and necessary reasons.

6. All visitors and vendors should be registered in a log which shall show the date, name, citizenship, company represented, person to see, purpose of visit, time in and out.

F. Utility Protection and Restoration of Service

The Industrial Disaster Control Coordinators should request the utility company supplying the facilities with electricity, water, gas and communication to determine their ability to restore service following a breakdown with a minimum loss of production. In the case of electric power, duplicate lines and spare transformers should be considered as well as loop mains and strategically located valves in the case of water and gas lines.