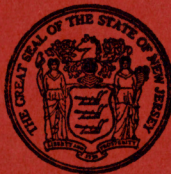


**STATE OF NEW JERSEY
DEPARTMENT OF DEFENSE
DIVISION OF CIVIL DEFENSE**

**INDUSTRIAL
PLANT
PROTECTION**



Alfred E. Driscoll, Governor

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CIVIL DEFENSE IN NEW JERSEY

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Civil Defense
LEONARD DREYFUSS
State Civil Defense Director

RULES AND REGULATIONS

covering requirements for

INDUSTRIAL PLANT PROTECTION

including other places of employment

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COMMITTEE ON LABOR AND INDUSTRY IN CIVIL DEFENSE

PERCY A. MILLER, JR., Chairman

STATE PLANT PROTECTION SERVICE

C. GEORGE KRUEGER, *Director*
Trenton, New Jersey

Reprinted May, 1951

FOREWORD

In my judgment, there has been no time in American history when it was so necessary for citizens to participate in our country's defensive plans.

Industrial Plant Protection is vitally important.

This manual details the essentials necessary for plant security. It has been written simply and well.

We are indebted to State Commissioner of Labor and Industry, Hon. Percy A. Miller, Jr., and his committee for the careful and painstaking paragraphs it contains.

LEONARD DREYFUSS,
*Civil Defense Director,
State of New Jersey,*

PREAMBLE

Conforming to the immediate needs for instituting measures to conserve man-power and provide protective requirements to maintain both physical plant facilities and industrial production under extremely difficult and extraordinary conditions, these rules and regulations were officially promulgated on December 21, 1950, under the provisions of the New Jersey Civil Defense Act as amended, five days after the President of the United States declared a state of national emergency. They have undergone one revision.

The approach to the problem of providing effective plant protection requires the coordination of three basic, equally important, factors; namely, industrial safety, prevention of sabotage and espionage, and coping with direct attack to maintain production. Effectiveness requires the greatest possible cooperation between management and supervision on one hand and employees, including labor organizations where they exist, on the other.

Industrial safety assumes even greater importance now than heretofore because of the prime necessity for conserving man-power in the face of a depleted labor reserve force; evidence of the existence of efforts at sabotage and espionage is already a matter of record and the prompt exercise of counter measures is indicated; the steps to be taken and the means to be employed to provide for industrial plant personnel and maintain production in the event of direct enemy attack requires the application of adequate methods and processes based on World War II experiences.

These rules and regulations provide the requisite for meeting these requirements. The program is under the supervision of the State Plant Protection Service which functions under the direction of the Committee on Labor and Industry in Civil Defense of the New Jersey Division of Civil Defense. Effectuation of State supervision is obtained through the utilizing of existing staff of the Bureau of Engineering and Safety of the New Jersey Department of Labor and Industry in cooperation with the Division of State Police of the New Jersey Department of Law and Public Safety. In accordance with the terms of a Presidential directive, all matters pertaining to personnel intelligence involving sabotage and espionage will be referred directly to the Federal Bureau of Investigation.

At the plant level, the program provides for the appointment of a plant security coordinator by management. The plant security coordinator will be responsible for instituting measures to comply with the requirements of the rules and regulations. Under his direction, plant safety coordinator

is directly in charge of the plant safety program; the plant security corps, a unit of the State Security Corps, deals with all matters involving espionage and sabotage; and the volunteer security corps activates previously prepared plans in the event of direct attack. Existing plant personnel functional units are required to cooperate in the program to the extent that their respective areas of activity lend support to the general plant protection program.

For the purpose of determining status of compliance with the requirements of the rules and regulations, plant inspections will be made by safety inspectors of the Bureau of Engineering and Safety of the Department of Labor and Industry. Where variations are found to exist, provisions are made for the issuance of written official orders stating the work required to be done and specifying the time limit within which the work must be completed.

The facilities of the State Plant Protection Service are available for consultation. Address all inquiries to the Director, State Plant Protection Service, Department of Labor and Industry, Trenton, New Jersey.

Wherever any employer, or group of employers feels that compliance with the rules and regulations of the Plant Protection program would constitute undue hardship and that the objective of the program can be substantially met through other means, he or they may submit plans, or evidence to support a request for exemption or modification from any requirement of the program and rules and regulations thereof. Such plans or evidence should be submitted in writing to the Director of the State Plant Protection service for review. The Director shall resolve such issues consistent with the intent of this program. Appeal may be made by the applicant to the Director of Civil Defense whose decision shall be final.

No exception shall be made from these rules and regulations which will provide conditions or standards less restrictive than those required by the labor safety laws and codes enforced by the State Department of Labor and Industry.

These rules become effective when proclaimed by the Governor, and are also revocable upon proclamation by the Governor.

This preamble is a part of these rules and regulations.

CONTENTS

SECTION		PAGE
1	PURPOSE AND SCOPE	7
	1.1, <i>Purpose</i>	7
	1.2, <i>Scope</i>	7
2	DEFINITIONS	7
	2.1 <i>Director—Place of Employment—Security Inspectors—State Security Corps—Shall, Should</i>	7
3	CLASSIFICATION OF OCCUPANCY	7
	3.1 <i>Class A; Class A-1</i>	7, 8
	<i>Class A-2; Class A-3; Class B</i>	8
4	PLANT SECURITY COORDINATOR	8
5	PLANT SECURITY CONTROL CENTER	8
	5.1 <i>Plant Security Coordinator</i>	8
	5.2 <i>Control Center Equipment</i>	8
6	SECURITY INSPECTORS	8
7	PERSONNEL SECURITY INVESTIGATIONS	9
8	SECURITY ORDERS	9
9	INDUSTRIAL SAFETY	9
	9.1 <i>Accident Records</i>	9
	9.2 <i>Compliance with Requirements of the Law</i>	9
	9.3 <i>Safety Organization</i>	9, 10, 11
10	SABOTAGE AND ESPIONAGE	11
	10.1 <i>General Provisions</i>	11
	10.2 <i>Fingerprinting</i>	11
	10.3 <i>Restrictions</i>	12, 13
	10.4 <i>Guard Force</i>	13
	10.5 <i>Identification Measures</i>	13, 14
	10.6 <i>Utility Protection and Restoration of Service</i>	14
	10.7 <i>Part-plant Class A-1 Manufacturing Establishments</i>	15
11	DIRECT ATTACK	15
	11.1 <i>General Provisions</i>	15
	11.2 <i>Active Measures</i>	15
	11.3 <i>Protective Construction and Methods</i>	15, 16
	11.4 <i>Applicability of Section</i>	16

NEW JERSEY DEPARTMENT OF DEFENSE
DIVISION OF CIVIL DEFENSE

LEONARD DREYFUSS, *Director*
THOMAS DIGNAN, *Deputy Director*

STATE PLANT PROTECTION SERVICE

C. GEORGE KRUEGER, *Director*

DEPARTMENT OF LABOR AND INDUSTRY
Bureau of Engineering and Safety

DEPARTMENT OF LAW AND PUBLIC SAFETY
Division of State Police

DEPARTMENT OF DEFENSE
Division of Civil Defense

PLANT SECURITY COORDINATOR
PLANT SECURITY CONTROL CENTER
Plant Security Coordinating Committee

INDUSTRIAL SAFETY	SABOTAGE & ESPIONAGE	DIRECT ATTACK
All Plants	Defense Plants Only	All Plants
Plant Safety Director	State Security Corps	Security Volunteer Corps
	Plant Guard Force	
	Area and Access	
	Limitations	Care of Personnel
ENGINEERING	Employee & Transient	Protection of Property
EDUCATION	Identification	Maintenance of
ENFORCEMENT	Employee Relations	Production
	Security & Records &	
<i>By State Government</i>	Physical Plant Facilities	<i>By Coordinating Plant</i>
<i>and Plant Safety</i>	<i>To Eliminate Subversive</i>	<i>Program with Local</i>
<i>Programs</i>	<i>Activities by Compliance</i>	<i>Defense Council</i>
	<i>with Rules and</i>	<i>Operations</i>
	<i>Regulations</i>	

Rules and Regulations Covering Requirements for
INDUSTRIAL PLANT PROTECTION

including other places of employment

PREAMBLE

1. PURPOSE AND SCOPE

1. 1 PURPOSE—the purpose of these rules and regulations is to provide for the health, safety and welfare of the people of New Jersey, to aid in the prevention of damage to and the destruction of property and to maintain production during any emergency as defined in Chapter 251, Laws of 1942 as amended by Chapter 86, Laws of 1949 and entitled “An act concerning civil defense during emergency; including also enforcing the defense policies of the Government of the United States.”

1. 2 SCOPE—the provisions of these rules and regulations shall apply to all places of employment as defined herein.

1. 3 No provision of these rules and regulations shall in any way be held to contravene the authority of agents of the Federal Government.

1. 4 To the extent that any of the provisions of these rules and regulations shall be in conflict with the obligations and responsibilities of any place of employment to the Federal Government, such provisions shall not be mandatory.

2. DEFINITIONS

2. 1 The following words and phrases shall have the meaning for the purposes of these rules and regulations as indicated:

Director—the Director of the State Plant Protection Service acting under the supervision of the Commissioner of Labor and Industry.

Place of employment—any place where persons are employed excepting domestic service and agriculture; canneries and places where farm products are processed are included.

Security inspectors—Safety Inspectors, State Police and other assigned personnel approved by the Department of Labor and Industry and acting under their supervision.

State Security Corps—designation given to units made up of plant guards in manufacturing establishments the individuals of which are properly accredited, suitably uniformed and identified.

Shall, should—the word “shall” indicates a mandatory requirement; the word “should” indicates a recommendation.

The singular and plural shall be interchangeable.

3. CLASSIFICATION OF OCCUPANCY

3. 1 Class A places of employment are places subject to provisions of the State factory laws.

Class A-1; when such places are subject to a contract with the Federal Government for the production of defense or critical material as defined by the Federal Department of Defense or its directives. This definition includes sub-contractors.

Class A-2; when such places are engaged in civilian production which is essential to the public health and welfare and safety, as defined by the Director of Civil Defense of the State of New Jersey.

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

CLASS B—any place of employment other than that covered by Class A.

4. PLANT SECURITY COORDINATOR

4. 1 One person in every Class A place of employment shall be appointed by the plant manager or his equivalent (*hereafter called the plant manager*) as plant security coordinator and charged with the responsibility of effectuating these rules and regulations. The plant security coordinator shall work under the direction of the plant manager and be responsible to him.

4. 2 For larger plants, the plant security coordinator should be the chairman of a plant security coordinating committee which should include the Production Manager, Plant Engineer, Personnel Director, Safety Director, Plant Physician, Fire Marshal, a representative of the collective bargaining unit or units, if any, a representative of the Accounting Department and such other personnel as the plant manager may deem necessary.

4. 3 The plant manager shall be responsible for compliance with the provisions of these rules and regulations and the requirements of any security orders that are issued.

4. 4 The plant security coordinator shall organize whatever staff may be necessary to effectuate these rules and regulations and shall develop, effectuate and coordinate a program of industrial safety, plant security and civil defense.

5. PLANT SECURITY CONTROL CENTER

5. 1 The plant security coordinator shall conduct his duties from a suitably protected plant security control center.

5. 2 Control center equipment should consist of suitable equipment such as first aid and medical supplies, fire equipment, approved gas masks, water rations, alarm control, auxiliary lighting, communication equipment, plant lay-out charts and organization records.

6. SECURITY INSPECTORS

6. 1 Security inspectors shall not be obstructed in the performance of their duties as prescribed in these rules and regulations.

6. 2 All possible assistance shall be given such security inspectors to permit them to perform such duties with dispatch and thoroughness.

7. PERSONNEL SECURITY INVESTIGATIONS

7. 1 All security inspectors and the plant security coordinator shall be investigated by means of federal government procedure, utilizing the personnel security questionnaire. The director may also require such investigations for persons in security-wise positions in the plant when in his opinion the interests of security require such action. Upon satisfactory clearance, appropriate credentials shall be issued by the director.

8. SECURITY ORDERS

8. 1 Where it has been found as a result of an inspection by a security inspector that there has been failure to comply with these rules and regulations within a reasonable time, a written order signed by the Commissioner of Labor and Industry shall be issued to an employer stipulating the things to be done and the time in which the work is to be completed or satisfactory compliance provided.

8. 2 When reinspection indicates satisfactory progress is being made to comply with such security orders a reasonable extension of time may be allowed by the Commissioner of Labor and Industry for completion.

9. INDUSTRIAL SAFETY

9. 1 All Class A places of employment shall keep accident records including a record of injury frequency and severity rates.

9. 2 All Class A places of employment shall comply with requirements of the law pertaining to manufacturing establishments as administered by the Department of Labor and Industry.

9. 3 SAFETY ORGANIZATION

9. 3. 1 *For plants employing up to 500 workers:*

9. 3. 1. 1 There shall be some qualified employee with knowledge of industrial safety standards in charge of safety inspection service, on a part-time basis, who shall make regular safety inspections of the plant. Such person shall be responsible to the plant security coordinator and shall fill out and sign reports showing conditions of the plant and recommendations for changes.

9. 3. 1. 2 *The safety inspector shall:*

a. Inspect plant and plant equipment and make specific written recommendations for removal of hazards, using as a basis for these recommendations the safety and sanitary codes issued by the State Department of Labor and Industry and including such items as floors, ladders, floor and wall openings, stairway conditions, unguarded or improperly guarded runways and platforms, pressure apparatus including boilers, electrical equipment, corrosive and explosive substances, fire fighting equipment, and the correct use of personal protective equipment.

b. Inspect for maintenance of safeguards, condition of hand tools, general order and arrangement of materials, cleanliness, ventilation, lighting and fire hazards.

c. Make or arrange for regular inspections of special equipment, such as elevators, cranes, hoisting chains, engine and motor stops, etc., and keep written records of each inspection.

d. Inspect automatic sprinklers, extinguishers, fire (*water and sand*) pails, and exits.

e. See that drawings and specifications for new machinery cover the guarding in accordance with New Jersey Department of Labor and Industry standards for dangerous features such as gears, set screws, sprockets and couplings.

Inspect new machinery before it is placed in operation and see that necessary standard safeguards are provided.

9.3.1.3 *There shall be a program of education in safety and first aid fostered by the safety committee, or plant management.*

a. Suitably located bulletin boards shall be provided, on which safety bulletins (*which shall be changed at least monthly*) and safety orders, rules and information shall be posted.

b. There should be at least semi-annual meetings of employees at which talks on safety shall be given. A satisfactory record of such meeting should be kept, giving the date, attendance, speaker, topic, discussed, etc.

9.3.2 *For plants employing more than 500 workers:*

9.3.2.1 There shall be a qualified safety supervisor who has a thorough knowledge of safety standards and accident prevention principles and who shall devote at least one-half of his entire time to plant safety work.

There may be an inspection committee composed of qualified personnel including supervisors if desired. The personnel of the committee shall be changed at regular intervals, preferably by rotation.

It is recommended that Safety organization be in accordance with New Jersey Department of Labor Accident Prevention Bulletin "Safety Subjects."

9.3.3 Under the direction of the plant manager, a plant safety committee shall be appointed in Class A-1 and Class A-2 manufacturing establishments and should be appointed in all other places of employment and should consist of a minimum of three employees representing management, employees and production employees in all matters pertaining to the safety and health of employees.

9.3.3.1 *Safety committee members should be periodically rotated and where applicable representative should be selected from each plant department.*

9.3.3.2 *The safety committee, if appointed, shall act in an advisory capacity to the plant management in the implementation of the following:*

1. Establishment procedures for handling suggestions and recommendations of the committee.

2. Conduct regularly scheduled meetings for the purpose of discussing accident prevention methods, safety promotion, items noted on plant inspections, injury records, and other pertinent subjects.

3. Inspect the plant for the purpose of discovering accident sources and hazards and occupational disease exposures.

4. Investigate accidents for the recommendation of means of preventing recurrence.

5. Recommend changes or additions to protective equipment or devices for the elimination of hazards.

6. Develop or revise safe practices and rules to comply with current plant needs.

7. Promote safety and first aid training for committee members and other employees.

8. Participate in advertising and in selling safety to the employees.

10. SABOTAGE AND ESPIONAGE

10.1 GENERAL PROVISIONS

10.1.1 In all Class A-1 manufacturing establishments, the plant security coordinator shall 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. In essential Class A-2 and Class B places of employment, the plant security 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 all manufacturing establishments shall plan and provide measures for the restoration of services.

10.1.2 Security regulations furnished by the federal contracting authority shall be complied with in full.

10.1.3 The provisions of Section 10 shall apply to Class A-1 manufacturing establishments and should apply to Class A-2 and Class B places of employment.

10.2 FINGERPRINTING

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

10. 3 RESTRICTIONS

10. 3. 1 All available physical measures shall be provided to prevent and limit espionage and damage by sabotage.

10. 3. 2 Entrances to the premises shall be kept at a minimum consistent with safety of occupants and shall be effectively guarded by mechanical or physical means. Required egresses shall not be locked in such a manner as to prevent ready opening from the inside and use of passage-ways to such egresses shall not be permanently impeded.

10. 3. 3 *Vital Plant Areas.* Promiscuous access to the premises and to vital plant areas and installation such as shipping platforms, classified data and restricted material areas, communications, power plant, water supply, electrical and gas facilities and similar services shall be prevented and effective protective measures shall be taken.

10. 3. 3. 1 *Fencing.* Adequate fencing shall be provided to segregate outside plant areas and protect the premises from unauthorized entry or exit. Such fencing shall be inspected frequently and maintained in good condition. Where fences adjoin buildings suitable provision shall be made by shielding, other barrier or otherwise to prevent ready access over the fence in either direction. Locks on perimeter gates should be frequently changed.

10. 3. 3. 2 *Screening.* Where first floor windows abut on a public highway or where other protective measures are not possible because of adjoining property, such windows shall be screened.

10. 3. 3. 3 *Floodlighting.* Outside lighting shall 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.

10. 3. 3. 4 *Observation towers.* When required, observation towers shall 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. An access opening should be protected by a warning alarm device. Tower equipment should include communications, diffused lighting near baseboard, movable searchlight and firearm.

10. 3. 4 *Mail Room Procedure.* A trusted employee shall be assigned as mail clerk and a separate room or space well removed from any vital area shall be provided for his use. This room or space shall be classified "Restricted" and only authorized persons shall be granted admittance. All mail shall be transported to and from the post office in sealed and locked pouches. Incoming mail shall be carefully examined and particular attention paid to packages. "Classified" mail shall not be opened but shall be delivered personally by the mail clerk to the addressee. Classified mail as such is defined by the Federal Department of Defense, shall be delivered to the mail clerk after it has been sealed by the originator.

10. 3. 5 *Classified material.* All classified material such as plans, blueprints, or letters shall be kept in a fireproof and burglarproof vault, safe, or cabinet. A trusted employee shall be in charge and shall be furnished with a list of the names and signatures of persons authorized to withdraw such material. A permanent record shall 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 shall be returned as soon as it has served its purpose, and in no event shall any item be allowed to remain out past the shift in which it was issued. All waste material of classified matter shall be disposed of by shredding or burning.

10. 3. 6 *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 shall be positively identified and the automobile checked. Visitors who are not personally known shall be required to park their cars outside the regular parking area in a place specially provided for them.

10. 3. 7 *Photographs.* The taking of photographs within the plant area shall be prohibited unless permitted by management as essential.

10. 4 GUARD FORCE

10. 4. 1 *Organization duties.* A plant guard force shall be established and maintained. The plant guard force shall 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.*

10. 4. 2 *Personnel.* Personnel for the guard force shall be selected with extreme care and only those persons who are physically, mentally, and morally qualified for these duties shall be so assigned. Each guard shall be issued equipment necessary for the proper performance of his duties; however no guard shall be issued equipment he is not competent to use.

10. 4. 3 Additional duties should be in accordance with the recommendations of the plant guard force training and operation manual.

10. 5 IDENTIFICATION MEASURES

10. 5. 1 An identification system shall be maintained whereby employees can quickly recognize a stranger, as such, or an employee outside of his proper area. Such system should permit rapid entry and departure from the premises.

10. 5. 2 Places with less than thirty employees may use an identification card system but places with more than thirty employees shall use a badge identification system.

10.5.3 The badge identification system shall comply with the following requirements:

- a. *the badge shall be of a tamper-proof design and construction.*
- b. *the badge shall include a photograph or such descriptive information that will readily identify the wearer.*
- c. *preparation, issuance and for termination of service, return of badges shall be rigidly controlled.*
- d. *every employee shall wear the badge in a uniform place on the outer clothing only while on the premises. Badges shall not be worn off the premises.*
- e. *badges shall be designed by color or shape, or both, if necessary, to designate plant areas to which the wearer is restricted and allowable shifts during which a badge is valid.*
- f. *special badges shall be issued to visitors.*
- g. *distinguishing badges shall be issued to utility repairmen, vendors and contractors.*
- h. *suitable measures shall be taken to control "lost" or "forgotten" badge situations.*
- i. *utility repairmen, service men and contractors may be assigned permanent badges provided that a thorough identification and investigating procedure has been satisfactorily completed before issuance.*
- j. *temporary badges shall not be removed from the premises.*

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

10.5.5 Visitors

10.5.5.1 No person shall be admitted to the premises except for legitimate and necessary reasons.

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

10.5.5.3 Duly accredited representatives of employees shall not be denied admittance when on union business.

10.6 UTILITY PROTECTION AND RESTORATION OF SERVICE

10.6.1 The plant security coordinator 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 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.

10.7 PART-PLANT CLASS A-1 MANUFACTURING ESTABLISHMENTS

10.7.1 When a plant is only partly engaged in production that would define it as a Class A-1 manufacturing establishment, the Director may waive certain requirements of this section if Class A-1 production is less than a nominal 50% of the capacity of the plant.

11. DIRECT ATTACK

11.1 GENERAL PROVISIONS

11.1.1 The plant security coordinator shall integrate his activities with the local defense organization and shall supervise the organization and work of the plant security volunteer corps or its equivalent.

11.1.2 Security volunteer corps shall be organized to function in a direct attack emergency and should remain on the scene during an attack. Adaptations of exit drill organizations and plant fire brigades should be considered.

11.1.3 Security volunteer corps shall direct rescue work, evacuation of the injured, measures to minimize danger from fire or explosion, measures to prevent looting, work of restoring damaged and disrupted facilities.

11.1.4 The plant security coordinator shall provide for the eventuality of communicating, by direct or indirect means, with key plant personnel in the event of an emergency during off-duty hours.

11.2 ACTIVE MEASURES. To provide for eventualities under conditions of direct attack, the plant security coordinator shall plan and effectively organize procedures in a manner consistent with the required degree of preparedness, for active measures including:

- a. *maintaining effectiveness of plant security control center*
- b. *air raid warning*
- c. *warden services*
- d. *fire fighting*
- e. *damage control*
- f. *rescue services*
- g. *evacuation*
- h. *emergency medical service*
- i. *radiological defense*
- j. *emergency repairs*
- k. *welfare services*
- l. *interplant transportation and communication*
- m. *auxiliary lighting*
- n. *preservation of records*

11.3 PROTECTIVE CONSTRUCTION AND METHODS. To the extent dictated by physical characteristics of plant, degree of hazard and number of employees, the plant security coordinator shall study protective require-

ments and shall submit proposals to the Director for approval for facilities, conditions or areas, such as:

- a. *control and first-aid centers*
- b. *communications*
- c. *personnel shelters*
- d. *damage minimization in existing and new plants*
- e. *underground construction*
- f. *camouflage*
- g. *blackout*

11. 4 APPLICATION OF SECTION

11. 4. 1 All Class A manufacturing establishments shall comply with the applicable provisions of this section.

11. 4. 2 As far as is consistently required because of size of plant and number of persons employed, Class B places of employment shall comply with the requirements of this section.

To insure reasonable rules and regulations covering the requirements for Industrial Plant Protection, the Director of Civil Defense has appointed an advisory committee to assist in the preparation of these rules and regulations.

PLANT PROTECTION COMMITTEE OF THE TECHNICAL ADVISORY COMMITTEE

PERCY A. MILLER, JR., *Chairman*

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