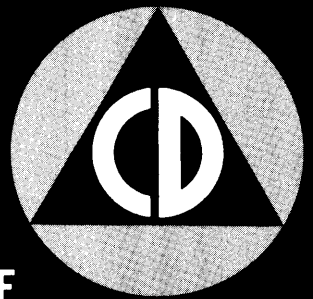


REGULATIONS COVERING REQUIREMENTS FOR

The PROTECTION of PERSONS in PUBLIC BUILDINGS

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DEPARTMENT OF DEFENSE

DIVISION OF CIVIL DEFENSE AND DISASTER CONTROL

NEW JERSEY.

Regulations Covering Requirements
for THE PROTECTION
OF PERSONS
IN PUBLIC BUILDINGS.

RICHARD J. HUGHES
GOVERNOR

MAJ. GEN. JAMES F. CANTWELL
The Chief of Staff

DEPARTMENT OF DEFENSE.

THOMAS S. DIGNAN
Director

DIVISION OF CIVIL DEFENSE
AND DISASTER CONTROL.

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PROCLAMATION

WHEREAS, an established procedure is necessary for the protection and well-being of persons in public buildings during a disaster or period of emergency; and

WHEREAS, to have maximum efficiency it is vital that such a procedure be uniformly followed throughout all the municipalities and counties of this State; and

WHEREAS, safeguarding the health, safety and welfare of persons in public buildings is an essential phase of our Civil Defense and Disaster Control Program requiring the cooperation and assistance of local civil defense organizations;

NOW, THEREFORE, I, RICHARD J. HUGHES, Governor of the State of New Jersey, pursuant to the authority vested in me by the State Constitution and by Chapter 251, P. L. 1942 as amended and supplemented, by Chapter 86, P. L. 1949 and Chapter 438, P. L. 1953 do hereby promulgate and proclaim the following revised regulations relating to the procedure for the protection of persons in public buildings which shall be supplemental to any rules, regulations or requirements prescribed in the New Jersey Civil Defense and Disaster Control Program. These regulations, according to their respective terms, shall be binding on all political subdivisions, public agencies, public officials and employees and every person in this State as of July 1, 1964.

GIVEN, under my hand and the Great Seal of the State of New Jersey this 27th day of July, in the year of Our Lord one thousand nine hundred and sixty-four, and of the Independence of the United States, the one hundred and eighty-ninth.



(Seal)

A handwritten signature in cursive script that reads "Richard J. Hughes".

/s/ RICHARD J. HUGHES
Governor

BY THE GOVERNOR:
/s/ ROBERT J. BURKHARDT
Secretary of State

INTRODUCTION

The Civil Defense and Disaster Control Program is a balanced system of protection against natural or unnatural disasters and possible enemy attack. This program is jointly planned and developed and will be carried out by the national government, the states and their political subdivisions. The main elements of the plan provide for shelter against fallout, the development of operational emergency programs, and the education of the American public in techniques of survival.

The Office of Civil Defense is responsible for the survey, marking, and stocking of public shelters under the National Fallout Shelter Program. In the execution of this responsibility, the Army Corps of Engineers has surveyed and identified buildings with a protection factor of 40 or better and space for 50 or more individuals. These shelters are marked and stocked with food and emergency supplies.

The shelter program is designed to protect the general public against the effects of fallout. While this is only one of the destructive elements of a nuclear explosion, it is possible to minimize this hazard through the shielding value offered in fallout shelters.

The destructive elements of a nuclear explosion are heat, blast and nuclear radiation. The nuclear radiation, which may possibly account for the greatest casualty production in a surface burst, is released as either initial or residual radiation. Initial radiation is the nuclear radiation emitted from the ball of fire and cloud column during the first minute after a nuclear explosion. Residual radiation or fallout consists of particles of dust and debris drawn up into the mushroom cloud and made radioactive by the radiation released at the time of explosion. These radioactive dust particles are carried downwind and deposited on the ground as fallout. It is this fallout which could cover thousands of square miles with lethal or hazardous radioactive dust in areas unharmed by the distant blast or heat of the explosion.

The Public Building CD-DC Plan, herein, after set forth, delineates the parties primarily responsible for the protection of State employees and others in public buildings in times of emergencies, whether from natural or unnatural causes. It also indicates to some extent the procedures to be observed at such times.

PURPOSE AND SCOPE

By proclamation of the Governor, the owner of every public building in the State of New Jersey, wherein people congregate in numbers, shall develop a Building Disaster Control Organization and operational plan. The responsibility for implementing this proclamation is as follows:

- (a) In State government owned buildings, the State Director of CD-DC shall implement this proclamation.
- (b) In private and municipally owned buildings, the local Director of CD-DC shall implement this proclamation.
- (c) In Federally owned buildings, the Federal agency having immediate charge thereof shall implement this proclamation by adhering to the appropriate Federal agency plan and by coordinating with the local CD-DC authorities.

The operational plan shall include provisions for designating responsibility and duties among the organization personnel, the orderly movement of the building occupants to approved fallout



shelter areas, their protection and eventual dispersal. The Building Disaster Control Organization shall consist of a building disaster control coordinator and deputy, shelter managers, first aid, fire fighting, engineering, radiological monitoring, welfare, warden and rescue services.

DEFINITIONS

Building Disaster Control Coordinator—a person designated by each public building owner or agent who is responsible for the Building Disaster Control Organization, its training and operation.

Shelter Manager—one who manages and/or directs the activities of the occupants located in building fallout shelters.

Public Buildings—

- (a) State buildings occupied by State Government agencies and by their employees and/or members of the public.
- (b) Privately, municipally or Federally owned: buildings owned privately, municipally or by the Federal Government and occupied by employees, tenants or members of the public, but not to include private residences.

Disaster—shall mean 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—shall mean and include 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 under this act is not required.

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

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

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

First-Aid Station—a predesignated area, equipped to handle injured persons.

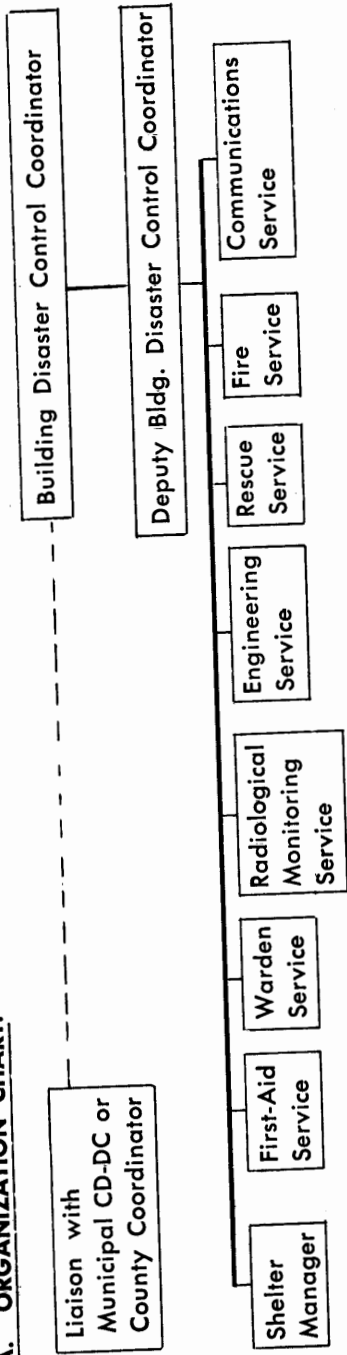
Control Center—an operations headquarters in a protected area of the building, for directing and controlling disaster forces and activities during disaster emergencies.

Nuclear Radiation—emission of energy from the nuclei of radioactive atoms or molecules containing radioactive atoms.

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

PUBLIC BUILDING CIVIL DEFENSE & DISASTER CONTROL ORGANIZATION

A. ORGANIZATION CHART:



B. MANNING CRITERIA:

1. Positions will be filled in the priority indicated:

1st BDCC	4th Warden	7th Comm
2nd SM	5th First Aid	8th Fire
3rd Rad	6th Eng	9th Res
		10th Deputy
2. Where manpower resources are insufficient to fill all positions, one individual may fill two or more positions, preferably of related functions such as Engineering, Rescue and Fire Service, or First Aid and Radiological Monitoring Services.

PUBLIC BUILDING CIVIL DEFENSE AND DISASTER CONTROL PLAN

SECTION I

A. Plan

A public Building Civil Defense and Disaster Control Plan shall include a trained Civil Defense and Disaster Control Organization (see chart, page 7) for each building or group of buildings. The organization should be headed by an individual having a recognized ability to lead and organize groups. The responsibility for appointing each individual is outlined under PURPOSE AND SCOPE of this plan. He may delegate his authority to others for training in civil defense techniques, but should see that shelter areas are designated, maintained and properly supplied with the minimum suggested requirements of food, water, medical kits, sanitary kits, radiological instruments and other approved supplies, and that the inventory of all supplies and equipment be maintained.



tory of all supplies and equipment be maintained.

B. Attack Warning System

All Civil Defense Public Action signals are transmitted to the Building Control Center as may be previously arranged with the Local Civil Defense and Disaster Control Organization.

1. "Alert" Signal

An audible signal consisting of a steady three-minute blast on sirens, horns or whistles. This signal indicates that the Civil Defense organization and the public at large will be expected to listen for essential emergency information or instructions. The information or instructions will be disseminated by radio broadcast, public address system or other local means. It activates all disaster control agencies and requires the instant and rigid enforcement of all building disaster control procedures and controls. Directions or instructions may include:

- a. Warning of possible attack

- b. Convey warning that radioactive fallout threatens
- c. Issue such other Civil Defense instructions or directions as may be required
- d. Announce the termination of emergency period.

2. "Take Cover" Signal

This audible signal indicates that a hostile attack is imminent. It is the final warning for all persons to "Take Cover" in fallout shelters. It is a three-minute 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.



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

PUBLIC BUILDING CIVIL DEFENSE AND DISASTER CONTROL PLAN

SECTION II

PROTECTION OF STATE EMPLOYEES

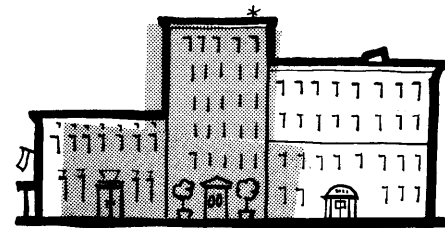
Building Disaster Control is that segment of Civil Defense and Disaster Control designated to protect the lives of personnel and the public in occupied buildings. It involves the training and assignment of the building service personnel and occupants in the various duties and responsibilities that they must assume under the Building Disaster Control Plan.

- I. Buildings owned or leased by the State of New Jersey and occupied by State employees, inmates, patients or the general public.

- A. The Chief Executive of each State agency shall be responsible for appointing a Disaster Control Coordinator for each building or group of buildings occupied by his particular agency.
- B. The Disaster Control Coordinator shall prepare a building Disaster Control Plan which will indicate the steps to be taken during an emergency. The Coordinator shall appoint and arrange training for key staff employees who will serve as his deputies.
- C. Key staff personnel will be fully qualified to carry out line authority during a declared emergency, in the absence of the assigned Building Disaster Control Coordinator.
- D. The Disaster Control Coordinator or his deputies shall be responsible for activation and implementation of the Building Disaster Control Plan when necessary.
- E. At least one representative from all key departments shall be appointed to serve on an emergency committee. This committee shall assist the Building Disaster Control Coordinator in the preparation of the Building Disaster Control Plan. In addition, the committee members should serve as group leaders in the various service activities as outlined in Section III of this plan.

- II. Buildings leased by the State of New Jersey wherein State employees and visitors to State offices comprise only part of the building occupancy.

- A. The building owner or his representative shall appoint a Building Disaster Control Coordinator whose responsibility will be to appoint deputies, establish a Disaster Control Organization, operational plan and provide an adequate training program.



- B. A key representative of each tenant located within the building should serve on the Building Disaster Control Committee to assist in developing the operational plan.

- C. The members of the Building Disaster Control Committee shall become a part of the Disaster Control Coordinator's Building Disaster Control Organization (see Organization Chart, page 7). The responsibilities of the emergency service are covered under Section III of this plan.

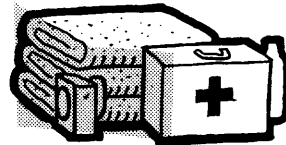
PUBLIC BUILDING CIVIL DEFENSE AND DISASTER CONTROL PLAN

SECTION III

I. Organization

A. Building Disaster Control Coordinator

1. Develops a Building Disaster Control Plan for his building(s) and files a copy of same with the Municipal CD-DC Director.
2. Selects and provides training for a Building Disaster Control Volunteer Corps composed of the following services:
 - a. Shelter Manager
 - b. First-Aid
 - c. Warden
 - d. Radiological
 - e. Engineering
 - f. Rescue
 - g. Fire
 - h. Communications



B. Responsibilities of the Building Disaster Control Coordinator

1. Upon receipt of a Civil Defense public action signal or declaration of an emergency, activates the Building Disaster Control Corps and Emergency Control Center and relays pertinent information to all building occupants.

C. Responsibility of Deputy Building Disaster Control Coordinator

1. Assist the Building Disaster Control Coordinator in

carrying out predetermined duties and assumes control in the absence of the Coordinator.

D. Responsibility of Shelter Manager

1. Has sole charge of a fallout shelter under direction of the Building Disaster Control Coordinator.
2. Is responsible for developing shelter rules and standard operating procedures which conform with standard shelter management techniques.
3. Will organize the occupants of the shelter into various shelter services in accordance with the plan of organization and be responsible for their proper functioning during the fallout shelter stay.

E. Responsibility of the Floor Wardens

1. Know the location of the fallout shelter areas to which their pre-assigned groups will go and the most direct route to the fallout shelter.
2. Be well instructed in panic control, be able to command respect of all in order to prevent panic during an emergency.
3. One warden should be assigned to a group, not to exceed twenty-five persons, and have knowledge of the number of individuals in each area for which he is directly responsible.
4. The wardens shall instruct their groups in the procedures to be followed in the event of an emergency. These instructions should be repeated as required and at least once each year.
5. Upon receiving the "Take Cover" signal, the wardens will take steps to secure the floor area and move with his group to shelter.

F. Responsibility of First-Aid Service

1. The members of the First-Aid teams shall proceed immediately to their pre-assigned First-Aid stations, upon activation of the Building Disaster Control Plan.

2. The First-Aid teams shall render first aid to all building occupants where required. The fallout situation will govern the safe areas where first aid can be rendered.
3. The First Aid stations will be established in pre-designated areas which will contain the necessary medical supplies and equipment.

G. Responsibility of Radiological Service

1. Know the types and operation of available radiological instruments and related equipment.
2. Have a thorough knowledge of local plans and where, when and how to report radiation measurement and to maintain proper records.
3. Provide timely and accurate information required for the proper analysis and evaluation of the radiological hazard.
4. Supervise the protective measures necessary to keep personnel exposures to a minimum.

H. Responsibility of Engineering and Rescue Services

1. Specifically trained for light rescue within building.
2. Transport injured persons to First-Aid station.

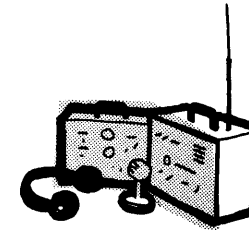


3. Will assist in transportation of ambulatory cases.
4. Will maintain and control emergency mechanical services such as, elevators, lighting facilities, steam, water, gas, air conditioning, refrigeration, etc.
5. Make emergency repairs to vital services as needed when the fallout situation permits safe movement to areas other than fallout shelter.

permits safe movement to areas other than fallout shelter.

I. Responsibility of Fire Service

1. Shall be trained in fire fighting and fire control.
2. Maintain emergency fire-protection equipment.
3. Respond to locations of fire as directed by Coordinator.
4. Recruit additional help as required through the building Coordinator.



J. Responsibility of Communication Service

1. To operate and maintain communication equipment.
2. Maintain adequate message center records of all calls received and sent out during the emergency period.

II. End of Fallout Shelter Stay

- A. It is the responsibility of the Building Disaster Control Coordinator to ascertain through the local Civil Defense authorities when it is safe to emerge from shelter and for how long.
- B. After determination, from the local Civil Defense authorities that conditions permit, Wardens, Engineers and Radiological Monitors be assigned to inspect the building for hazards.
- C. Occupants will not be permitted to leave shelter until Civil Defense authorities have indicated that such movement is permissible. Limitations, if any, on authorized movement shall be made known to all occupants of shelter areas.