Air-Raid and Fire Drill Instructions for the Main Center

AIR-RAID PRECAUTIONS

"Alarm"—Will be sounded by classroom bells — four threes—(4 x 3) repeated 4 times, Or by one 3 minute siren blast. “All Clear” — Will be sounded by classroom bells — four fours—(4 x 4) repeated 4 times, Or by 3 one minute siren blasts.

RULES TO BE OBSERVED

1. Each person should familiarize himself with the designated shelter areas. Avoid areas not posted.

Safe

MAIN BUILDING
Corridors on the ground, 1st, 2nd, 3rd floors. Also 4th and 5th floors (in tower area only.) Cafeteria. Student Lounge.

TECHNOLOGY BUILDING
1st and 2nd floor corridors.

TOWNSEND HARRIS HALL
Ground, 1st, 2nd, and 3rd floor corridors.

HYGIENE BUILDING
Main floor and mezzanine corridors; handball courts; locker rooms.

ROTC DRILL HALL
Basement

Unsafe

Tower, floors above the 5th; 4th floor north and south wings; all stairways; all classrooms; all offices; Great Hall.

Gymnasium; all classrooms; all offices; basement.

4th floor; auditorium; all classrooms; all parking north and south annexes.

Exercising hall; all offices; pool.

Offices; drill hall.

LIBRARY. To be evacuated immediately and safety sought in the Cafeteria and Student Lounge of the Main Building. Use terrace entrance.

CHEMISTRY BUILDING AND COMPTON HALL. To be evacuated immediately and safety sought in the tunnels.

ARMY HALL, FINLEY HALL, SOUTH HALL, BRETT HALL. Go promptly to designated shelter areas.

ALUMNI HOUSE, HOUSE PLAN, LEWISOHN STAGE. Learn and obey posted instructions.

JASPER OVAL, STADIUM. To be evacuated immediately and safety sought under stadium structure.

CAMPUS, ADJOINING STREETS. Take cover immediately in places of safety indicated above.

FIRE DRILL INSTRUCTIONS

SIGNAL: Continuous ringing of the fire Gongs.

RULES TO BE OBSERVED

1. Each instructor will familiarize himself with the fire drill chart posted on the wall in each room. The chart indicates the proper stairway and exit to be used. At the fire gong signal the instructor will assemble his class in single file and march it quickly to the designated stairway. Members of the maintenance staff will assist in directing and controlling traffic.

2. The building is to be vacated immediately.

3. There is to be no crowding, pushing or smoking.

4. Silence is to be strictly observed.

5. No one is to ascend stairs for any purpose.

6. The physically handicapped are to use elevators. All other persons are to use stairways.

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

8. When the recall bell sounds, students are to re-enter the building in the reverse order in which they made their exit.

BY ORDER OF THE PRESIDENT

Committee on College Civil Defense

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Read This Bulletin Carefully. Do Not Throw It Away. Bring It With You Daily.
OFFICE OF CIVIL DEFENSE
CITY OF NEW YORK

AIR RAID INSTRUCTIONS

SNEAK ATTACK—NO WARNING SIREN
— DO THIS FAST —

AT HOME— Get under bed or table close to wall away from windows. Cover exposed parts of body.

AT WORK— Get under desk, table or bench. Lie close to wall away from windows or glass doors. Cover exposed parts of body.

ON STREET— Take any shelter if within a few steps. If no shelter near—fall to ground, face down. Cover exposed parts of body.

IN VEHICLE— Pull into curb—turn off ignition—cover face and eyes and fall to floor.

CHILDREN AT SCHOOL— If your children are at school, you stay at home. Don’t phone—teachers are trained to care for the students.

WHEN YOU HEAR AIR RAID SIRENS
— DO THIS —

AT HOME— Go to previously selected shelter—keep radio on.

AT WORK— Go to shelter designated by Building Control Director for your floor. Obey instructions of wardens.

ON STREET— Go to nearest Public Shelter, nearest building or subway. Keep away from windows. Obey orders of air wardens.

IN VEHICLE— Pull to curb—enter public shelter or building. Keep away from glass doors. Obey air wardens.

CHILDREN AT SCHOOL— If your children are at school, you stay at home. Don’t phone—teachers are trained to care for the students.

AFTER AN ATTACK

1) REMAIN CALM — Follow instructions of Civil Defense forces.

2) KEEP RADIO ON — to receive authorized information and instructions.

3) DO NOT USE YOUR CAR OR TELEPHONE — except in cases of extreme emergency—roads and telephone lines are needed for Civil Defense rescue operations.

4) IF YOU ARE WITHIN BLAST AREA —

   a) Remain in your shelter until advised by radio or Civil Defense forces that it is safe to leave.

   b) At first opportunity, remove outer garments and bathe, using plenty of strong soap.

   c) Do not consume food or water or use any objects which may have been exposed to radioactive contamination.