

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

9 April 1964

MEMORANDUM FOR: All Document Division Personnel

SUBJECT : Fire Evacuation - Air Raid Alert

1. Fire Evacuation

A. Alarm Signal: Ringing of Bells

B. Action to be Taken: Document Division personnel should vacate the building via the following routes:

- a. Personnel from Typing, IPI, and Indexing Sections shall use GE-47 and proceed to the Northeast Exit.
- b. All other personnel in the secure area shall use GF-28 and GF-40 and proceed to the North Loading Pedestrian Exit.
- c. GF-18 shall not be used.
- d. Personnel in offices along the GH corridor shall exit via that corridor and via the Northeast Exit.

C. Security:

When the fire alarm is heard, corridor and stair wardens should proceed immediately to their assigned posts. The closing of windows and securing of classified materials, safes, and doors to secure areas are the responsibilities of room wardens, who, after securing their areas, will report the "all clear" to the appropriate corridor warden. The room wardens and their area of responsibility are as follows:

<u>WARDEN</u>	<u>ALTERNATE</u>	<u>ROOM NO</u>
25X1		GH-0907
<div style="border: 1px solid black; width: 380px; height: 60px;"></div>		GH-0906
		GH-0914
		GH-0916

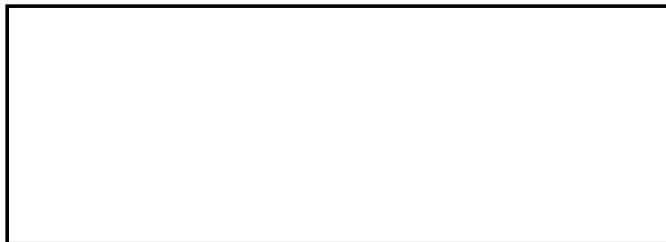
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WARDEN  
25X1

ALTERNATE

ROOM NO.



GH-0922  
GH-0924  
GF-40  
GF-28  
GF-18  
GH-0926  
GE-47

**3. Air Raid Alert**

**A. Alarm Signals:**

Long - 16 sec. horn blasts	Alert	Wait for instructions
Short - 1 sec. horn blasts	Take Cover	Corridors E or H

**B. Action to be taken:**


On hearing the take cover signal, Document Division personnel will proceed to the shelter areas, corridors E or H. GE-47 will be used for exit to E corridor, and the GH-0926 exit and sub-corridor H will be used in proceeding to H corridor.

**C. Security:**

After seeing that the personnel have proceeded to the shelter areas, the room wardens should make a quick check for classified materials, close the venetian blinds, and where appropriate secure the door to vaulted areas.

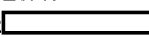
3. The memorandum of 11 October 1963 is rescinded.

25X1



Chief, Document Division

25X1

OCR/DD:  bpn

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