

Exec

WJ
07M4

ADMINISTRATION BUILDING EVACUATION PLAN

1. The following plan for the evacuation of the Administration Building is published for information and compliance of those concerned.

2. Employees

- A. Upon sounding of alarm, immediately secure all classified material in safes and vaults. Lock safes and vaults properly.
- B. Proceed from building through the main entrance to the grass area in front of the building. In the event the main entrance is blocked, use rear entrance.

3. Evacuation Officers

- A. Secure your classified material.
- B. Take up your pre-determined station, and direct the flow of traffic from your floor, in order to preserve order and avoid congestion.
- C. When the floor for which you are responsible has been evacuated, proceed from the building.

4. Classified Material Security Officers

- A. Secure your classified material
- B. Supervise the securing of classified material by the personnel in your assigned area.
- C. Check the offices and safes in your assigned area to determine that classified material has not been left exposed and that all safes and vaults are locked properly.

D. Proceed from building.

25X1A

Approved For Release 2001/08/08 : CIA-RDP78-04718A000500030007-8

Next 1 Page(s) In Document Exempt

Approved For Release 2001/08/08 : CIA-RDP78-04718A000500030007-8