

SHELTER OPERATION AND SUPPLIES

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1. GENERAL

1.01 The purpose of this practice is to provide guidance for those who will be responsible for the operation and maintenance of Long Lines fallout shelters. It is not expected that all types of shelter and conditions will be covered as these will, of course, vary at different locations.

1.02 The following Bell System Practices cover various phases of the Civil Defense operation.

BSP 002-501-906 LL Civil Defense in Long Lines

BSP 002-501-907 LL Shelter Requirements

BSP 002-501-908 LL Radiological Monitoring

1.03 This practice is primarily for the operation of shelters in hardened locations and other buildings that are a part of the Industrial Defense Program directed by the Headquarters General Security Manager and the Area Plant or Operations Manager. This will include Associated Company buildings where Long Lines maintains or operates the critical equipment. However, the practice may be used by the Civil Defense Coordinator to develop shelter plans for those locations with shelters that are for personnel protection only.

1.04 Shelter, as used in this practice, describes any area that provides radiation protection for those gathered there during the emergency. The physical make-up of the shelter will vary with the type building.

1.05 Shelterees are the people in the shelter area during the emergency.

2. SHELTER MANAGER

A. Requirements

2.01 The Civil Defense Coordinator will designate a Shelter Manager and an Alternate for each shelter location for which he is responsible. In appointing the Shelter Manager, considerations must be given to the fact that the position requires a person that exhibits leadership and has the ability to make authoritative decisions. The normal office head should be considered for this task or other management persons who would fit this type of assignment.

B. Responsibilities

2.02 The responsibilities of a Shelter Manager are complex, difficult, and in some ways without precedent in our company. His main job is to organize and apply the resources available in the shelter at the time of the emergency towards the safety of the shelterees and the continuation of essential service operations.

2.03 The duties of a Shelter Manager that are listed in this practice are general and cannot cover every situation that could arise. The Shelter Manager of a location should supplement this with any additional responsibilities that apply to his specific location.

2.04 The Shelter Manager is the voice of authority within the shelter and should be prepared to operate his shelter without the benefit of any assistance from outside sources.

2.05 In the pre-emergency period, the Shelter Manager should:

1. Supervise the stocking of all necessary supplies and equipment needed in the shelter and maintain an accurate inventory of the emergency supplies.

2. Maintain a record of the dates on which the emergency supplies were provided so that replacement may be made prior to the maximum shelf life.

3. Establish a shelter organization and prepare written instructions covering the operation of the shelter based on the guidelines of this practices.

2.06 The responsibilities of the Shelter Manager during the shelter occupancy are to:

1. Exercise control over items that are brought into the shelter which could create problems later.
2. See that the shelter is filled in an orderly and rapid fashion.
3. Appoint shelterees to check out living conditions and supplies in the shelter.
4. See that radiological operations begin immediately.
5. Supervise all activities in the shelter.
6. Make reports as required to the District Emergency Relocation Center.

7. Determine the basic food and water rations to be allowed each shelteree based on the number of people who are in the shelter and the available supplies.

8. Insure that those protective actions against the effects of nuclear weapons, which are within capability of shelter, are taken.

9. Carry on service operations as conditions in the building permit.

10. See to it that the morale and motivation of the shelterees is as high as possible under shelter conditions by developing and implementing plans for religious, recreational and social activities.

11. Establish a schedule for work operations, eating, sleeping and other activities in the shelter.

12. Determine when it is safe to allow limited excursions outside the shelter to obtain needed supplies, and begin service and plant restoration as directed by the District Emergency Relocation Center.

C. Training

2.07 The person designated as a Shelter Manager should receive the Shelter Management training course offered by the Office of Civil Defense.

2.08 Arrangements for attending this course should be made through the Local or State Civil Defense Director.

2.09 The Alternate Shelter Manager should receive similar training.

D. SHELTER ORGANIZATION

3.01 The Shelter Manager should develop a shelter organization that will be suitable for his particular location. The size of this organization will depend upon the number of people expected in the shelter.

3.02 The organization should be established in the pre-emergency period, but in most cases the assigning of individuals to specific jobs should not be attempted until the shelter occupancy begins. The exception to this would be the Shelter Manager's Alternate and Radiological Monitoring Personnel.

3.03 The following are the recommended areas of responsibility and a brief description of each.

A. Shelter Managers Alternate

3.04 The responsibility of this job is to assist the Shelter Manager as required. This person should be as qualified as the Shelter Manager to control the shelter and have the authority to make decisions that the Shelter Manager would make, if he were unavailable or disabled.

B. Radiological

3.05 Radiological responsibilities are described in BSP 002-501-908 LL.

C. Health and Sanitation

3.06 The responsibilities of the Health and Sanitation group are to:

- a. Maintain the medical and first aid items while in the shelter.
- b. Provide refresher first aid training for all employees during the shelter occupancy.
- c. Treat and care for cases of illness or accidents in the shelter.
- d. Prepare and post in the shelter area written rules pertaining to personal hygiene while in the shelter.
- e. Maintain a record of body temperature of each shelteree while in the shelter during fallout periods. Arrange for some isolation of those whose temperature exceeds 99 degrees and continues to rise. In this way it is hoped that spread of any illness will be prevented or kept to a minimum.
- f. Check carbon dioxide content of the air approximately every two hours if an instrument is available for this purpose.
- g. Check oxygen content of air periodically if an indicator is available for this purpose.
- h. Maintain emergency sanitation facilities.
- i. Supervise housekeeping duties in the shelter.

j. Keep the Shelter Manager advised about any condition which may be considered a health or sanitation problem.

k. Establish rules of cleanliness pertaining to the handling and distribution of food.

l. Be on the alert for any indication that persons confined to the shelter are failing to consume their portions of food and water.

D. Communications

3.07 The responsibility of the Communications group is to:

- a. Maintain emergency commercial radio equipment.
- b. Keep a log of all Emergency Broadcast System (EBS) radio announcements and keep the Shelter Manager advised of all items received over this network.
- c. Maintain a log of facilities damaged by the blast and service outages and log all restoration activities.
- d. Receive and transmit reports between the District Emergency Relocation Center and the shelter. Relay messages for other shelter areas as required.
- e. Establish a schedule for maintaining a 24 hour communications watch by members of the team.
- f. Advise the Information and Training team of any significant news item that may be received over EBS. All communications should be cleared through the Shelter Manager before being announced to the shelterees.

E. Supply and Maintenance

3.08 The responsibility of the Supply and Maintenance group is to:

- a. Inventory supplies stocked in the shelter immediately upon shelter entry.
- b. Keep Shelter Manager informed about food stocks to assist him in determining rationing program.
- c. Arrange the sleeping facilities in the shelter.

- d. Maintain the emergency water supply during the emergency as covered by local instructions.
- e. Arrange for maintenance of shelter equipment during shelter confinement.

F. Food Preparation

3.09 The responsibility of the Food Preparation group is to:

- a. Plan for a system of food distribution so that this phase of the operation will be handled with a minimum of lost time.
- b. Provide a system for distribution in those locations where emergency water supplies are being used.
- c. With the different menus provided in the emergency food supplies, provide variety in the food service.
- d. Designate the area in the shelter to be used for food distribution and cooperate with the Health and Sanitation group in keeping this area suitable for handling food.
- e. Establish rules of personal hygiene to be followed in handling food.

G. Fire Prevention and Safety

3.10 The responsibility of the Fire Prevention and Safety group is to:

- a. Determine rules and regulations which apply during the shelter confinement.
- b. Examine fire extinguishers in the shelter area. If none are provided, make every effort to obtain these from other locations in the building.
- c. Train all shelterees in the proper operation of each type of fire extinguisher.
- d. Maintain good housekeeping habits by all employees in the location to prevent inflammable items from being left in areas that would possibly allow them to become ignited by thermal radiation resulting from a nuclear blast.

e. Make periodic inspections throughout the central office to locate any item that could constitute a safety hazard. This requires close observation in that it should be considered from the standpoint of what could happen from articles left lying around if a shock wave from another denotation strikes. The following are a few items that should be checked:

- 1. Portable test equipment on tables or mobile carts.
- 2. BSP's and other books on desk tops.
- 3. Ladders left standing in such a manner that could damage equipment or injure personnel should they fall.
- f. Maintain a safety watch at night during the shelter confinement. This may be coordinated with the Communications and Health groups who also have responsibilities during the night hours.
- g. Serve as the rescue unit for the shelter organization to assist those persons who may have been rendered unable to reach the safety of the shelter by themselves.

H. Information and Training

3.11 The responsibility of the Information and Training group is to:

- a. Plan for an effective program of recreation for those persons in the shelter who are not required in other duties.
- b. Schedule periods of training for the shelterees in handling all phases of the shelter confinement and post-shelter environment.
- c. Assist the shelter manager and communications group in providing information about the emergency to the shelterees.

4. SHELTER OPERATION PLAN

4.01 The Shelter Manager should develop a written operational plan and place one or more copies in a prominent place in the shelter.

4.02 The plan should consist of:

- a. Capacity - the maximum number of people the shelter will hold for survival.
- b. Organization chart and the responsibilities of each job in the shelter.

- c. Inventory of supplies and equipment including their location and, if necessary, instructions on their use.
- d. Map of the earlier layout with plans for utilization of space for sleeping, food preparation, etc.
- e. Map of the community showing locations of public shelters, Civil Defense Emergency Operating Centers, and emergency agencies such as fire, police military, etc.
- f. A schedule for performing its daily routine functions. This will be a guideline to use to develop a firm schedule after the shelter occupancy begins.
- g. Any other pertinent information concerning the shelter operation.

- 4.03 The plan should be reviewed annually by the Shelter Manager.

5. SHELTER OCCUPANCY

A. Shelter Entry

- 5.01 The Office Head or Civil Defense Coordinator should review the shelter operation with all employees in the pre-emergency period. This would include the method of receiving the attack warning, directions for movement to shelter, in-shelter operations, and other points that apply to the specific location.
- 5.02 The emergency will begin upon receipt of the warning of attack or other indication of a nuclear emergency. The action taken by the office personnel during this period will be governed by the shelter arrangements for that building. In the underground buildings, where all areas are protected, work operation will probably continue. In other types of buildings, the occupants will have to be moved to shelters that may or may not be near work locations.
- 5.03 Work operations in the service areas should continue as long as possible without exposing the employees to the dangers of radiation, blast or any other hazards accompanying the emergency. The person in charge of the work location at this time must decide when work operations will cease based upon advice from the radiological monitors, the District Emergency Relocation Center or any other authoritative source.

5.04 The Shelter Manager's objective during the shelter entry period is to begin the operation in an orderly, even though improvised, manner until permanent organization can be established.

5.05 In the event Shelter Manager or his Alternate is not in the shelter, the senior management representative should assume the role of Shelter Manager.

5.06 As soon as possible after the emergency begins, the Shelter Manager should arrange to check the operation of the emergency water supply and sanitary facilities, stand-by power, heat and ventilation equipment, communications equipment, radiological and other emergency equipment.

5.07 If equipment in the shelter is not working properly, or if supplies are found to be inadequate or missing, every effort should be made to effect immediate repair or replacement. There may be a period of time, depending upon the situation at a given location, in which supplemental supplies can be obtained.

5.08 It is the responsibility of the Shelter Manager to see that the shelter population does not exceed the safe capacity.

5.09 After the appointment of certain shelterees to complete the organization and at an appropriate time, as soon after the shelter entry as possible, the shelterees should be briefed on the outside situation, the make up of the shelter and its organization, the use of the facilities and the dependence of the shelterees on each other for the safety and well being of the total shelter population.

5.10 Some persons entering the shelter may desire to bring personal items with them. The shelter manager must maintain strict control over this and not allow anything in the shelter that, in his judgment, would be detrimental to the well being of the shelterees or the security of the location. Alcoholic stimulants, fire arms, or narcotics, unless contained in prescription medicine that can be secured under lock and key, are not allowed in the shelter.

5.11 Persons entering the building after the detonations should be monitored for radiation contamination. Some buildings are equipped with decontamination showers. In these locations, person that have been contaminated by fallout should be directed to go through the shower before entering the shelter area.

B. Fire Prevention and Safety in the Shelter

5.12 Shelters require a system for fire prevention, maintenance of order and enforcement of rules, emergency escape from the shelter, and general safety.

Fire Prevention and Control

5.13 All shelterees should be instructed in the procedure for fire fighting and fire prevention. They should be instructed to watch for and report any potential fire hazards such as faulty wiring, switches, careless use of combustible material, etc.

5.14 Smoking should be controlled as required for the safety and well being of the shelterees. Matches and cigarette butts should be extinguished in a container of sand.

5.15 Standard Bell System firefighting procedures should be used in the shelter.

Safety

5.16 Safety inspections should be made periodically in the shelter to locate and correct any hazards to the shelterees. Standard Long Lines safety rules and regulations should be followed.

Security

5.17 Security operations in the shelter shall consist of assisting the Shelter Manager in the maintenance of order.

5.18 Interpersonal conflicts should be resolved by Staff members before they break into violence. The Shelter Manager should be kept informed of any potential trouble.

5.19 Panic is a much over-rated possibility. To prevent panic, the shelterees should be kept informed of existing conditions. Organized and well informed people are more apt to react calmly in a crisis situation.

Emergency Escape

5.20 Emergency Escape should be under control of the Safety and Security team. This may be necessary if conditions inside the shelter threaten the lives of shelterees, and the Shelter Manager orders evacuation. Such conditions might be uncontrollable fire, flood, etc.

5.21 All emergency exists should be clearly marked and the procedures familiar to all. Appropriate drills should be held periodically to familiarize the shelterees with the system.

C. Control of Supplies and Maintenance

5.22 Proper maintenance of facilities such as ventilation, plumbing, heat, air conditioning, etc., and the efficient handling of the shelter supplies are essential to the survival of the shelterees.

Supply Operation

5.23 In the pre-emergency period, it is possible that the supplies are not to be stored in the protected area. Those responsible for supplies should move all essential supplies into the protected areas as soon as possible after the emergency arises. Generally, food and medical supplies should be under lock and key or under constant guard.

5.24 Strict controls should be maintained to insure that the consumption of supplies is regulated to conform with Shelter Management policies.

5.25 Daily reports should be made to the Shelter Manager indicating the amount of each item on hand and the length of time the supply should last at the present rate of use.

Maintenance

5.26 The maintenance job is actually comprised of two functions, the maintenance of equipment and the maintenance of a livable environment. For most shelter spaces this will be relatively simple, involving such functions as repair of wiring, electrical fixtures, minor plumbing repairs, etc. For those shelters having air conditioners, power plants, in-shelter water systems, etc., the shelter management staff should arrange to have as many shelterees as possible trained in the operation and maintenance of this machinery.

5.27 The maintenance team should keep the Shelter Manager informed of the amount of fuel, lubricants, etc. on hand.

5.28 An Effective Temperature between 65 -85° F should be maintained. It should never be permitted to go above 85° F.

D. Feeding

5.29 Although healthy persons can do without food for sometime without adverse physical effects as long as water is available, a food supply in each shelter is necessary to permit shelterees to meet the demands of shelter living and to carry out their normal duties. It is not inconceivable that under nuclear attack conditions these normal duties may involve prolonged tours, possibly twelve hours or more. With these considerations in mind, food rations of 2,000 to 3,000 calories per person per day are generally supplied. The method of food preparation will depend upon the type of food that is stocked in the shelter location.

5.30 Schedules for meals in the shelter should be established to agree with sleeping periods and work operations.

5.31 Along with the preparation of food the problem of waste and clean up arises. If adequate water is available paper plates and cups and also tin cans should be washed before disposal. Both the top and bottom of tin cans should be cut out and the cylinders flattened by stepping on them before disposal. If adequate water is not available, the used paper plates, cups, and tin cans should be placed in tightly sealed containers as far removed from the occupied spaces as possible. This should be in the least protected area of the shelter, and, when radiation permits short excursions from the shelter, removed to the outside.

5.32 The food supplies must be carefully controlled. Food should be rationed to supply the shelter occupants for at least 14 days and care must be taken to prevent waste of any kind.

E. Shelter Communications

5.33 Instructions and information from outside the shelter will play a major part in sustaining morale and assuring effective shelter operations. Shelter communications will consist of monitoring outside radio broadcasts for relevant information, maintain two-way contact with designated control centers, and operating an effective internal communications system.

Basic Equipment

5.34 Most designated shelters will have access to telephones which will serve as the basic means of communications.

5.35 Plans should be made to insure that at least one battery operated AM radio receiver plus a set of extra batteries is provided in shelter areas for reception of information over the Emergency Broadcast System.

Communications Operations

5.36 As soon as shelter operations begin, all communication equipment should be tested and any problems corrected as soon as possible.

5.37 Continuous monitoring operations of the local Emergency Broadcast station should be maintained day and night and the broadcast monitors should log all pertinent information and relay urgent information to the Shelter Manager.

5.38 Two-way communications must be limited to those authorized by the Shelter Manager. This is necessary in order to keep communications channels free of unnecessary activities.

5.39 Information should be furnished the District Emergency Relocation Center concerning service operations, personnel, radiological data, restoration or any other pertinent information following the procedures developed National Emergency Control Center plan as covered in BSP 002-501-101 LL.

F. Shelter Morale

5.40 The Shelter Manager who keeps his group well informed and trained will make the management job easier by creating an atmosphere of high morale and willingness to cooperate. Teaching and other specialized skills of the shelterees should be utilized. This will help to give everyone something to do and make them feel they are an integral part of the organization.

Information Activities

5.41 The Shelter Manager should conduct a short daily meeting in order to inform the shelterers as to conditions within the shelter and, where advisable, the conditions on the outside (Local, State and National).

5.42 The Shelter Manager will be wise to make periodic spot announcements during the day as he receives bits of good news either from outside or inside the shelter. This is an excellent means of improving morale.

Recreational Activities

5.43 Recreation is a matter of personal taste which makes it difficult to make clear-cut recommendations. Yet there is a definite need to occupy the shelterees during non-working hours. These activities will afford entertainment as well as serving to distract the shelterees from dwelling on the potential dangers.

5.44 Depending on the floor space available, shelters should be stocked with games, books, puzzles, playing cards, simple toys, songbooks, and similar items.

5.45 Where possible, consideration should be given to some participation in recreational activities on a group or team basis. Competitive and friendly rivalry can do much to sustain morale and add zest to shelter living.

5.46 Vigorous and strenuous activities should be avoided to prevent raising the shelter temperature to uncomfortable limits and to avoid stimulating appetites for food and water.

Spiritual Activities

5.47 It is important that provision be made for those persons wishing to engage in spiritual worship and other religious activities.

5.48 Since a large segment of the population has a strong desire to worship and divine guidance, which will increase under distress conditions, serious consideration should be given to time for individual worship, group religious services (must be of a non-denominational nature), and religious discussions.

5.49 Since there is little chance of professional clergy being present in our shelters, the best qualified layman should be selected to conduct the religious activities. It is suggested that some time be set aside each day to permit those who wish to worship to do so. Spiritual activities should reflect the thinking and wishes of the shelterees.

6. SHELTER SUPPLIES

6.01 The Office Head, Civil Defense Coordinator, and the Shelter Manager shall determine the quantity of supplies that are to be stocked for use in the shelter area.

6.02 It is recommended that sufficient supplies be provided to support the number of people that would be required to operate the office under conditions of a national emergency for a minimum of 14 days. Locations near suspected target areas where radiation levels may persist longer than 14 days or locations where resupply could be difficult should consider stocking supplies for 21 days.

6.03 Buildings that are to be stocked by the company are those on the Industrial Defense list and others as determined in BSP 002-501-907 LL.

6.04 Long Lines buildings that are not on the Industrial Defense list and are licensed by the Office of Civil Defense, as described in BSP 002-501-907 LL, may supplement the OCD furnished supplies as determined by the Office Head.

6.05 Emergency supplies should be inventoried annually by the Shelter Manager. Those supplies that will deteriorate over a period of time must be carefully checked and replaced before or at the end of the shelf life.

6.06 Food, medical, and all other essential supplies should be stored in locked cabinets or storage rooms. However, keys should be accessible at the time of an emergency. The storage location selected should be a cool, dry area in order to prolong the shelf life of the supplies.

6.07 Many of the supplies listed in this practice are found in the Supplies Catalog and can be ordered following standard procedures. The remainder should be purchased locally.

6.08 Supplies that are recommended to be stocked are listed in this section. These should be supplemented with any additional supplies that may be required for a particular location.

7. SHELTER MEDICAL SUPPLIES

7.01 Each shelter should have a standard First Aid Kit and an Illness Kit. One of each is required per 25 persons.

7.02 Appendix 1 to this section is a handbook for treatment of medical emergencies that may occur during a shelter confinement. Recommendations for the medications to be stocked are included, along with other supplies for the treatment of illness and injury.

This appendix will be forwarded as soon as approved by the Headquarters Medical Dept.

6.09 Food Supplies

<u>ITEM</u>	<u>QUANTITY</u>	<u>SHELF LIFE</u>
Food - Dehydrated Package	One unit per 16 persons	4 years
Obtain from:	Dri-Lite Foods	
	11333 Atlantic	
	Lynwood, California 90262	
	Telephone No. 213-636-0762	

Recommended at shelter locations with emergency water storage tanks and adequate kitchen facilities.

Food - Canned Package	One unit per 2 persons	2 years
Obtain from:	Bolton Farms Plan IV Package	
	Micro Drive	
	Woburn, Mass. 01801	
	Telephone No. 617-729-7450	

Recommended for any Long Lines shelter area.

6.10 Living Supplies

Cot, folding	One per 3 persons
Blanket	1 per Cot
Towel, Hand	1 per Person
Towel, Bath	1 per Person

NOTE: If decontamination showers are provided, supply an additional towel per person.

6.11 Utilities for Food Preparation

Can Opener, Electric	1
Can Opener, Manual	1
Scouring Pads (carton)	1
Pot Holders	6
Measuring Spoons, Set Plastic	2
Measuring Cups, Set Plastic	1

SECTION 002-501-909 LL

Spoon, Basting	4
Utility Knife, 5" Blade	1
Knife, Paring	1
Scissors, 4" Blade	1
Kitchen Tool Set (large Mixing Spoon, Fork, Turner)	1
Mixing Bowl, Stainless Steel -	
5 Quart	2
3 Quart	2
1-1/2 Quart	1
Skillet, Teflon Coated, 12"	1
Saucepan with Cover - 4 Quart	2
2 Quart	1
Pan, Aluminum,	
11-1/2, x 7-1/2 - 1-1/2"	3
Bowl Scraper, Plastic	1
Pitcher, Aluminum, 2 Quart	
Capacity marked	3
Serving Trays, Metal	2
Spatula, 1" blade 8" long	1
Fork, 10"	1
Egg Beater, Hand	1
Hot Plate, Electric, 2 burner	1
Tea Kettle, Electric	1
Coffee Maker, Electric	1

NOTE: This is based on a shelter for approximately 20 persons. /

Shelters with larger populations, such as Relocation Centers, should determine locally what would be required.

6.12 Personal Items

Denture Cleaner, Paste (large)	1 per 10 persons	3 years
Pins, Safety, Assorted	3 cards per 10 persons	
Wash and Dry Towelettes	100 per 5 persons	5 years
Personal Kit consisting of:	1 per person	
Deodorant		3 years
Comb, Pocket		
Toothpaste, tube		3 years
Toothbrush		
Razor and blades		
Shaving Cream		3 years
Face Soap		3 years
Kleenex, Box large	1 per 3 persons	

6.13 Cleaning Items

Scouring powder (large can)	6	
Sponges	12	
Room Deodorizer, Spray Can	6	
Room Deodorizer, Wick (carton)	1	
Plastic Garbage Can and		
Plastic Liners	1	
Push Broom	1	
Whisk Broom	1	
Dust Pan	1	
Dishwashing Detergent	1 per 20 persons	3 years
(Plastic Bottle)		

6.14 Food Service

Plastic food wrap, (large		
roll)	2	
Aluminum foil, (large roll)	2	
Plastic knives, Forks, Spoons		
Paper Cups (Hot)		

Paper Plates

Paper Bowls (Hot)

6.15 Miscellaneous

Flashlight	2	
Extra batteries for flashlight		1 year
Portable AC-DC Radio	1	
Extra batteries for radio		1 year
Playing Cards	1 Deck per 10 persons	
Games		
Bible		

6.16 Radiological Equipment

CDV700 Survey Meter	1 per shelter
CDV715 Survey Meter	1 per shelter
CDV742 Dosimeter	2 per shelter (See Note)
CDV750 Dosimeter Charger	1 per 25 dosimeters

Extra batteries for the above

NOTE: A dosimeter should be provided for each person that would work outside the protected area.

SPECIAL NOTE:

THE BUILDING SEAL-UP SYSTEM IS NOT EQUIPPED WITH A RADIATION OR BLAST DETECTING DEVICE. IT MUST BE OPERATED MANUALLY.

THE SEAL-UP CONTROL PANEL IS LOCATED ON THE REAR WALL OF THE LARGE CENTER ROOM IN THE BASEMENT.

OPERATE THE "TEST BUTTON" ON THIS PANEL TO ACTIVATE THE BUILDING SEAL-UP SYSTEM. THE SYSTEM WILL FUNCTION AUTOMATICALLY FROM THIS POINT ON.

D. BUILDING SEAL-UP SYSTEM

1. General Description

The building Seal-Up System is designed to protect the equipment and personnel within the building against the assumed effects of a nuclear explosion. The system closes the blast dampers in all wall openings to the outside until the blast wave passes and then automatically restores building services to limited operation for the duration of the emergency condition. During the initial period of the seal-up sequence, all blast dampers close, the turbine engine stops, oil burner and exhaust fans stop, and the air conditioning system is indexed to summer control regardless of outside temperature. At the end of the initial period (short delay) the turbine restarts if commercial power is interrupted and the oil burner returns to operation. At the end of the second seal-up period (long delay) the pressure fans start and bring outside air into the building through high efficiency filters to maintain a positive pressure within the building to resist infiltration of dust and radioactive particles through air leaks around doors, louvers and other building openings. During the third seal-up period (infinite delay) the building operation continues as described above until manually returned to normal operation. If the location of the building is upwind from the nuclear explosion, the systems, on infinite delay, may be manually reset soon after the dust settles. If

the building location is downwind of the explosion, it will be necessary to maintain the required pressure within the building for a considerably longer time. The duration of operating the building and building services while under pressure will be controlled by the operating procedures and instructions of the Plant Department for emergencies associated with nuclear explosions.

2. Seal-Up Alarm Panel

- a. The seal-up panel is designed to initiate the seal-up procedure automatically when the detection device signals a nuclear explosion. Prior to installation of such detection device, it will be necessary to initiate the procedure by manually operating the test button on the seal-up panel.
- b. Mounted on the front of the panel are indicating fuses and test switches which are used to test the control wiring to each of the solenoid valves that operate the various building dampers associated with the Seal-Up System. If, under normal conditions, a test switch is operated, or for any reason, a control circuit becomes faulty, an alarm horn will sound and a light will come on to indicate the fault. A silence button is provided to silence the horn, but the light will stay on until the switch is restored or the circuitry is corrected.
- c. In addition to the above indication, lamps are also provided for the following:
 - (1) Radiation detection circuit.
 - (2) Short time delay closure switches closed.
 - (3) Long time delay closure switches closed.
 - (4) Manual reset closure switches closed.
 - (5) Short, long and infinite delay circuit operation.

* * *

SHELTER ROSTER LOG

Page _____

Date/Time _____

By Whom _____

NAME

ADDRESS

RADIOLOGICAL REPORTING LOG

RETENTION CODE
A111P-02000

OFFICE _____

SHELTER
LOCATION _____

FLASH REPORT (0.5 R/HR. OR
MORE)

ARRIVAL OF FALLOUT (F)

F+1 THRU F+12
(HOURLY ON THE HOUR)

F+13 THRU F+24
(EVERY 3 HOURS)

F+25 THRU F+48
(EVERY 6 HOURS)

AFTER F+48
(TWICE DAILY AT
1000 AND 2200 EST)

DATE _____

DATE _____

DATE _____

DATE TIME DOSE ACCUM.
RATE DOSE

DATE _____

TIME _____

DOSE RATE _____ r/hr

TIME SENT TO THE

DISTRICT ERC _____

NOTE: REPORT OF FALLOUT WILL
BE MADE AS SOON AS THE
DOSE RATE REACHES
0.5 R/HR.

TIME DOSE RATE

1. _____ r/hr

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

ACCUMULATED DOSE

TIME

1000 EST _____ r

2200 EST _____ r

TIME DOSE RATE

1. 0100 _____ r/hr

2. 0400 _____

3. 0700 _____

4. 1000 _____

5. 1300 _____

6. 1600 _____

7. 1900 _____

8. 2200 _____

ACCUMULATED DOSE

TIME

1000 EST _____ r

2200 EST _____ r

TIME DOSE RATE

1. 0400 _____ r/hr

2. 1000 _____

3. 1600 _____

4. 2400 _____

ACCUMULATED DOSE

TIME

1000 EST _____ r

2200 EST _____ r

_____ r/hr _____ r

NOTES: 1. ALL TIMES EST (OR EDST)

2. IF THERE IS A SIGNIFICANT INCREASE IN THE RADIATION AFTER F+12, INCREASE THE FREQUENCY OF THE READINGS.

3. ALL REPORTS OF DOSE READINGS WILL BE CUMULATIVE FROM ARRIVAL OF FALLOUT.

RETENTION CODE
A111P-000CG

RETENTION CODE
10R-100KC

AT&T
LL Dept.
SECT 002-501-908

NO. _____

DATE	ACTION	REMARKS	INIT.

DIRECTIONS — SEE REVERSE

Name	_____
Shelter Loc.	_____
I. D. Card No.	_____

[illegible]

CIVIL DEFENSE GENERAL REGISTRATION FORM

1. FAMILY HEAD:(or hospitalized or dead person) | Age | Sex

Last name First Middle

Wife's Maiden name:

2. REGULAR HOME ADDRESS:

Street

City

State

3. FAMILY REGISTRATION:

Tag # Age Sex

Man

Wife

Children

4. FOR HOSPITALIZED OR DEAD ONLY: Name and address of person to be notified if such information is known.

Name

Address

City

State

5. PRESENT LOCATION OF PERSON:

Hospitalized

Safe

Dead

6.

REGISTRATION Date Time
PLACE:

7. ADDITIONAL INFORMATION
IF AVAILABLE:

CIVIL DEFENSE GENERAL INQUIRY FORM

1. FAMILY HEAD: | Age | Sex

Last Name First Middle

Wife's Maiden Name:

3. NAMES OF FAMILY MEMBERS:

Age Sex

Man

Wife

Children

5. PERSON MAKING INQUIRY:

Name

Date

Address

City

State

6.

RETURN INQUIRY TO:

Name of C.D. Unit

Address

City

State

2. REGULAR HOME ADDRESS:

Street

City

State

4.

REPLY: Not
Safe | Hosp. | Dead | Reg. | Location | Date

7. REPORTING C.D. UNIT:

Name

Address

City

State

8.

Answers about dead or hospitalized are based on information obtained from most reliable sources available to C.D. units. This inquiry is not an official death certificate.

Recvd 4/5/71

Retain Index.

DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
OFFICE OF CIVIL DEFENSE
FALLOUT SHELTER LICENSE OR PRIVILEGE

SEE INSTRUCTIONS ON REVERSE SIDE

WHEREAS, The President of the United States has undertaken for the Nation an accelerated and strengthened civil defense program, including a fallout shelter program; and

HEREAS, a fallout shelter survey has indicated that certain areas of the hereinafter described premises will afford persons protection from the hazard of fallout in the event of enemy attack;

NOW, THEREFORE, the undersigned, being the owner of the hereinafter described premises, or the person otherwise authorized to grant such license or privilege, does hereby voluntarily and without compensation, in consideration of the mutual promises expressed herein and in cooperation with the Federal, State, and local civil defense programs for measures to protect persons against the threat of fallout radiation from enemy attack, grant to the Federal Government, the State of

Pennsylvania

and the political subdivision of Heidelberg Township, and to the general public for use in accordance with civil defense shelter plans, the following license or privilege;

- I. A. Use of the basements, corridors, and other common areas of the building or structure situated at

Intersection T-389 & T-390 Heidelberg Twp.

and known as A.T. & T Building, as well as any other common use parts of the said building or structure which the Federal Government and the political subdivision shall determine appropriate, including without limitation the rights to the public of ingress to and egress from the premises, for the sole purpose of temporarily sheltering persons during and after any and every actual or impending attack.

B. Further, the right to designate the said building or structure as a civil defense shelter, and to affix thereto, and maintain thereon, at no expense to the Grantor, such civil defense shelter and other signs as are determined appropriate, so long as there is no interference with the usual use of the premises for the carrying on of business therein.

- II. The Federal Government, said State and said political subdivision may place and maintain on the premises such appropriate shelter equipment and stocks as may be determined necessary, estimated to require approximately one (1) cubic foot per person of the shelter capacity; and it is expressly understood that the Grantor shall have no responsibility or liability for the care, protection, or maintenance of the shelter stocks, willful damage or bad faith excepted. The shelter stocks and equipment placed in the licensed or privileged area are to be cared for and maintained by said political subdivision at no expense to the Grantor.

- III. The Grantor agrees that, during such reasonable periods as the premises are open for business, the political subdivision and the Federal Government, their authorized officers, agents, or representatives, shall have the right to inspect the premises, including any equipment and supplies stored thereon, so long as this license or privilege is in effect.

This license or privilege is granted on the express condition that it shall be valid and binding upon the heirs, assigns, or successors in interest of any nature whatsoever; this license or privilege may be revoked by ninety (90) days' written notice to the political subdivision and the Federal Government, sent by registered mail.

OCCUPANT ONLY: The above provisions of this license to the contrary notwithstanding, the following exceptions shall apply to this location. This building has been designated a sensitive location with respect to national security and for reasons its use as a shelter will be limited to employees of American Telephone and Telegraph Company and their families. No Civil Defense Shelter or other signs shall be posted on the exterior of the building, and all shelter supplies and shelter areas shall be under the direct control of American Telephone and Telegraph Company. The shelter capacity of the building shall be 2,477. No changes, additions or modifications shall be made to the building or equipment of the American Telephone and Telegraph Company without its written consent."

Signed, sealed, and delivered this _____ day of _____, 19____.

WITNESSES:

[Signature]
Area Attorney

[Signature]

GRANTOR(s)

SEAL

The acceptance and approval of the above license or privilege is authorized by the political subdivision of _____

Heidelberg Township

Standard Location Code 26C10038

Facility Number 00006

[Signature] 843-0764
Administrative Ass't.

(Official Title)

KNOW ALL MEN BY THESE PRESENTS:

The United States of America acknowledges the voluntary cooperation of the above-named Grantor in the civil defense program of the Nation; and his Government extends its appreciation for his uncompensated assistance. The above license or privilege is accepted and approved by the United States of America when completed in accordance with its terms and conditions and filed with its authorized representative.

[Signature]

Director of Civil Defense

INSTRUCTIONS FOR USE OF FALLOUT SHELTER LICENSE OR PRIVILEGE

JCAL GOVERNMENT OFFICIAL

Forms may be signed by local official prior to contacting persons in control of structures for signature. Local government officials, and title may be imprinted by rubber stamp or by using carbon paper, if so desired. Entries in blanks common to a given locality, such as, name of State and political subdivision and standard location code number, facility number, address of building or structure and name of building or structure may

be typed, stamped, lettered or in longhand prior to contacting person in control of premises.

2. When forms have been executed by owner, retain original, return a copy to local field office of Army Corps of Engineers or Naval Facilities Engineering Command conducting the survey in your area; present owner with one copy. The local field offices are:

Alabama
Alaska
Arizona
Arkansas
California

US Army Engineer District, Mobile, PO Box 1169, Mobile, Alabama 36601
US Army Engineer District, Alaska, PO Box 7002, Anchorage, Alaska 99501
US Army Engineer District, Los Angeles, PO Box 12727 Fort Station, Los Angeles, California 90017
US Army Engineer District, Little Rock, PO Box 867, Little Rock, Arkansas 72201
US Army Engineer District, Sacramento, PO Box 1739, Sacramento, California 95808
Commander Southwest Div, Naval Facilities Engng Comd, 1220 Pacific Highway, San Diego, Calif. 92132, SOWESTNAVFAC
Commanding Officer, Western Division, Naval Facilities Engineering Command, San Bruno, Calif. 94067, WESTNAVFAC
US Army Engineer District, Los Angeles, PO Box 17277 Fort Station, Los Angeles, California 90017
US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
Comd Officer, Eastern Div, Naval Facilities Engineering Command, 90 Church St., New York, N.Y. 10007, EASTNAVFAC
Comd Officer, East Central Div, Naval Facilities Engng Comd, Bldg 1, U.S. Naval Base, Philadelphia, Pa. 19112, EASTCENTNAVFAC
US Army Engineer District, Jacksonville, PO Box 1739, Jacksonville, Florida 32201
US Army Engineer District, Savannah, PO Box 889, Savannah, Georgia 31401
Off in Charge of Construction, Naval Facilities Engng Comd, Contracts, Mid Pac, FPO San Francisco 96610, OICCMIDPAC

Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii

US Army Engineer District, Honolulu, Building 96, Ft. Armstrong, Honolulu, Hawaii 96813
US Army Engineer District, Walla Walla, Building 602, City-County Airport, Walla Walla, Washington 99362
US Army Engineer District, Chicago, 336 South Clark Street, Chicago, Illinois 60605
US Army Engineer District, Rock Island, Clock Tower Building, Rock Island, Illinois 61202
US Army Engineer District, Louisville, PO Box 59, Louisville, Kentucky 40201
US Army Engineer District, Rock Island, Clock Tower Building, Rock Island, Illinois 61202
US Army Engineer District, Kansas City, 1800 Federal Building, 911 Walnut Street, Kansas City, Missouri 63102
US Army Engineer District, Louisville, PO Box 59, Louisville, Kentucky 40201
US Army Engineer District, New Orleans, PO Box 60287, New Orleans, Louisiana 70160

Idaho
Illinois

Indiana
Iowa
Kansas
Kentucky
Louisiana

Maine

Maryland

Massachusetts
Michigan
Minnesota
Mississippi
Missouri

Comd Off, Gulf Div, Naval Facilities Engng Comd, Bldg 16, HQ Support Activity, New Orleans, La. 70140, GULFNAVFAC
Comd Officer, Northeast Div, Naval Facilities Engineering Command, 495 Summer St., Boston, Mass. 02210, NORTHEASTNAVFAC
US Army Engineer District, Baltimore, PO Box 1715, Baltimore, Maryland 21203
Commander, Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia 23511, COMATLANTNAVFAC
US Army Engineer District, Detroit, PO Box 1027, Detroit, Michigan 48231
US Army Engineer District, St. Paul, 1217 USPO, 10 E. Kellogg Boulevard, St. Paul, Minnesota 55101
US Army Engineer District, New Orleans, 424 Tapscott Road, Waltham, Massachusetts 02154
US Army Engineer District, St. Louis, 420 Locust Street, St. Louis, Missouri 63102
US Army Engineer District, Kansas City, 1800 Federal Building, 911 Walnut Street, Kansas City, Missouri 63106
US Army Engineer District, Walla Walla, Building 602, City-County Airport, Walla Walla, Washington 99362
US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101

North Carolina

North Dakota

Oklahoma

Oregon

Pennsylvania

Rhode Island

South Carolina

South Dakota

Tennessee

Texas

Utah

Vermont

Virginia

Washington

West Virginia

Wyoming

District of Columbia

American Samoa

Canal Zone

Guam

Puerto Rico

Virgin Islands

Commanding Officer, Western Division, Naval Facilities Engineering Command, San Bruno, Calif. 94067, WESTNAVFAC
US Army Engineer District, Philadelphia, PO Box 8629, Philadelphia, Pennsylvania 19106
US Army Engineer District, Albuquerque, PO Box 1538, Albuquerque, New Mexico 87103
US Army Engineer District, Buffalo, 111 East 10th Street, New York, New York 10003
US Army Engineer District, Buffalo, Foot of Bridge Street, Buffalo, New York 14207
Comd Officer, Eastern Div, Naval Facilities Engng Comd, 90 Church St., New York, N.Y. 10007, EASTNAVFAC
US Army Engineer District, Wilmington, PO Box 1890, Wilmington, North Carolina 28402
Commander, Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia 23511, COMATLANTNAVFAC
US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
US Army Engineer District, Huntington, PO Box 2147, Huntington, West Virginia 25701
US Army Engineer District, Tulsa, PO Box 61, Tulsa, Oklahoma 74102
Comd Officer, Eastern Div, Naval Facilities Engng Comd, Bldg 1, U.S. Naval Base, Philadelphia, Pa. 19112, EASTCENTNAVFAC
US Army Engineer District, Portland, 628 Pittcock Building, 10th Avenue and Washington Street, Portland, Oregon 97205
US Army Engineer District, Buffalo, Foot of Bridge Street, Buffalo, New York 14207
US Army Engineer District, Pittsburgh, Manor Building, 564 Forbes Avenue, Pittsburgh, Pennsylvania 15219
Comd Off, Southeast Div, Naval Facilities Engineering Command, 495 Summer St., Boston, Mass. 02210, NORTHEASTNAVFAC
US Army Engineer District, Charleston, PO Box 905, Charleston, South Carolina 29402
US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
US Army Engineer District, Nashville, PO Box 1707, Nashville, Tennessee 37202
US Army Engineer District, Memphis, 668 Federal Office Building, Memphis, Tennessee 38103
US Army Engineer District, Albuquerque, PO Box 1538, Albuquerque, New Mexico 87103
US Army Engineer District, Galveston, PO Box 1229, 606 Santa Fe Building, Galveston, Texas 77551
Comd Off, Gulf Div, Naval Facilities Engng Comd, Bldg 1, U.S. Naval Base, Philadelphia, Pa. 19112, EASTCENTNAVFAC
US Army Engineer District, San Francisco, 180 New Montgomery Street, San Francisco, California 94105
Commander, Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia 23511, COMATLANTNAVFAC
US Army Engineer District, Norfolk, Foot of Front Street, Norfolk, Virginia 23510
Comd Off, Chesapeake Div, Naval Facilities Engng Comd, Wash. Navy Yard, Washington, D.C. 20390, COCHESDIVNAVFAC
Comd Off, Northwest Div, Naval Facilities Engng Comd, 1618 West Lawry Ave., Seattle, Washington 98119, NORTHWESTNAVFAC
US Army Engineer District, Seattle, 1519 South Alaskan Way, Seattle, Washington 98134
US Army Engineer District, Huntington, PO Box 1127, Huntington, West Virginia 25701
Commanding Officer, Midwest Div, Naval Facilities Engng Comd, Bldg 1A, Great Lakes, Illinois 60088, MIDWESTNAVFAC
US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
Comd Off, Chesapeake Div, Naval Facilities Engng Comd, Bldg 1, U.S. Naval Base, Philadelphia, Pa. 19112, EASTCENTNAVFAC
Off in Charge of Construction, Naval Facilities Engng Comd, Contracts, Mid Pac, FPO San Francisco 96610, OICCMIDPAC
US Army Engineer District, Jacksonville, PO 4970, Jacksonville, Florida 32201
Commander, Pacific Division, Naval Facilities Engineering Command, FPO San Francisco 96610, PACNAVFAC MIDPAC
Commanding Officer, Caribbean Division, Naval Facilities Engineering Command, FPO New York 99530, CARIBNAVFAC
Commanding Officer, Caribbean Division, Naval Facilities Engineering Command, FPO New York 99530, CARIBNAVFAC

OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE

1. If the owner is granting a license or privilege for other than the space provided in the form, the owner must initial all changed lines.

Owner's or his authorized representative's signature on all copies

may be imprinted by rubber stamp or by using carbon paper, if so desired.

3. Retain one copy.

LOCAL FIELD OFFICES OF THE CORPS OF ENGINEERS AND NAVAL FACILITIES ENGINEERING COMMAND.

1. File returned copy and notify State of Receipt.