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NATIONAL SECURITY AGENCY  
Washington 25, D. C.



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NSA MEMORANDUM  
NUMBER 10-42

20

EFFECTIVE UNTIL 15 AUGUST 1954 UNLESS SOONER  
RESCINDED OR SUPERSEDED

NAVSECSTA AIR RAID AND EMERGENCY INSTRUCTIONS

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SECTION I - SUPERSESSION

This Memorandum supersedes NSA Memorandum Number 10-42 dated 14 May 1951.

SECTION II - GENERAL

1. The purpose of this Memorandum is to provide instructions for personnel of this Agency located at the U. S. Naval Security Station in the event of an air raid or other emergency. Emergencies other than air raids comprise:

a. FIRE - resulting from explosions, storms, earthquakes, incendiaries and other causes.

b. WATER - resulting from floods, storms, earthquakes, tidal waves and other causes.

c. BLAST OR PRESSURE - resulting from explosions, storms, earthquakes, or other causes.

d. CONTAMINATION - atomic, biological, chemical, or other causes.

e. VIOLATION OF LAW AND ORDER - conditions resulting from labor disputes, subversive activities, insurrection, looting, and catastrophes.

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2. Detailed air raid, emergency and damage control instructions are contained in Annex "J", Damage Control, to NavSecSta Basic Emergency Plan White. Copies of this Annex have been distributed to Chiefs of Staff Divisions and Offices. Additional copies may be obtained from the Headquarters Commandant.

SECTION III - INSTRUCTIONS

1. Signals. The following signals will be used to indicate an emergency condition:

a. STATION GENERAL ALARM - Three minutes of continuous bells on the Station Fire Alarm System.

b. AIR RAID WARNING SIGNAL - Three minute series of short blasts on the Station whistle.

2. Signal Meaning and Instructions. The following instructions will be followed by personnel affected upon sounding of the signal indicated:

a. STATION GENERAL ALARM

(1) Execute Basic Emergency Plan - White

(2) Damage Control Units will:

- (a) Man stations on the double.
- (b) Establish communications.
- (c) Establish required patrols.
- (d) Place all emergency equipment in a standby condition.

(3) Unengaged personnel will:

- (a) Continue to work.
- (b) Continue to provide assigned services.
- (c) Properly stow unnecessary classified matter.
- (d) Secure unnecessary power locally (including general lighting).
- (e) Restrict use of telephones to minimum practicable for conduct of mission.
- (f) Restrict trips to other activities to emergencies, courier trips, and/or messenger trips.

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## b. AIR RAID WARNING SIGNAL

- (1) Damage Control Units will:
  - (a) Maintain SILENCE.
  - (b) Man stations at a rapid walk.
  - (c) Establish communications.
  - (d) Establish required patrols.
  - (e) Place all emergency equipment in a standby condition.
  
- (2) Unengaged personnel will:
  - (a) Maintain SILENCE.
  - (b) Essential operating personnel will continue to provide services.
  - (c) Unnecessary personnel will proceed to assigned Air Raid Shelter at a rapid walk.
  - (d) Secure all classified matter.
  - (e) Close all windows and draw blinds.
  - (f) Secure room air conditioners and fans.
  - (g) Secure all lights and power locally in all unoccupied spaces.
  - (h) Secure unnecessary power in occupied spaces (including general lighting).
  - (i) Restrict use of telephones to emergencies only.
  - (j) Restrict trips to other activities to emergency trips only.
  - (k) Be prepared for evacuation at any time.

SECTION IV - AIR RAID SHELTERS

There are no Air Raid Shelters, designated as such, located at the U. S. Naval Security Station. Therefore, the following procedure will be followed in the event of an air raid:

- a. Personnel shall proceed by the most direct route to the basement or lower floor of the building in which employed.

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- b. Office spaces, rooms, and corridors shall be used as shelters in the lower spaces.
- c. A passageway will be left in all corridors to permit free access to damage control parties and patrols.
- d. The vault area in Building 19 is not to be used as a shelter area except in case of a direct attack.

SECTION V - AIR RAID WARDENS

Five Air Raid Wardens will be appointed for NavSecSta, of whom two will be NSA personnel. The Chief, Office of Communication Security, will appoint one Officer to be Air Raid Warden for Building 18 and one Officer to be Air Raid Warden for Building 19, and will keep the Headquarters Commandant informed of these appointments and changes thereto. Air Raid Wardens will receive instructions from the Commanding Officer, NavSecSta. Their duties will include:

- a. Familiarize themselves with pertinent sections of Annex "J", Damage Control, to NavSecSta Basic Emergency Plan White.
- b. Responsibility to the Senior Air Raid Warden for the overall supervision of the air raid organization of their assigned areas.
- c. Act in the capacity of Repair Party Officers when Repair FOUR is activated.
- d. Responsibility for maintaining discipline and for furnishing services in assigned shelter area.
- e. Make reports as required by the Senior Air Raid Warden.

SECTION VI - EVACUATION OFFICERS

- 1. The duties and responsibilities of Evacuation Officers are as follows:
  - a. Familiarize themselves with pertinent sections of Annex "J", Damage Control, to NavSecSta Basic Emergency Plan White.

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b. Familiarize personnel within his assigned area thoroughly with their shelter area and the most direct route to it.

c. Know "after air raid" muster area.

d. Insure that adequate provisions are established to assist physically handicapped persons to shelter areas.

e. Post placards (available at NavSecSta Room QD-102) containing information relative to air raid signals, shelter, most direct route, and name of Evacuation Officer in all working spaces.

f. Insure that actions taken in his area during alerts are in accordance with all pertinent instructions of this Agency and of the Commanding Officer, NavSecSta.

g. Advise all personnel in their area of responsibility to enter current information in the NSA Air Raid Alert Instruction Cards.

2. Chiefs of Staff Divisions and Offices will assign personnel under their supervision duty as Evacuation Officer in accordance with the table below. No report of these assignments is required.

<u>BUILDING</u>	<u>FLOOR</u>	<u>APPOINTING AUTHORITY</u>
20	3rd	R/D
20	2nd	R/D
20	1st	PROD
19	4th	LOG
19	3rd	C/SEC
19	2nd	AG
19	1st	C/SEC
18	2nd	C/SEC
18	1st	C/SEC
18	Basement	C/SEC
17	3rd	TNG
17	2nd	PERS
17	1st	R/D
17	Basement	HqC

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<u>BUILDING</u>	<u>FLOOR</u>	<u>APPOINTING AUTHORITY</u>
4A	1st	PROD
4A	Basement	PROD
4	1st	R/D
4	2nd	R/D
4	3rd	R/D
3	3rd	C/SEC
3	1st	R/D
3	Basement	R/D
2	1	R/D

SECTION VII - DAMAGE CONTROL

Chiefs of Staff Divisions and Offices, will assign personnel under their supervision duties for Damage Control Parties in accordance with the table below. It is recommended that personnel be detailed for Damage Control Parties from activities in the areas indicated. For example, the three firefighters for the Damage Control Party at Room 3205 should be assigned from personnel who work in that vicinity. Damage Control personnel will be excused from their regularly assigned duties from time to time for instruction purposes. The Headquarters Commandant will be informed of these assignments and of changes thereto.

<u>DUTY</u>	<u>STATION</u>	<u>PERSONNEL</u>	<u>APPOINTING AUTHORITY</u>
Firefighter	Outside Rm. 4117	3 Enl.	R/D
Firefighter	Outside Rm. 1225	3 Enl.	PROD
Firefighter	Rm. 3205	3 Enl.	C/SEC
Firefighter	Outside Rm. 19204	3 Enl.	C/SEC
Firefighter	Bldg. 10 Marine Bks.	3 Enl.	LOG
Firefighter	Outside Rm. 7107	3 Enl.	COMP

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<u>DUTY</u>	<u>STATION</u>	<u>PERSONNEL</u>	<u>APPOINTING AUTHORITY</u>
Air Raid Warden Area 4, Bldg. 18	At Area	1 Off.	C/SEC
Air Raid Warden Area 5, Bldg. 19	At Area	1 Off.	C/SEC

SECTION VIII - SUPERVISION

Supervision for implementation of the policy established herein is the responsibility of the Headquarters Commandant.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

L. H. FROST  
Captain, US Navy  
Chief of Staff

OFFICIAL:



GEO. E. CAMPBELL  
Colonel, AGC  
Adjutant General

DISTRIBUTION IV

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