

CIVIL DEFENSE SHELTER REQUIREMENTS

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1. GENERAL

1.01 This section describes the requirements for establishing Radiation Protection Shelters in Long Lines buildings and certain Associated Company buildings where Long Lines is responsible for service operations that are to continue during the emergency period.

1.02 Radiation protection shelters are required for two purposes.

(a) For employee protection at work locations that are to continue operations during the emergency. This shelter space is referred to as a Protected Work Area.

(b) For employee protection only. This shelter space is referred to as a Fallout Shelter.

2. RADIATION PROTECTION REQUIREMENTS

2.01 The purpose of a shelter is to provide protection against the radiation created as the result of a nuclear explosion. The amount of protection a shelter will provide is determined by the physical construction of the building. The effect of this construction on the protection in the shelter is known as the Protection Factor.

(a) Protection Factor (PF) - The relative reduction in the amount of radiation that would be received by a person in a protected location, compared to the amount he would receive if he were unprotected.

Example: A person outside would be exposed to 100 times more radiation than a person inside a shelter if it had a PF of 100.

2.02 The minimum PF for any space that is considered as a Protected Work Area is 100.

2.03 It would be desirable for Fallout Shelters, that are for personnel protection only, to have a PF of at least 100. However, if additional fallout shelter space is required in the building a lower PF area may be used.

Note: Under no circumstances should an area with a PF of less than 40 be designated as a Fallout Shelter.

2.04 The PF of potential shelter areas within a building can be determined by the Building Engineer.

3. SHELTERS IN LONG LINES BUILDINGS

A. Hardened Underground Buildings:

3.01 A hardened underground building is one that has been constructed to provide protection for the equipment and occupants against a nuclear attack and the resultant radioactive fallout and over pressures of at least 10 or 50 PSI, depending upon the building type.

3.02 All buildings of this type that are attended or expect to be attended during an emergency are to be stocked with supplies as described in BSP 002-501-909LL.

B. Fallout or Blast Resistant Above Ground Buildings

3.03 Above ground buildings of this type provide protection against radioactive fallout and over pressures up to 1/2 or 2 PSI, depending upon the type of building.

3.04 These buildings have been constructed to allow work operations to continue during periods of fallout and those that are included on the List of Industrial Defense locations maintained by the Headquarters General Security Manager and the Area Plant or Operations Manager should be stocked with emergency supplies as described in BSP 002-501-909 LL.

3.05 Other attended buildings of this type, not on the Industrial Defense List, that are considered as critical locations, such as ring stations, major broadband restoration points, etc., by the Area Plant or Operations Manager should be stocked with emergency supplies as described in BSP 002-501-909LL.

C. Buildings of Conventional Construction

3.06 Most buildings of conventional construction have space inside that will provide some protection against radioactive fallout.

Industrial Defense Locations

3.07 Several buildings of this type are included on the list of Industrial Defense locations maintained by the Headquarters General Security Manager and the Area Plant or Operations Manager.

3.08 The Civil Defense Coordinator at these Industrial Defense locations should determine the essential work areas in the building and request the Area Building Engineer to provide the following information:

- (a) The PF of each essential work area in the building.
- (b) The other areas in the building with a PF of at least 100 that can be used as Fallout Shelter space.

Note: If there is insufficient Fallout Shelter space with a PF of 100 or more for the normal building population, those with a PF of at least 40 should be identified.

- (c) The number of people that each protected area could support in an emergency.

3.09 Each Protected Work Area and Fallout Shelter should be shown on the floor plans for the building.

3.10 Shelter supplies for the Emergency Operating Force shall be stocked as described in BSP 002-501-909LL.

3.11 Fallout Shelters for the remainder of the building population will be established under the Fallout Shelter Program of the Office of Civil Defense as described in Section 5.

Other Buildings

3.12 Fallout Shelters in Long Lines owned conventional buildings not on the Industrial Defense list should be established under the Fallout Shelter Program of the Office of Civil Defense as described in Section 5.

3.13 The necessity for stocking conventional buildings that are not on the Industrial Defense List and do not meet the requirements of the Office of Civil Defense Shelter Program will be determined by the Area Plant or Operations Manager.

3.14 The Civil Defense Coordinator will plan on evacuating the personnel if shelter space is unavailable in the building, or partial evacuation if the available shelter space is not large enough to accommodate the entire building population.

4. LONG LINES OFFICE IN LEASED QUARTERS

4.01 In most cases, Long Lines offices in Associated Company buildings or other leased quarters will not maintain a shelter area. If the building has a shelter, the Civil Defense Coordinator of the Long Lines group in the building shall arrange for its use, subject to civil defense plans of the owner.

4.02 The Civil Defense Coordinator will plan on evacuating the personnel if shelter space is unavailable in the building, or partial evacuation if the available shelter space is not large enough to accommodate the entire building population.

4.03 In certain Associated Company Buildings, Long Lines Central Offices have had operational areas designated as essential to the provision of service during and after a National emergency.

- (a) These buildings are included on the Industrial Defense list maintained by the Headquarters General Security Manager and the Area Plant or Operations Manager.
- (b) The Long Lines group occupying the essential area will stock emergency supplies for the Emergency Operations Force for a minimum of 14 days.

(c) All other Long Lines personnel will occupy shelter space as directed in the joint plans developed by the building owner and the Long Lines Defense Coordinator.

5. OFFICE OF CIVIL DEFENSE SHELTER PROGRAM -  
LONG LINES OWNED BUILDINGS

5.01 Fallout shelters may be established under the National Fallout Shelter Program of the Office of Civil Defense. This consists of the following:

(a) A survey of the building under the direction of the Office of Civil Defense to determine if a shelter area is available.

(b) Signing an agreement between the Office of Civil Defense and the Long Lines Department that will allow the Office of Civil Defense to stock the shelter area with emergency supplies.

5.02 Only those buildings that would be occupied by 50 or more people during the emergency should be submitted for participation in this program.

5.03 Licensing Procedure.

(a) The following agreement must be reached with the local Office of Civil Defense before any steps are taken to license the building and should be included as amendments to the license contract.

1. The building is considered as a sensitive location with respect to National security and for that reason its use as a shelter will be limited to the employees of American Telephone and Telegraph Company.

2. No Civil Defense shelter or other signs shall be posted on the exterior of the building.

3. All shelter areas and supplies shall be under the control of the American Telephone and Telegraph Co.

4. No changes, additions or modifications shall be made to the building or equipment of American Telephone and Telegraph Company without its written consent.

(b) Forward all requests to license buildings via the normal lines of organization to the Area Plant or Operations Manager for approval.

(c) After approval of the Area Plant or Operations Manager has been obtained, the District Plant or Operations Manager should arrange with the local Civil Defense Director, in whose jurisdiction the building to be licensed is located, for a survey of the building to locate shelter spaces and, after the license agreement has been signed, to stock the shelters with emergency supplies.

(d) The license agreement must be approved by the Area Attorney before it is signed by Long Lines management.

(e) In most cases, subject to approval of the Area Attorney, the District Plant or Operations Manager can sign the license contract as the company representative.

5.04 All supplies furnished by the Office of Civil Defense are inspected and maintained by that office.

5.05 An annual report of the Status of Shelter locations shall be forwarded to the Director of Network Operations (DNO) 32 Ave of the Americas N.Y., N.Y. 10013. It should reflect the end of year status of each fallout shelter location within a District, and is due in the office of the DNO by February 1 of the year following the report period.

Fig. 1 illustrates form P2326 which should be used for the status report. The form is available in pads of 25 sheets from the L.L. Stationery Stock Room in N.Y.

**FIGURE 1.**

RETENTION CODE  
A111R-01000

**LONG LINES SHELTER LOCATIONS**

P 2326  
(2-71)

District Area \_\_\_\_\_

Date \_\_\_\_\_

Location	Building Owner			Building Type (See Note 1)	Building Licensed by OCD		Shelter Supplies (See Note 2)		Number of People in Building Excluded	Number of Shelter Managers	Number of Radiological Monitoring Personnel
	LL	AC	Other		Yes	No	No. of People	No. of Days			

**Note 1:** Use the following codes to identify the building type: UG – Underground; AGH – Above Ground Hardened or Fallout Resistant; AGC – Above Ground Conventional construction. If used as a Relocation Center, Add (R).

**Note 2:** Some buildings may have supplies that are furnished by the OCD and by Long Lines. If so, list separately. Example: 25(LL) 50(OCD)