

RUTGERS UNIVERSITY
INTER-DEPARTMENT COMMUNICATION

DATE. February 16, 1942

FROM J. R. Clovis

TO The Faculty

I have attached a copy of the rules to be followed by students and faculty of University College during an air raid alarm or "blackout". Will you please observe where the students in the various classrooms are to go when the alarm is given. When teaching in Newark, you should carry in your possession the attached set of rules. You are responsible for the following:

- (1) To see that students in your classroom keep order, and that the room is evacuated.
- (2) You should be the last to leave the classroom, and should turn off the light switch upon leaving.
- (3) Obviously, students and faculty who happen to be in rooms 108 to 112, inclusive, when an alarm is given should remain there.
- (4) The signal system used by University College can apply only to the College of Pharmacy building, as the alarm can not be heard elsewhere. Students and faculty in other buildings, therefore, can not take part in any trial demonstration made by Rutgers.

The University has planned a trial blackout to be made at 8:55 on Thursday and Friday evenings, February 19 and 20. The students will not know of this, so please say nothing about it. We will appreciate your cooperation in following out these directions when we make the test.

signed,

DIRECTIONS TO BE FOLLOWED BY STUDENTS AND FACULTY DURING AN AIR RAID ALARM OR BLACKOUT WHETHER IT BE MERELY A DEMONSTRATION OR A REAL AIR RAID OR BLACKOUT.

- (1) All students and faculty who are in rooms 101, 102, 103, 104, 105, 106 and 107 at the time of the air raid alarm should go quietly to the men's locker room, located in the basement of the College of Pharmacy building. Likewise, students and faculty who are either in the office building or Hommel House when an air raid alarm is given should go to the men's locker room immediately.
- (2) Students and faculty who are in any room on the second or third floors of the College of Pharmacy building, or any other part of the building, should go to rooms 108, 109, 110, 111 and 112. These rooms are located in the rear basement of the College of Pharmacy.
- (3) Those attending classes in any of the rooms from 108 to 112 should obviously remain in these rooms at the time of the alarm.
- (4) At all times during a trial blackout students should remain calm and walk to the rooms assigned.

SIGNAL SYSTEM TO BE OBSERVED BY UNIVERSITY COLLEGE

1 long ring - about 15 seconds, followed by 2 short alarms - about 5 seconds each, repeated 6 times, is the signal for students to evacuate the classrooms and to go to their respective places. The "all clear signal" is 1 long - about a minute in length. This means that the air raid is over and that you can return to your room.

Students should always be on the alert for the outside signal used by the city of Newark, as it is possible for the alarm within the building to be out of order, or the one who is to operate it may be outside the building at the time of the alarm. Students in the office building or the Hommel House will always have to depend upon the outside siren.

Within the near future a trial blackout will be made by University College. The University is endeavoring to safeguard the interest of every student in school. These precautionary measures should be taken in good spirit and receive the utmost of cooperation on the part of students and faculty.