

REQUESTING AND USING FALLOUT SHELTER SIGNS

(Supplement to FG-C-8.1, "Handbook of Instructions for
Posting Fallout Shelter Signs," dated June 1964)



DEPARTMENT OF DEFENSE



OFFICE OF CIVIL DEFENSE

INSTRUCTIONS

“Requesting and Using Fallout Shelter Signs” supplements FG-C-8.1, “Handbook of Instructions for Posting Fallout Shelter Signs,” dated June 1964. This supplement should be bound into FG-C-8.1, and notation of its inclusion should be entered as the last item in the “Table of Contents,” page IV of FG-C-8.1.

REQUESTING AND USING FALLOUT SHELTER SIGNS

Requesting Shelter Signs

OCD Form 759, June 1969, "Request for Sign-Posting Supplies," shown in Figure 1, should be used in procuring fallout shelter signs and other items listed. The form is available from the regional offices.

Sign-posting supplies will continue to be supplied by CE-NAVFAC¹ field offices, and an updated address list is printed on the reverse side of the form. (See Figure 2.)

Metal exterior shelter signs are shipped in packs of 20 (10 lb.), and metal interior signs in packs of 40 (30 lb.). Adhesive signs² are packed in transparent envelopes of 50 of any one of the nine types shown in Figure 3. The sign in the upper left-hand corner has a blank space at the bottom; the other eight carry appropriate wording and directional arrows.

The number of signs requested determines how many packs are shipped, and any signs remaining from partially used packs should be stored for future use.

¹ U.S. Army Corps of Engineers; U.S. Naval Facilities Engineering Command (formerly Bureau of Yards and Docks).

² Pressure-sensitive signs, that can be applied to a smooth surface when backing paper is removed and adhesive is exposed.

DEPARTMENT OF THE ARMY OFFICE OF THE SECRETARY OF THE ARMY OFFICE OF CIVIL DEFENSE REQUEST FOR SIGN-POSTING SUPPLIES				DATE	
TO: (Use updated CE/NAVFAC list on reverse.)		FROM: CIVIL DEFENSE DIRECTOR		POLITICAL SUBDIVISION	
PLEASE SHIP FOLLOWING SUPPLIES TO:					
NAME		STREET ADDRESS		CITY, STATE AND ZIP CODE	
EXTERIOR SIGN(S)			INTERIOR SIGN(S)		
NUMBER	TYPE		NUMBER	TYPE	
	Type I, size 14" x 20", aluminum			Type II, size 10" x 14", galvanized steel	
EXTERIOR SIGN OVERLAYS			INTERIOR SIGN OVERLAYS		
NUMBER	TYPE		NUMBER	TYPE	
	Numeral strip(s) (capacity)			STARTS HERE strip(s) (either arrow may be removed)	
	Arrows (show direction and no. of each)			CAPACITY indicator(s)	
	IN BASEMENT strip(s)			IN THIS CORRIDOR strip(s)	
	MILES strip(s)			ON strip(s)	
	BLOCKS strip(s)			FLOOR strip(s)	
	Numeral strip(s), 0 through 9, to match size and letter style of "MILES" and "BLOCKS"			Numeral strip(s), 0 through 9, to match size and letter style of "ON" and "FLOOR"	
ADHESIVE INTERIOR SIGNS, SIZE 7" X 10"			MOUNTING ACCESSORIES		
NUMBER	TYPE		NUMBER	TYPE	
	SPACE BLANK			bases of nylon tap-in fasteners	
	STARTS HERE				
	STARTS HERE				
	IN BASEMENT				
	IN CORRIDOR				
ABOVE SUPPLIES ARE FOR USE AT FOLLOWING SHELTER FACILITIES:					
STANDARD LOCATION		FACILITY	SPACES	NAME AND ADDRESS OF BUILDING	

OCD Form 759, Nov 1969
(Submit in duplicate)

REPLACES OCD FORM 759, JUNE 69, WHICH WILL BE USED.

FIGURE 1.—OCD Form 759, "Request for Sign-Posting Supplies."

LOCAL FIELD OFFICES OF THE ARMY CORPS OF ENGINEERS AND
NAVAL FACILITIES ENGINEERING COMMAND (CE-NAVFAC) (November 1969)

Alabama US Army Engineer District, Mobile, PO Box 2288, Mobile, Alabama 36601
 Alaska US Army Engineer District, Alaska, PO Box 7002, Anchorage, Alaska 99051
 Arizona Commander Southwest Div, Naval Facilities Engr Comd, 1220 Pacific Highway, San Diego, Calif, 92132
 Arkansas US Army Engineer District, Ft. Worth, PO Box 1600, Ft. Worth, Texas 76101
 California US Army Engineer District, Sacramento, PO Box 1739, Sacramento, California 95808
 Colorado US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
 Connecticut Comd Officer, Eastern Div, Naval Facilities Engineering Comd, 90 Church St., New York, N. Y. 10007
 Delaware US Army Engineer District, Baltimore, PO Box 1715, Baltimore, Maryland 21203
 Florida US Army Engineer District, Jacksonville, PO Box 4970, Jacksonville, Florida 32201
 Georgia US Army Engineer District, Savannah, PO Box 889, Savannah, Georgia 31402
 Hawaii Commander, Naval Facilities Engr Comd, FPO San Francisco 96610
 Idaho US Army Engineer District, Portland, 2850 S.E. 82nd Drive, PO Box 2946, Portland, Oregon 97208
 Illinois US Army Engineer District, Chicago, 219 S. Dearborn Street, Chicago, Illinois 60604
 Indiana US Army Engineer District, Louisville, PO Box 59, Louisville, Kentucky 40201
 Iowa US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
 Kansas US Army Engineer District, Kansas City, 700 Federal Office Bldg., 601 E. 12th Street, Kansas City, Missouri 64106
 Kentucky US Army Engineer District, Louisville, PO Box 59, Louisville, Kentucky 40201
 Louisiana US Army Engineer District, Ft. Worth, PO Box 17300, Ft. Worth, Texas 76102
 Maine US Army Engineer Division, New England, 424 Trapelo Road, Waltham, Massachusetts 02154
 Maryland US Army Engineer District, Baltimore, PO Box 1715, Baltimore, Maryland 21203
 Massachusetts US Army Engineer Division, New England, 424 Trapelo Road, Waltham, Massachusetts 02154
 Michigan US Army Engineer District, Detroit, PO Box 1027, Detroit, Michigan 48231
 Minnesota US Army Engineer District, St. Paul, 1217 USPO, 180 E. Kellogg Boulevard, St. Paul, Minnesota 55101
 Mississippi US Army Engineer District, Mobile, PO Box 2288, Mobile, Alabama 36001
 Missouri US Army Engineer District, Kansas City, 700 Federal Office Bldg., 601 E. 12th Street, Kansas City, Missouri 64106
 Montana US Army Engineer District, Portland, PO Box 2946, Portland, Oregon 97208
 Nebraska US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
 Nevada US Army Engineer District, Sacramento, PO Box 1739, Sacramento, California 95808
 New Hampshire US Army Engineer Division, New England, 424 Trapelo Road, Waltham, Massachusetts 02154
 New Jersey US Army Engineer District, Philadelphia, PO Box 8629, Philadelphia, Pennsylvania 19106
 New Mexico US Army Engineer District, Albuquerque, PO Box 1580, Albuquerque, New Mexico 87103
 New York US Army Engineer District, New York, 26 Federal Plaza, New York, New York 10007
 North Carolina Comd Off, Southeast Div, Naval Facilities Engr Comd, 2144 Melbourne Street, PO Box 10068, Charleston, S. C. 29411
 North Dakota US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
 Ohio US Army Engineer District, Huntington, PO Box 2127, Huntington, West Virginia 25721
 Oklahoma US Army Engineer District, Ft. Worth, PO Box 17300, Ft. Worth, Texas 76102
 Oregon US Army Engineer District, Portland, 2850 S.E. 82nd Drive, PO Box 2946, Portland, Oregon 97208
 Pennsylvania Comd Officer, East Central Div, Naval Fac Engr Comd, Bldg 1, U. S. Naval Base, Philadelphia, Pa. 19112
 Rhode Island Comd Officer, Eastern Div, Naval Facilities Engineering Comd, 90 Church St., New York, N. Y. 10007
 South Carolina Comd Off, Southeast Div, Naval Facilities Engr Comd, 2144 Melbourne St., PO Box 10068, Charleston, S. C. 29411
 South Dakota US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
 Tennessee US Army Engineer District, Mobile, PO Box 2288, Mobile, Alabama 36001
 Texas US Army Engineer District, Ft. Worth, PO Box 17300, Ft. Worth, Texas 76102
 Utah US Army Engineer District, Albuquerque, PO Box 1580, Albuquerque, New Mexico 87103
 Vermont US Army Engineer District, Sacramento, PO Box 1739, Sacramento, California 95808
 Virginia US Army Engineer Division, New England, 424 Trapelo Road, Waltham, Massachusetts 02154
 Washington Comd Off, Chesapeake Div, Naval Facilities Engr Comd, Wash. Navy Yard, Washington, D. C. 20390
 West Virginia Comd Off, Northwest Div, Naval Facilities Engr Comd, 1638 West Lawton Way, Seattle, Washington 98119
 Wisconsin US Army Engineer District, Huntington, PO Box 2127, Huntington, West Virginia 25721
 Wyoming Commanding Officer, Midwest Div, Naval Facilities Engr Comd, Bldg 1A, Great Lakes, Illinois 60088
 District of Columbia US Army Engineer District, Omaha, 215 North 17th Street, Omaha, Nebraska 68101
 American Samoa Comd Off, Chesapeake Div, Naval Facilities Engr Comd, Wash. Navy Yard, Washington, D. C. 20390
 Canal Zone Commander, Pacific Division, Naval Facilities Engineering Command, FPO San Francisco 96610
 Guam US Army Engineer District, Savannah, PO Box 4970, Jacksonville, Florida 32201
 Puerto Rico Commander, Pacific Division, Naval Facilities Engineering Command, FPO San Francisco 96610
 Virgin Islands Commanding Officer, Caribbean Division, Naval Facilities Engineering Command, FPO New York 09550
 Commanding Officer, Caribbean Division, Naval Facilities Engineering Command, FPO New York 09550

FIGURE 2.—Reverse side of OCD Form 759.

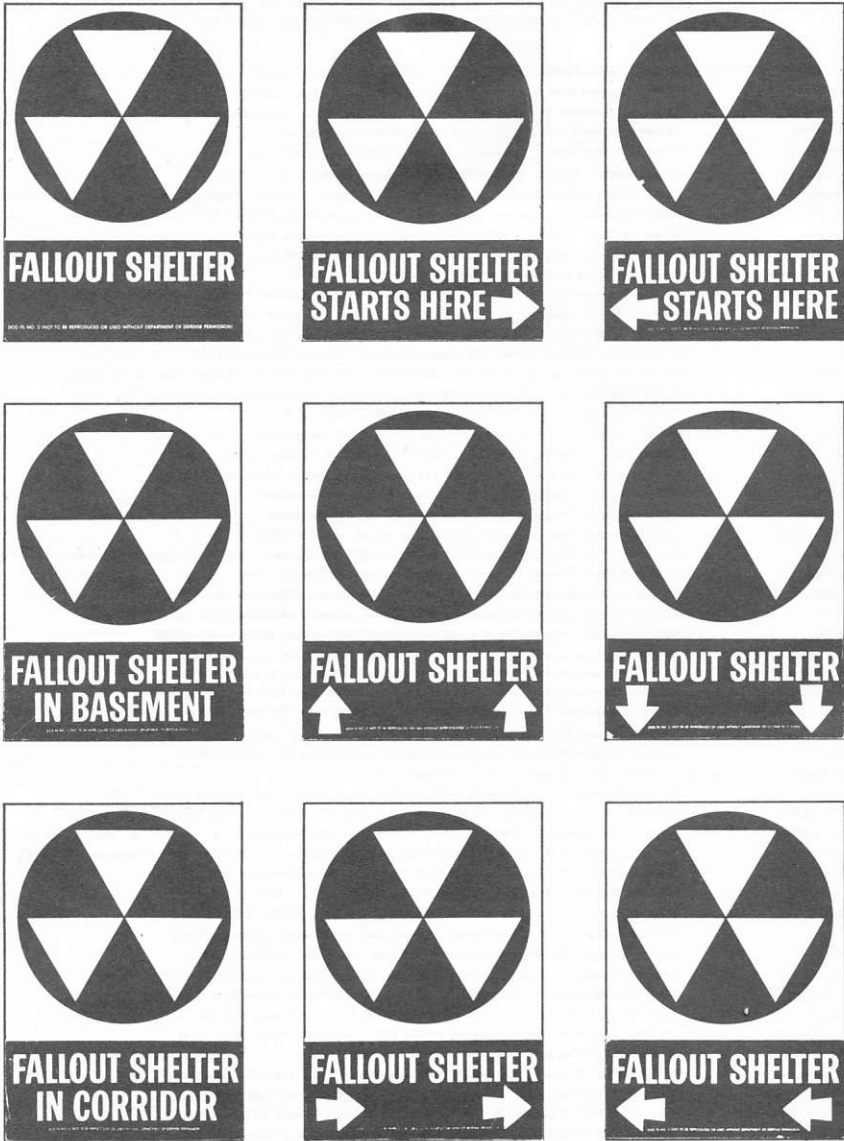


FIGURE 3.—The 9 different types of public fallout shelter adhesive signs available.

Sign-Posting Reporting

"Sign Posting Report," OCD Form 678, should be completed (in duplicate) for each facility posted. Send the original copy, within one week of posting date, to the same CE-NAVFAC field office to which OCD Form 677, "Fallout Shelter License or Privilege," is sent. One copy of the "Sign Posting Report" should be retained by the local government.

ADHESIVE SHELTER SIGNS

Adhesive signs may be used in public fallout shelters in lieu of Type II interior metal signs under certain conditions.

The adhesive signs are intended primarily for interior marking, although in the event of a declared emergency, they could be used for both interior and exterior marking of all available shelters. Initial stocks of adhesive signs for this purpose have been shipped to all CE-NAVFAC field offices. These stocks will be used first; and in the event stocks become unusable because of deterioration, they will be replaced by requisitioning new stocks. The adhesive signs should be stored in a cool, dry place; and should be stored on edge to prolong the life of the adhesive.

POSTING ADHESIVE SIGNS

Preparation of Surface

The adhesive signs can usually be applied directly to any clean, smooth, nonporous, unwaxed surface. They should not be applied to uneven surfaces, because adhesion will be poor. When use of such surfaces cannot be avoided, a rigid backing should be used, or metal signs substituted.

Proper preparation of surface to be used is essential to assure high-quality, long-lasting signs. If surface to be used for application of adhesive signs is acceptable (see discussion of surfaces below), it should be prepared as follows (surface preparation should *immediately precede* sign application) :

1. Wipe with a solvent, such as toluol, xylol, cyclohexanone, or naphtha to free surface of oil, grease, and film deposits. (Often these deposits may not be apparent.)
2. Wash with a mild detergent.
3. Rinse thoroughly with clear water, and dry.

Unpainted metal surfaces.—Degrease and etch the surface by scrubbing with medium to fine steel wool (cleaning pads) and ordinary household abrasive cleaner. Rinse with clear water. Dry the surface. Apply the adhesive sign.

Concrete and masonry surfaces.—When adhesive signs are applied directly to concrete or masonry surfaces, the rough or porous surface or leaching may cause adhesive failure. Painting a relatively smooth surface will promote adhesion, providing the paint does not expand or contract significantly because of varying humidity and temperature.

Wood products surfaces.—Most wood products are subject to some degree of moisture penetration, even when prepared or treated for outdoor exposure. Therefore, adhesive signs should not be applied directly to unpainted wood products. Oil-treated surfaces are unsatisfactory because the oil may bleed (even through a paint coating). If used as a rigid backing, all surfaces—including the back and edges—must be sealed and painted with high-quality exterior enamel.

Painted surfaces.—For good sign adhesion, painted surfaces should be nonporous and smooth. In surface preparation, avoid oil primers and oil base paints, which may bleed, and paints or coatings that tend to chalk or migrate, resulting in a poor surface for adhesion. Enamel and latex base paints are satisfactory. Wood surfaces must be adequately sealed prior to finish coat. Do not apply adhesive signs to freshly painted surfaces. Allow at least one week at temperatures above 60° F., or equivalent, for evaporation of volatile materials before applying the signs.

Application

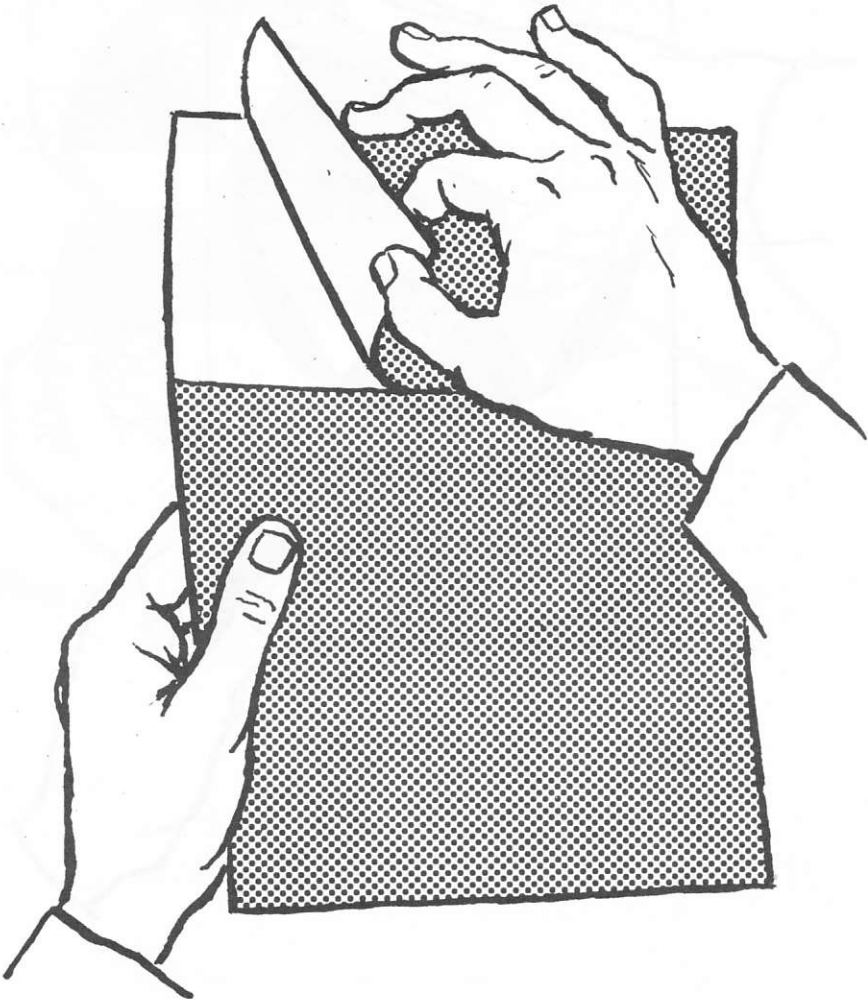
Temperature.—For best results, apply adhesive signs at temperatures above 60° F. Insofar as feasible, application should be made to shaded or relatively cool surfaces, to minimize stretching of the vinyl film due to continued exposure to sun or heat.

Tools.—Application should be made with a small hard-rubber hand roller (see step 4, below).

Caution.—Be careful to avoid transfer of oil or dirt from the fingers to the edges of the adhesive when posting adhesive signs. If such transfer occurs, the corners and edges of the sign may eventually peel. No other adhesive, such as glue or paste, should be used in applying these pressure-sensitive signs.

Placement

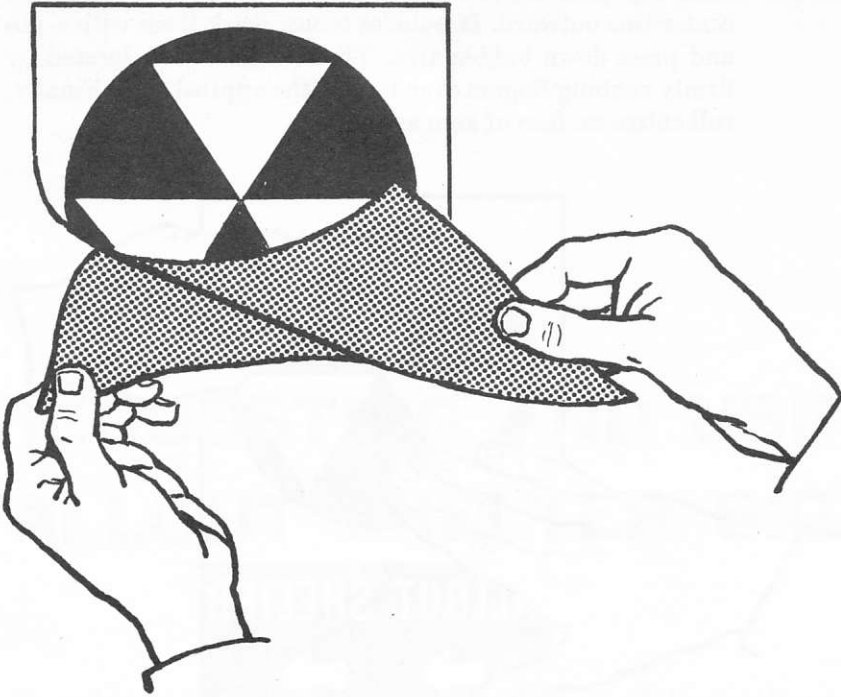
Step 1.—Separate backing from sign along the score, removing top section first.



Step 2.—Holding sign by lower portion, place in position. Press top portion firmly with free hand.



Step 3.—Remove lower section of backing. Avoid touching adhesive side of sign with fingers.



Step 4.—Using a small, hard-rubber hand roller (2½" to 3" long and 1" to 1½" in diameter is a good size), and, starting with top portion, roll entire surface of sign firmly from center line outward. If bubbles occur, prick them with a pin and press down bubble area. These areas can be located by firmly rubbing fingers over face of the applied sign. Finally, roll entire surface of sign again.



Distribution :

- OCD Regions, Staff College.
- State and Local CD Directors.
- Defense Coordinators of other Federal agencies.
- CE-NAVFAC Field Offices.