

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD



March 14, 1942.

Dear Sir:

In the Board's letter of December 22, 1941, it was stated that it might be worth while to summarize reports received by the Board from the various Reserve Banks as to protective measures taken against air raids or sabotage and furnish copies of the summary to all Federal Reserve Banks. Several of the Banks indicated that they would be interested in having such a summary, and there is attached a tabulation of the protective measures taken by various Reserve Banks. Some of the measures listed have been taken at all Federal Reserve Banks reporting while others listed have been taken by only one or more of the Banks.

Very truly yours,

A handwritten signature in dark ink, appearing to read "L. P. Bethea".

L. P. Bethea,
Assistant Secretary.

Enclosure

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS

FOR VICTORY



BUY
UNITED
STATES
DEFENSE
BONDS
STAMPS

PROTECTIVE MEASURES TAKEN AT FEDERAL RESERVE
BANKS AGAINST SABOTAGE AND AIR RAIDS

(Summarized from Replies to Board's letter of December 22, 1941.)

1. Blacking out of windows, or provision of black-out shades, on floors set aside for concentration of personnel in case of an air-raid alarm and in departments operating at night or in which evacuation in case of alarm would take some time due to necessity of moving money or securities to vault. One Bank has blacked out all windows.
2. Preparation of special instructions to staff for guidance in event of air raids or other alarms and provision of an alarm system audible throughout the building.
3. Provision of emergency equipment for fighting fire and incendiary bombs.
4. Adoption of special precautions for safeguarding money and securities in operating departments:
 - a. Reduction of amount allowed to remain outside vault to a minimum.
 - b. Preparation of inventory of all securities held in custody for own account or for others, to be supplemented by record of daily deposits and withdrawals from vault. Contemplated that this inventory will be lodged with the Federal Reserve Bank of a neighboring district. New complete inventory to be run off periodically.
 - c. Provision of special buses, coin skids, hampers, and pouches, to remain in cages during working hours. Major portion of money and securities to be kept on vehicles during working hours, thus allowing for speedy removal of all money and securities to vault in case of necessity.
5. Provision of special hampers and pouches in fiscal agency and registered mail departments to facilitate removal of packages, securities, and designated records to vault or other selected location of safety.
6. Survey of records undertaken to determine which should be copied on films or otherwise and which should be kept in vault.
7. Adoption of plan involving the identification of all persons at all times while on bank premises.
8. Protection of windows close to street with sandbags or planking, or heavy screen covering.

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9. Installation of special locks at entrance to engine room, fan room, pipe shafts, elevator penthouse, electric switchboard cabinets, and coal holes (with electric alarm); extra protection for fire escapes (electric eye); water-tight tunnel door, water main to roof, and steel plates on certain air ducts.
10. Consultation with suppliers of coal as to additional precautions to exclude foreign matter from coal while being loaded, and before delivery and dumping into chutes at Bank.
11. Provision of additional flood lighting outside to afford guards protection in patrolling at night.
12. Police Department cooperation obtained, resulting in the placing of a uniformed policeman outside building during working hours and in visits of scout cars at regular intervals during night.
13. Designation by Army of officers and men to protect building (and the Custom House, which is adjacent thereto) in event of air raid or other disturbance.
14. Placing in serviceable condition six 37mm. six ton tank guns, which were assigned to Bank building by the Treasury Department at time building was originally occupied.