

1. Procure at least two 4 or 6 lb. ABC fire extinguishers and mount on wall brackets in the hallway.
2. Install additional electrical outlets in those areas where it is now necessary to use extension cords as permanent wiring.
3. Install vents in the bottom of the front door and at the top of both sides of the cinderblock shed in the corner of the compound and use it as a storage shed for the flammable liquids presently stored in the shed at the rear of the operations building. The shed should then be stenciled "flammable, no smoking."
4. The rear shed should then be used for storage of the miscellaneous materials.
5. Procure at least three 5-gallon and one 1-gallon flammable liquid safety cans with flame arrestor screens.
6. Procure a Robertshaw Demand Valve resuscitator and extra cylinder of oxygen for emergency use of the employees. (The Bureau Chief advised that a unit has been ordered.)
7. Install a sign outside of the generator room reminding employees to procure hearing protectors from the office and wear same before entering the generator room.
8. The diesel fuel fill pipes for the boiler and emergency generator are located outside of the compound fence. Each should have a concrete enclosure secured with heavy-duty padlock. The fill pipe for the generator tank is not secured at present.
9. Procedures should be established for testing the fire alarm system and for emergency evacuation. (The Bureau Chief has since advised that a schedule has been set up for testing the alarms each month and for annual fire evacuation drills.)

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16 February 1979
MHQ 9049

MEMORANDUM FOR: Chief, [REDACTED]

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SUBJECT : Security Survey - 31 October to 1 November 1978

We have received a memorandum from the Office of Security which provides the recommendations listed below which were determined during the reference survey. It is understood from the memo that the recommendations have been implemented. If there is further action or assistance we can provide, please let us know.

- a. FBIS staff personnel should fully acquaint themselves with the Station emergency plans contained in security folder No. 54 at the Station. Further, the revised version will reflect changes caused by the Station move and should also be studied by FBIS staff members.
- b. The APECO SUPER-STAT copier in the Bureau Chief secretary's office was added to the security check during the survey. It is suggested that the typewriter ribbon used by the American clerk-typist also be added to the security check (when she begins working).
- c. The Talk-A-Phone intercom on the Bureau Chief's desk is not a security-approved item and should be disconnected soonest.
- d. The hinges of the door between the Bureau Chief's office and the secretary's area are on the outside and should be pinned or welded to prevent their removal. The exterior doors to the generator room should also be pinned or welded.
- e. The Model I Air-Fed Incinerator in the storage building by the rear entrance has completely rusted out and is no longer serviceable. If more space in the building is desirable, the incinerator could be disposed of as it is not a piece of unique or sensitive equipment.

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f. The Bureau has nine 15 pound CO2 and one 5 pound CO2 extinguishers. It is recommended that several 5 pound dry chemical extinguishers be provided for use by women who would find the larger CO2 units very hard to handle and that one be placed in the kitchen area.

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Chief, Administrative Staff, FBIS

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