

SUBJECT: WHITTEMORE BUILDING GUARD INSTRUCTION

To: George Edwardson

From: John C. Proctor

Date: March 1, 1953

Reference: DIC Security Memorandum, January 2, 1951
A-119 Security

Basic Guard Instructions for Hood-Whittemore.

This memorandum is to be used by guards on duty in the Digital Computer Laboratory as a supplement to the Basic Guard Instructions for Hood-Whittemore.

I. Off-Hours Admission to Building

- A. Both the Off-Hours Register and the Visitors' Register should be kept at the Guard's desk between 5:15 p.m. and 7:30 a.m. All Laboratory employees entering and leaving during those hours must sign the Off-Hours registration book, except those employees who have entered the building before the closing hour need not sign the Off-Hours register until after 6:00 p.m.
- B. Visitors must be authorized by one of the Authorized Personnel listed below. This may be done in advance by use of the "Visitor's Off-Hour Pass". All visitors should be admitted to the building only through the front door. They must be accompanied by a cleared member of the Laboratory, unless the visitor himself has been cleared and has the proper badge. All visitors must sign the "Visitors' Register". When a visitor has an "Off-Hours Pass", the guard should see that the register is properly filled in, and he must write "Pass" with the authorizing person's initials in the authorization column.
- C. The following people may authorize visitors:

Laboratory Personnel

Adams, Charles W.
Brown, David R.
Dodd, Stephen H.
Everett, Robert R.
Fahnestock, Harris
Falcione, Alfred M.
Forrester, Jay W.
Horn, R. J.
Morley, Howell B.
Mercer, Harold F.
Nelson, Robert A.
Osborne, Richard A.
Proctor, John C.
Rathbone, Robert R.

Laboratory Personnel (cont.)

Taylor, Norman H.
Ulman, Joseph N., Jr.
Watt, Chauncy W.
Wieser, C. Robert
Youtz, Patrick

Other MIT Personnel

Brown, Gordon S.
Hill, Albert G.
Hubbard, Malcolm M.
Sage, N. McL.
Valley, George E., Jr.

II. Personnel Identification

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| A. Regular Employees with Secret Clearance | Green Digital Computer Laboratory Badge and Identification Card with Picture |
| B. New and Regular Employees not yet cleared through secret | Yellow Digital Computer Laboratory Badge and Identification Card after a short time |
| C. Temporary Employees | Digital Computer Laboratory Badge, Red or Green |
| D. Uncleared Visitors | Digital Computer Laboratory Red Visitors' Badge or Digital Computer Red Temporary Badge |
| E. Cleared Visitors | Green Digital Computer Laboratory Visitors' Badge or Green Digital Computer Laboratory Temporary Badge. |
| F. Project Lincoln Personnel | White Project Lincoln Badge (considered same as Green Badge) |
| G. Special Institute Personnel | Green Digital Computer Laboratory Visitors' Badge & special DIC Identification Cards |

EVERYONE MUST WEAR HIS BADGE IN PLAIN VIEW AT ALL TIMES

III. Admittance to Stockroom

- A. The doors to the stockroom must be kept locked at all times from 5:00 p.m. until they are unlocked by the Stockroom Personnel in the morning.
 - B. Laboratory personnel may be admitted to the stockroom after hours if necessary. The guard should remain with the person until he leaves and make sure all doors are securely locked. In addition, a record of all people admitted to the stockroom should be entered in the "Guard Report" and the "Guard Report Book".
 - C. Any tools or other numbered equipment taken out should be signed out by the individual borrowing them on the sheet provided on the desk next to the main stockroom door.
 - D. The following people also have keys to the stockroom:
 - J. W. Forrester - Laboratory Director
 - R. R. Everett - Associate Laboratory Director
 - H. Fahnestock - Executive Officer
 - J. C. Proctor - Personnel & Security Officer
 - H. F. Mercer - Building Maintenance Supervisor
- If any of the above enter the stockroom make sure all doors are locked when they leave.

IV. Pass Out Slips

Pass Out Slips are available at the reception desk and are to be filled out and left at the desk for parcels or equipment taken from the building via the front door except lunch boxes and brief cases. Parcels may be left at the desk to avoid the necessity of filling out a slip. Slips covering laboratory equipment must have the prior approval of any of the authorized persons listed above. Equipment identified by number must, in addition, be approved by the stockroom.


V. Keys

The following keys will be issued to the guards on duty:

1. Master for Ilco Padlocks
2. Corbin Master
3. Yale Master
4. Fire Break Box Master

VI. Emergency Instructions

Heavy rain sometimes floods the sewers, causing flooding in the basement. This is signaled by an alarm bell in the reception room. The gate valve for the sewer line is in the passage back of the men's room in the basement of Building 2, and should be closed and an "Out of Order" sign placed on the door of the men's room. A switch is provided which will allow silencing the bell until the water has receded. Be sure this is turned back on before the valve is reopened.


John C. Proctor
Security Officer

JCP:jb