

To Dean Miller:-

Suggestions from your committee will be welcomed

Read

December 10, 1941.

To Members of the Staff of the School of Chemistry.

President Clothier has asked all administrative officers to take special precautions to insure the safety of college property during the present emergency. A special committee under Dean Miller is studying safety problems.

Until we are given further instructions, I am asking that each member of the staff pay special attention to the care and protection of the building and equipment. At no time should any faculty member or graduate student work alone in the building. All lights should be turned out and doors and windows fastened by the last man to leave any room. It should never be assumed that some one else will see to anything. If there is something that needs to be done, the responsibility is upon the individual first observing the need. No immediate danger of any sort is anticipated, but the general attitude must be of care and watchfulness.

Your cooperation is essential.

W. T. Read

W. T. Read, Dean.