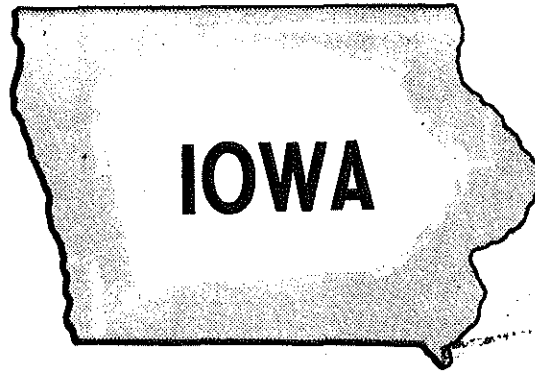


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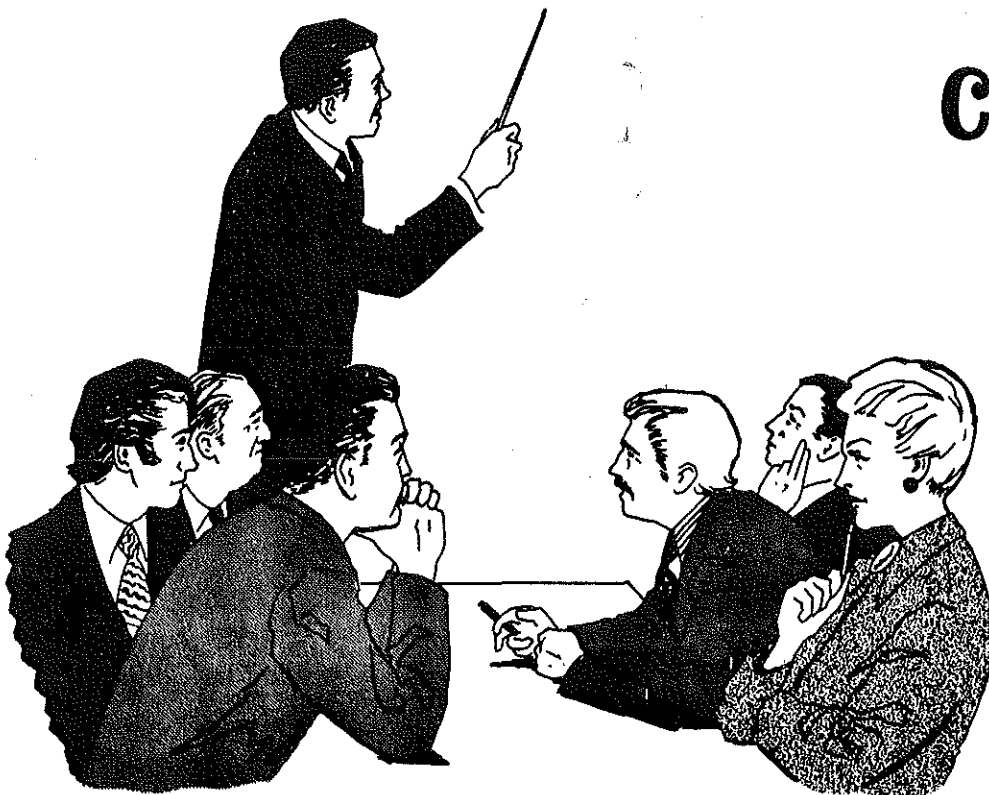
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# civil defense

## TRAINING AND EDUCATION

# catalog



DEPARTMENT OF DEFENSE

**IOWA CIVIL DEFENSE DIVISION**

LUCAS STATE OFFICE BUILDING  
ROOM B-33

DES MOINES, IOWA 50319

PHONE 281-1231  
AREA CODE 515



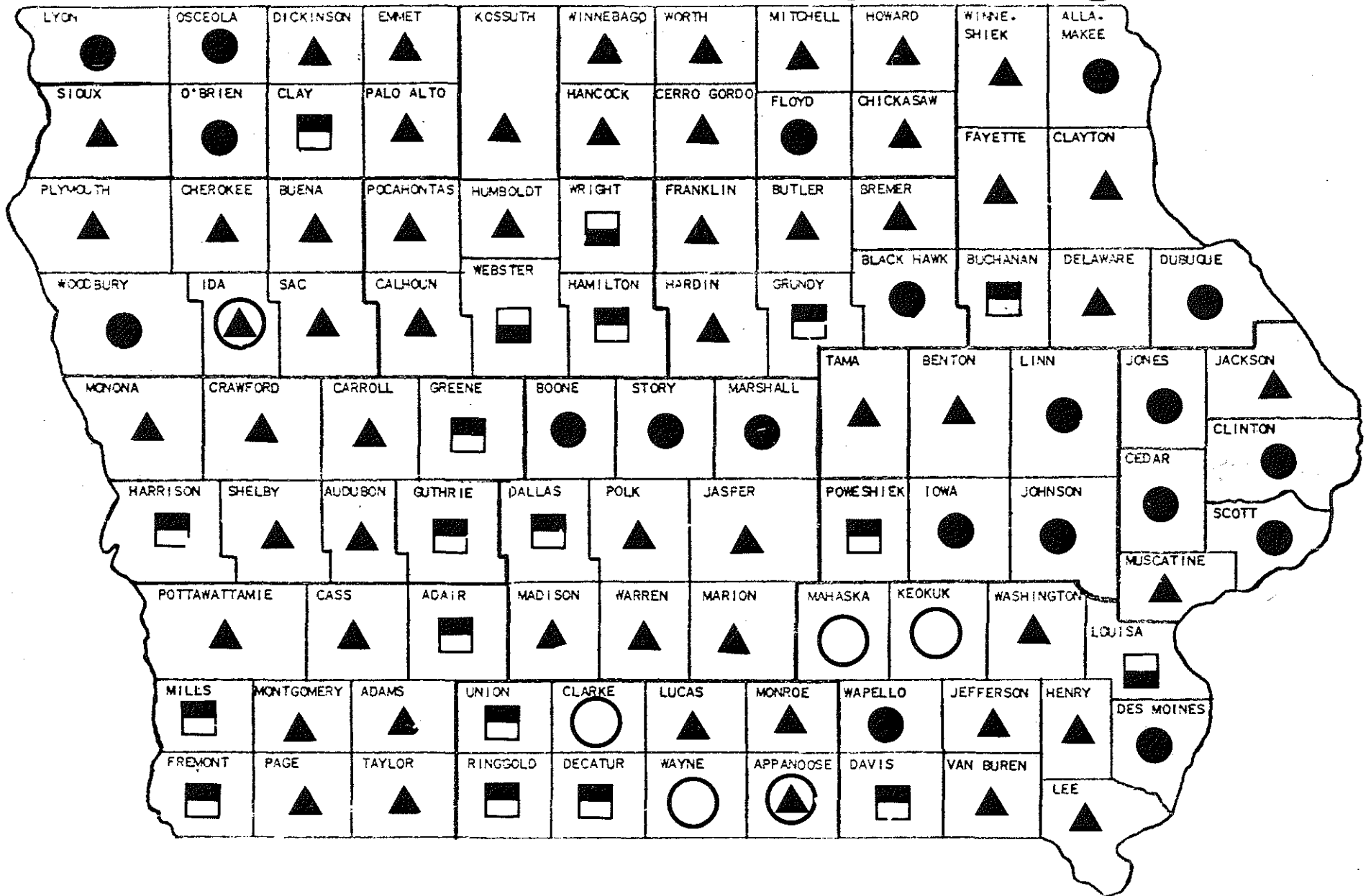
## FOREWORD

This manual sets forth and prescribes administrative procedures and policies pertaining to civil defense training and is developed to assist and encourage local governments in their training programs.

This manual will be known as the Administrative Manual for the Civil Defense Training and Education Program.

State and local governments have been given prime responsibility for the training of individuals having civil defense responsibilities, by the selection of personnel to receive training under the University Extension Program, the Office of Civil Defense Staff College, or one of the other federal agency sponsored programs, and by shelter management, radiological monitoring, and other disaster related training sponsored by state and local government units themselves.

● Full Time    ▲ Part Time    ◻ Volunteer    ⊕ No Director    ○ Not Organized



TRAINING, EDUCATION, AND PUBLIC AFFAIRS

The Training and Education Section, in its endeavor to achieve a favorable condition of readiness throughout the State:

1. Coordinates and assists other State agencies, Federal agencies, and local political subdivisions in conducting training and public information programs during non-emergency periods to assure proper response in the event of a nuclear attack or major natural disaster.
2. Provides guidance concerning actions which should be taken to increase training readiness prior to any given disaster and during periods of increased international tension which could save lives and property, should an attack occur.
3. Fosters training courses, conferences, and workshops in coordination with the following:
  - a. Iowa State University, Ames, Iowa
  - b. State Department of Health
  - c. State Department of Public Instruction
  - d. State Department of Agriculture
  - e. State Fire Extension Service
  - f. Civil Defense Staff College
  - g. American Red Cross

## A. PURPOSE

The purpose of this manual is to provide guidance, and define procedures and policies governing civil defense training. It is felt that by combining all training information available and factually presenting such information under one cover, a definite service is rendered the civil defense coordinators and training personnel.

## B. OBJECTIVE

Civil defense training is the responsibility of all levels of government and requires many types and levels of training. The civil defense training program is designed to instruct public officials, regular government employees, civil defense directors, coordinators, and others needed to augment government in the tasks and functions required in an emergency.

The Office of Civil Defense has designed a training and education program utilizing Federal, State, local and university facilities and instructors. Specialized training for instructors and civil defense officials is conducted at the Civil Defense Staff College at Battle Creek, Michigan. The Office of Education, Department of Health, Education and Welfare, conducts courses in Personal and Family Survival, Radiological Monitoring, and Shelter Management and Medical Self-Help in their Civil Defense Education Program.

In addition to courses provided by the various Federal agencies, courses are offered through the Civil Defense University Extension Program by the Iowa State University. Courses in this program are available for local government officials and business representatives, shelter manager instructors, radiological monitor instructors, radiological defense officers, and civil defense director-coordinators.

## C. STATE AND LOCAL ACTIONS

### 1. State Action

- a. Determine statewide civil defense training requirements.
- b. Implement civil defense training programs which meet national priorities.
- c. Provide guidance and assistance to political subdivisions in developing civil defense training programs.
- d. Evaluate civil defense training in the State.

#### D. SURVIVAL AND RECOVERY

Survival and recovery from the effects of disaster depend upon understanding the disaster, anticipating the effects, preparing to minimize or overcome these effects, and planning for recovery.

The requirements for coping with a disaster are, then, twofold:

1. Education and training of the people to assure understanding of the problem and to provide special skills.
2. Emergency planning by existing government to provide for organized coordinated effort to minimize the effects and expedite recovery.

#### E. EDUCATION AND TRAINING PROGRAMS

Education and training programs are conducted on Federal, State, and local levels. Each of the courses listed herein have an important role in the image this Division enjoys in the State. The professionalism we display can but make the serious aspect of our mission more apparent to the citizens as well as to the elected officials with whom we work. It should encourage cooperation from them and understanding from us.

## SECTION II

### IOWA STATE UNIVERSITY CIVIL DEFENSE UNIVERSITY EXTENSION PROGRAM (CDUEP)

The National Office of Civil Defense initiated the Civil Defense University Extension Program to expand on the Civil Defense training available at State and local level.

#### OBJECTIVES:

1. Provide effective leadership training in Civil Defense for key State, county, and local public officials by use of conference techniques.
2. Produce needed instructors in Shelter Management and Radiological Monitoring.
3. Strengthen the local Civil Defense staff capability in Civil Defense Management and Radiological Defense.

#### CDUEP ADMINISTERS THE FOLLOWING:

1. Conference for Public Officials
2. Conferences for Business and Industry
3. Emergency Operations Simulation (EOS)
4. Civil Defense Management (CDM)
5. Civil Defense Planning and Operations (CD P & O)
6. Radiological Monitoring for Instructors (RMI)
7. Radiological Defense Officer (RDO)
8. Shelter Management for Instructors (SMI)

## 1. CIVIL DEFENSE MANAGEMENT

The Civil Defense Management Course is designed to provide comprehensive training of local directors and officials in the skills necessary to plan, organize, operate and manage a full, effective local civil defense program.

Civil Defense Management is intended to develop an understanding of:

- a. Rationale, objectives, and procedures of the National Civil Defense Program.
- b. Implications of weapons effects and defense against them.
- c. Requirements for a local civil defense program.
- d. Legal basis for civil defense.
- e. Organizing and staffing.
- f. Emergency planning and operations.
- g. General procedures for obtaining Office of Civil Defense support.
- h. Management techniques.

Enrollees should have a civil defense assignment or a prospective assignment as a civil defense director, deputy director, department head, or staff member.

This five-day (32-hour) course is a centralized classroom training program. For more detailed information contact your local civil defense director.

## 2. PLANS AND OPERATIONS

This five-day (32-hour) course is designed to develop a concept of operations as a basis for developing and maintaining the community operations plan. The operational significance of functional areas is identified and explored. The procedures and/or techniques involved in the development of emergency plans are emphasized through group problems and activities. Participants gain practical experience in determining requirements, resources and methods, and in translating these into an operational plan.

Enrollees should have a civil defense assignment as a staff planning officer or operations officer; assignment to a command or staff position in government, industry, or other institution which requires participation in the development and execution of emergency operations plans. Civil Defense Management is a prerequisite for this course.



For more detailed information, contact your local civil defense director, or the State Civil Defense Office.

### 3. INDUSTRIAL CIVIL DEFENSE MANAGEMENT

This five-day (32-hour) course is designed to show how business and industry leaders can contribute to governmental civil defense programs and measures by developing an industrial civil defense capability. The course includes study of specific actions by industry in preparing for civil defense emergencies, technical aspects of industrial shelter facilities; and for restoration of production and distribution following an attack; warning; shelter management; industrial mutual aid for civil defense; continuity of management; and informing and educating employees in civil defense.

The course is primarily designed for industrial and business civil defense coordinators, but is also open to professional civil defense personnel (civil and military) in Federal, State, and local government.

### 4. RADIOLOGICAL MONITORING FOR INSTRUCTORS

This 32-hour course qualifies selected individuals as radiological monitor instructors, provides the technical background necessary for training as radiological defense officers, and provides technical training for other personnel whose assignments require extensive knowledge of radiological civil defense. The course covers basic concepts of nuclear weapons effects; types of operations of radioactive fallout; protection against fallout; source handling techniques; and monitoring operations.

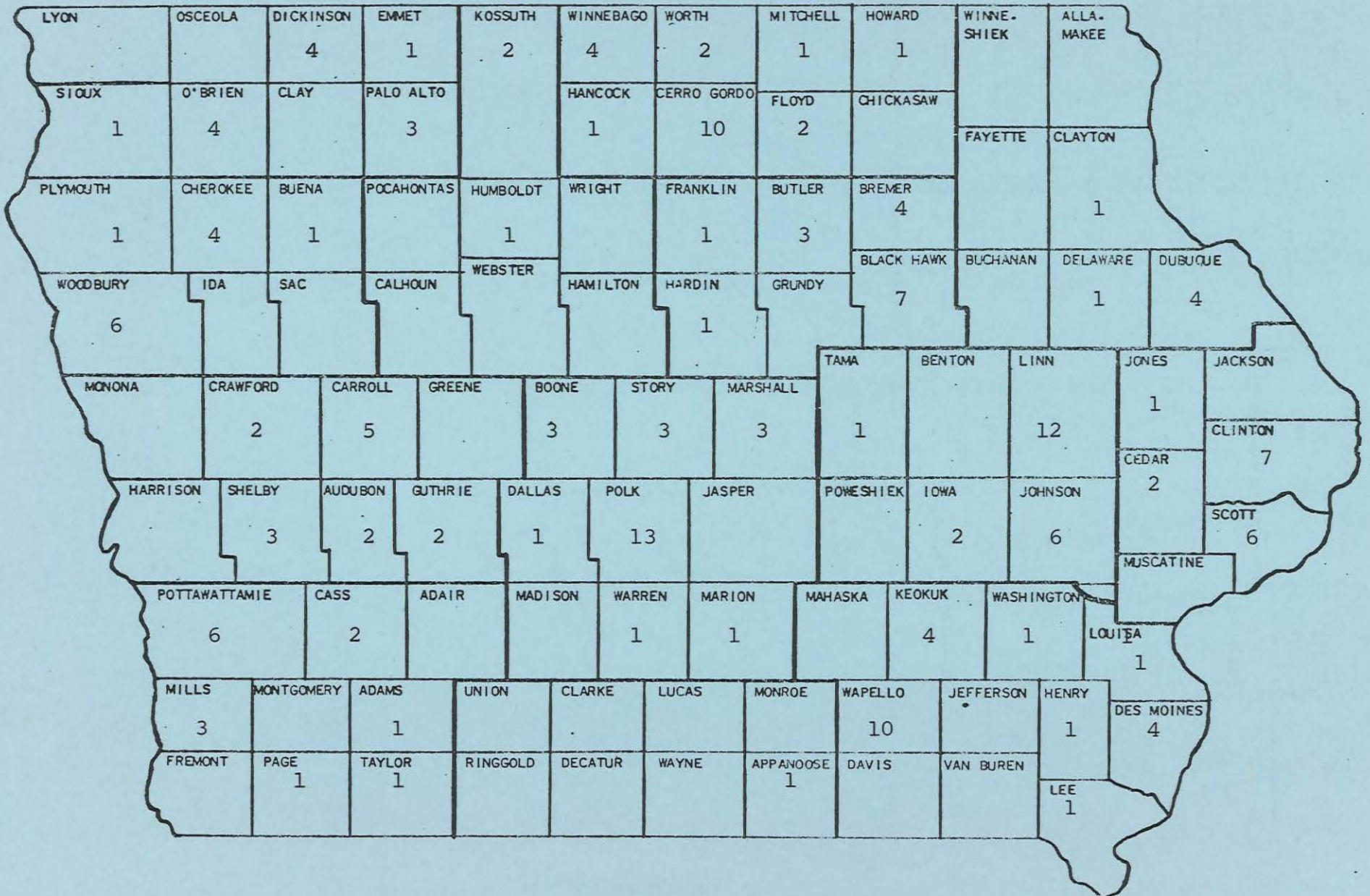
An applicant should have a current or future radiological defense assignment as indicated above, some training or experience in general or physical science, and some training or teaching experience.

For further detailed information, contact your local civil defense director, the State Civil Defense Office, or CDUEP.

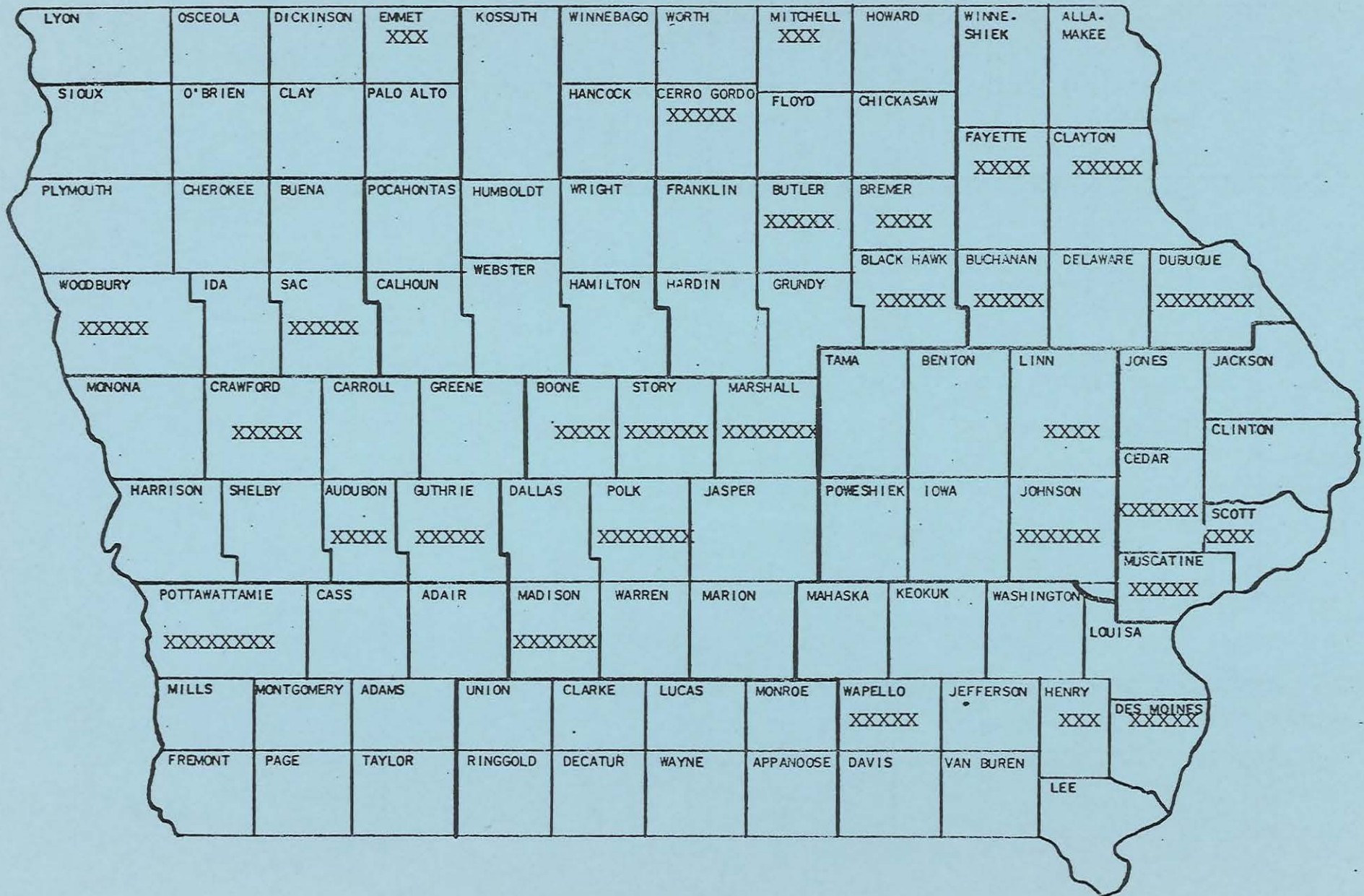
### 5. RADIOLOGICAL MONITOR TRAINING

This 16-hour course prepares students to serve as radiological monitors on a shelter manager staff or with an emergency operations crew. This course includes topics on nuclear weapons effects with emphasis on fallout, practical instruments, effects of fallout and radiation exposure guidance, food, water, equip-

LICENSED RADIOLOGICAL MONITOR INSTRUCTORS IN IOWA 1972



COUNTIES MARKED WITH X HAVE ONE OR MORE SHELTER MANAGER INSTRUCTORS 1972



ment and personnel decontamination, dose and dose-rate calculation, local radiological defense operation procedures including practical exercises in the use of instruments. Refresher training of two or four hours, or an eight-hour special course, may also be offered.

For further detailed information, contact your local civil defense director, the State Civil Defense Office, or the Coordinator, Civil Defense Education Division, State Department of Public Instruction.

#### 6. SHELTER MANAGEMENT INSTRUCTOR

This course is designed to qualify selected individuals as shelter management instructors. The course includes the methods, techniques, and procedures of planning, organizing, and conducting local shelter management training programs. Emphasis is placed upon management of public fallout shelters, with instruction on organization and staff requirements, supplies and equipment, shelter entry, routine operations and emergence from shelter. Participating in a community fallout shelter exercise is an integral part of the course.

This five-day (32-hour) course is a training program presented by the Civil Defense University Extension Program. For more detailed information, contact your local civil defense director, the State Civil Defense Office, or the Coordinator, CDUEP.

#### 7. SHELTER MANAGEMENT

This eight-hour classroom course, plus a four-hour minimum in-shelter exercise, trains individuals who may be needed to assist in management of public fallout shelters. This course provides instruction in the duties of a shelter manager and staff assistance, which includes shelter organization and operation, shelter entry, radiological defense measures, safety and maintenance, feeding, sleeping arrangements, health and sanitation, information and training within the shelter, and procedures in preparing to leave the shelter.

For more detailed information, contact your local civil defense director.

#### 8. EMERGENCY OPERATIONS SIMULATION

A three-hour simulation designed to demonstrate to local government officials the operating procedures and the physical facilities that may be used in a civil defense emergency. Hypothetical situations are used to introduce into an emergency

operating center problems that require coordinated action by local participating officials. Situations presented are concerned with shelter, radiological defense, police, fire, and other emergency services. As a result of this simulation, communities have a basis for the assessment of their emergency operations capabilities.

For further detailed information contact your local civil defense director, the State Civil Defense Office, or the Coordinator, Civil Defense Training, CDUEP.

## 9. EMERGENCY MASS FEEDING

This course, developed by the American National Red Cross, the Office of Civil Defense and the Department of Social Services, is designed as a training course in emergency mass feeding and a ready reference for food workers who might become engaged in actual emergency feeding operations. The training material available for this course consists of an instructor's guide and a student handbook. These two publications serve as a guide for uniform training in emergency mass feeding throughout the nation -- the basic objectives of which are to sustain life, maintain the efficiency of the people and help to restore morale.

In case of a major emergency, trained workers may be called upon to work either through the Red Cross or Civil Defense Emergency Welfare. The principles and techniques of disaster feeding mentioned in the handbook are applicable to community fallout shelter feeding. In the post-shelter period of an enemy-caused disaster, the feeding procedures and methods would be similar to the emergency operations in a natural disaster.

The training material is arranged in two parts. The first part consists of four sections related to the sequence of subjects as they are presented in the instructor course: (a) Mass feeding in community fallout shelter, (b) Feeding service in disaster, (c) Safe food and water, and (d) Food service management. The second part is composed of appendices which furnish tables, recipes, and other useful guides for quantity food service operation.

Instructors for this course can be obtained through the American National Red Cross or other emergency welfare services available in the community. Copies of the Instructor's Guide and Student Handbook can be obtained through the State Civil Defense Office.

For further detailed information, contact your local civil defense director, Red Cross Chapter, or the State Civil Defense Office.

10. PLANS AND OPERATIONS MEETING or EMERGENCY PREPAREDNESS WORK-SHOP

PURPOSE:

To assist county and city governments in preparing a workable "Emergency Operations Plan" and to develop a vibrant program within government designed to cope with the effects of a natural disaster or nuclear emergency.

OBJECTIVES:

1. Provide guidance on the establishment of administrative procedures, records, and reports necessary for the operation of a local civil defense agency.
2. Review, with responsible government officials, the emergency responsibilities inherent in the position they occupy.
3. Provide formal instruction related to government organization in emergency with major emphasis on planning and emergency operations.
4. Develop and print the Emergency Operations Plans.

DEPARTMENT OF PUBLIC INSTRUCTION  
CIVIL DEFENSE EDUCATION

The Civil Defense Education unit of the Department of Public Instruction, working with and through the schools, both public and private, provides training and services for the schools in Iowa. School officials, local Civil Defense Directors, or other officials may request assistance from the Civil Defense Education unit.

OBJECTIVES:

1. Provide training which will enable citizens to contribute to the Civil Defense capability by helping themselves and others.
2. Provide advice and guidance to local school officials on incorporating Civil Defense concepts and principles into their school system.

PERSONAL AND FAMILY SURVIVAL

The Personal and Family Survival course is a 12-hour course for junior high, high school students, or adults. It is designed to develop an understanding of the role of the individual, family, and community in dealing with emergencies most common to the community. It deals with many phases of civil defense, including the national program, radioactive fallout, community shelters, shelter living, fallout protection at home, community shelter planning, and survival on the farm. Procedures to follow in natural disasters, such as tornadoes, blizzards, and floods are included in the course. (Other man-made disasters such as major accidents, explosions, and civil disturbances are included.)

The course for teachers is an optional 8 to 15-hour course to become familiar with the available material and resources.

Civil Defense Education has been most successful in getting this course included in most of the public schools' curricula. They confer with the teachers in charge of the course instruction to insure the best possible presentation, along with suggestions for films and other aids.

## GOVERNMENT IN EMERGENCY

This is a course consisting of units of instruction for use in the social sciences curriculum for grades 1-12. The units make use of the "new approach to teaching social studies," for example, student-oriented activities and simulation games.

## WORKSHOPS FOR SCHOOL OFFICIALS

The Civil Defense Education staff organizes and holds special workshops for school administrators and other school officials. These workshops are aimed at getting greater support of school officials to include civil defense information and instruction in the school curricula. They explain the logic behind civil defense and call attention to those areas in which school officials have civil defense responsibilities.

The Civil Defense Education unit has been most helpful in getting school officials to recognize and evaluate their many valuable resources to the community in case of any emergency and have successfully obtained cooperation from them. They have promoted most successfully an indoor warning system, so that all schools so equipped are warned instantly in the event of any impending emergency.

## EMERGENCY PLANS

The Civil Defense Education staff works with appropriate school officials to assist them in developing a comprehensive emergency plan which covers all possible natural and man-made disasters. These plans are in consonance with the County Civil Defense plan.

## SCHOOL EVALUATION

The Civil Defense Education staff cooperates with the Supervision Division of the Department of Public Instruction to conduct school evaluations. The Civil Defense Education staff are members of the team that examines the emergency plans and availability of the school and makes recommendations for improvement if these are in order and gives whatever assistance is necessary to achieve proper safety for all school personnel.



STATE DEPARTMENT OF HEALTH  
MEDICAL SELF-HELP TRAINING

The State Department of Health is responsible for the Medical Self-Help Training Program which is a cooperative effort of the Office of Civil Defense, the U. S. Public Health Service, and the Council on National Security of the American Medical Association.

Program initiated January 1962.

OBJECTIVES:

1. Provide training which will enable citizens to contribute to the Civil Defense capability by helping themselves and others.
2. Provide training based on what to do when professional medical care is not available for an extended period of time.

State Department of Health administers the following:

Medical Self-Help Training Course  
Ambulance Corps Training  
Package Disaster Hospital Training  
Community-Hospital Mass Casualty Training

MEDICAL SELF-HELP

Medical Self-Help is designed to help prepare people for survival if disaster strikes and there is no professional medical assistance available. The course was developed by the Public Health Service with the cooperation of the Office of Civil Defense.

Medical Self-Help consists of sixteen hours of instruction divided into eleven separate lessons. It teaches the knowledge and skills needed when the service of a physician may not be available for days or weeks because of fallout, a major natural disaster, or other reasons. It includes simple medical techniques and procedures not covered by existing first aid courses. This additional information may well mean survival when a family is isolated from the outside world and is "on its own."

The course is presented by allied health personnel and qualified lay instructors under the guidance of a physician. For more de-

tailed information contact your local civil defense director or the State Department of Health, Joe Howell.

### Shoulder Patch Available

A Medical Self-Help shoulder patch (3" diameter) is now available to all graduates of the course. The patch identifies the wearer as a person trained in Medical Self-Help. It is made of a heavy, flexible material. It can easily be sewn on a uniform, jacket, or other appropriate garment.

Patches may be obtained from:

Medical Self-Help  
Box 4158, South Station  
Arlington, Virginia 22204

### Price List:

1-24	\$1.25	each
25-49	.93	"
50-99	.64	"
100-499	.43	"
500 or more	.28	"

Postage is included in the price.

### TRAINING PROGRAM FOR AMBULANCE ATTENDANTS

This course is presently being taught through Area Colleges or schools. The State Department of Health has set up the course and will have its signature on the completion certificates. Uniform patches are also available for graduates.

The purpose of this program is to train ambulance and rescue service personnel in the advanced techniques of emergency medical care to insure high-quality care for the sick and injured until medical diagnosis and definitive treatment may be initiated.

This course was developed by Dunlap and Associates, Inc., Darien, Conn., for the National Highway Traffic Safety Administration of the U. S. Department of Transportation. The course has become the standard program for ambulance personnel across the nation.

Training will concentrate on the evaluation and management of life-threatening conditions, both at the scene and enroute to a hospital. Extensive training in the use of ambulance equipment will

be given. The course covers all techniques of emergency medical care presently considered within the responsibilities of the trained Emergency Medical Technician, as well as all operational aspects of the job which he will be expected to perform.

Any one who provides emergency care or assistance to the injured within the State of Iowa may apply.

Students must have a currently valid Advanced First Aid card or proof of equivalent training prior to enrollment and will be required to present these certificates at the time of registration.

All personnel assigned to ambulance services which have received funds from the State Department of Health under the National Highway Safety Program MUST satisfactorily complete this course. All other individuals involved in Emergency Medical Care are urged to attend.

#### PACKAGED DISASTER HOSPITAL TRAINING

This course is designed to familiarize hospital personnel, doctors and nurses, with the components used in the operation of the packaged disaster hospital. It illustrates the type of equipment used in each section of the hospital through prepared lectures and slides. It also explains mass casualty procedures to doctors.

This course is taught only when a packaged disaster hospital is affiliated with a fixed community hospital and is organized through the civil defense director and the hospital administrator. These hospitals are located in the following communities:

#### 200 Bed PD Hospitals

10,000 Models A & B  
(Updated)

Shenandoah - Page	Charles City - Floyd
Red Oak - Montgomery	Knoxville - Marion
Atlantic - Cass	Iowa City - Johnson
Harlan - Shelby	Burlington - Des Moines
Mason City - Cerro Gordo	

#### 1962 Models

Sioux City - Woodbury  
Hartley - O'Brien  
Clinton - Clinton

NOTE: If affiliation with community hospital can be accomplished update will be accomplished before 7-1-72.

## COMMUNITY-HOSPITAL MASS CASUALTY TRAINING

This is a course designed to exercise existing Community-Hospital Disaster Plans. The State Health Department will assist the community and the hospital in preliminary planning prior to a mass casualty exercise.

The community is to use its existing plan, along with the hospital disaster plan, to see how it will work in a mass casualty exercise. The State Health Department will make up casualties and critique the exercise to see how effective the existing plan is.

The course cannot be given without the approval of both the community and the hospital.

For further detailed information, contact your local civil defense director, who will assist you with planning and contacting the hospital officials, and the Emergency Health Service (State Health Department).

Moville - Woodbury  
Creston - Union  
Webster City - Hamilton  
Oakdale - Johnson  
Marshalltown - Marshall  
Independence - Buchanan

Epworth - Dubuque  
Muscatine - Muscatine  
Mt. Pleasant - Henry  
Ottumwa - Wapello  
Ames - Story

For further detailed information, contact your local civil defense director, hospital officials, or the Emergency Health Services, State Health Department.

## AMERICAN RED CROSS

Red Cross first aid courses are designed to provide the knowledge and skills necessary to prevent accidents by making the general public safety conscious; to give emergency care for severe bleeding; stoppage of breathing; oral poisoning; and to prevent minor injuries from becoming major ones.

1. The junior first aid course teaches children 11 to 13 years of age, or in grades six through eight, basic first aid knowledge.
2. A new course is being developed called Basic First Aid. This is designed especially for schools. It is for fifth grade and above. A workbook and manual for the ten lessons is available, outlined for five teacher-led practice sessions.
3. The standard first aid course is for the general public fourteen years of age or older, and teaches basic life-saving skills and emergency care of accident victims.
4. The advanced first aid course is open to the general public fifteen years of age or older who have completed the standard first aid course and who wish to acquire advance training in bandaging, splinting, transportation of the injured, and theory.
5. An instructor training course is available to those who wish to teach first aid and have completed the standard and advanced first aid courses. A method course, it covers techniques in first aid teaching, lesson planning, and skill presentation.

For more detailed information, contact your local civil defense director or Red Cross chapter.

6. Red Cross Home Nursing

Home nursing courses help school and community groups gain confidence in giving simple nursing care to the sick and to mothers and babies in their homes. These courses strengthen self-reliance for day-to-day living and preparedness for self and family help in the event of a national emergency.

7. A twelve-hour course on care of the sick and injured teaches how to recognize signs of sickness and prevent spreading infection; how to carry out the doctor's instructions; and how to make the patient comfortable while conserving the time and strength of the home nurse.
8. A twelve-hour course on mother and baby care is designed to help expectant parents understand some of the changes which occur during pregnancy and teaches them how to care for the growing infant as a member of the family.

Instructor training courses are available. They prepare qualified nurses and teachers to conduct home nursing courses.

For more detailed information, contact your local civil defense director, Red Cross chapter, or local health agency.

9. Specialized Red Cross Disaster Training

- a. Disaster Nursing

A nursing plan for organizing and using community nursing resources necessary for the care of the ill and injured affected by natural or national disasters. Training prepares nurses through specialized courses to adapt their nursing skills to disaster situations.

- b. Volunteer Nurse's Aide Instruction

To prepare persons not previously trained or engaged in any form of nursing practice to give volunteer assistance to registered professional nurses in hospitals, health organizations, the Red Cross Blood Program, and for disaster or civil defense emergencies.

- c. Chapter Disaster Preparedness Training

The following is an outline of eight short courses offered to Red Cross Chapter personnel and interested persons from allied agencies. The courses are designed for training in disaster preparedness. They are:

- (1) Introduction to Disaster Service
- (2) How the Red Cross Chapter Renders Emergency Assistance to Disaster Victims
- (3) How to Make a Disaster Survey
- (4) Disaster Feeding Operation

- (5) How to Manage a Mass Shelter
- (6) How to Give Individualized Assistance to Disaster Victims
- (7) How Administrative Responsibilities in Disaster are Carried Out by Chapter Leaders
- (8) How to Provide Medical and Nursing Services to Disaster Victims

Teachers are volunteers who have successfully completed the instructor course and are currently authorized by the Red Cross to teach.

For further information as to course dates, contact your local civil defense director, Red Cross Chapter, or local health agency.

UNITED STATES DEPARTMENT OF AGRICULTURE  
COOPERATIVE EXTENSION SERVICE

The Agriculture Extension Service is the educational arm of the United States Department of Agriculture. Every county in Iowa has a County Extension Office with a County Agent and Home Economist. It is through these individuals that the Rural Civil Defense Education Program is carried out.

Program initiated July 1962.

OBJECTIVES:

1. Provide information and instructions to rural families on measures of personal survival in times of nuclear attack and major natural disasters.
2. Provide information on protection of livestock, feed, water, and foodstuff from radioactive fallout.
3. Places primary emphasis on preparation of individual family shelters.

THE AGRICULTURE EXTENSION SERVICE ADMINISTERS THE FOLLOWING:

1. Preparation of related Civil Defense publications for public use
2. Individual Family Survival Planning
3. Farm Preparedness Planning

RURAL CIVIL DEFENSE EDUCATION

County extension programs in rural civil defense education deal primarily with three phases: adequate shelter for rural people, family and farm planning, and preparation for natural disaster or nuclear attack. Much of the county extension work is carried on with extension homemaker groups and 4-H clubs as leader training. These groups then make family survival plans, learn first aid, hold open meetings on rural civil defense, give demonstrations, sponsor booths, set up window displays, etc. County extension agents include information on rural civil defense at agricultural



subject matter meetings and in newspapers and radio articles.

For further detailed information concerning rural civil defense, contact your local home economist, county agent or civil defense director.

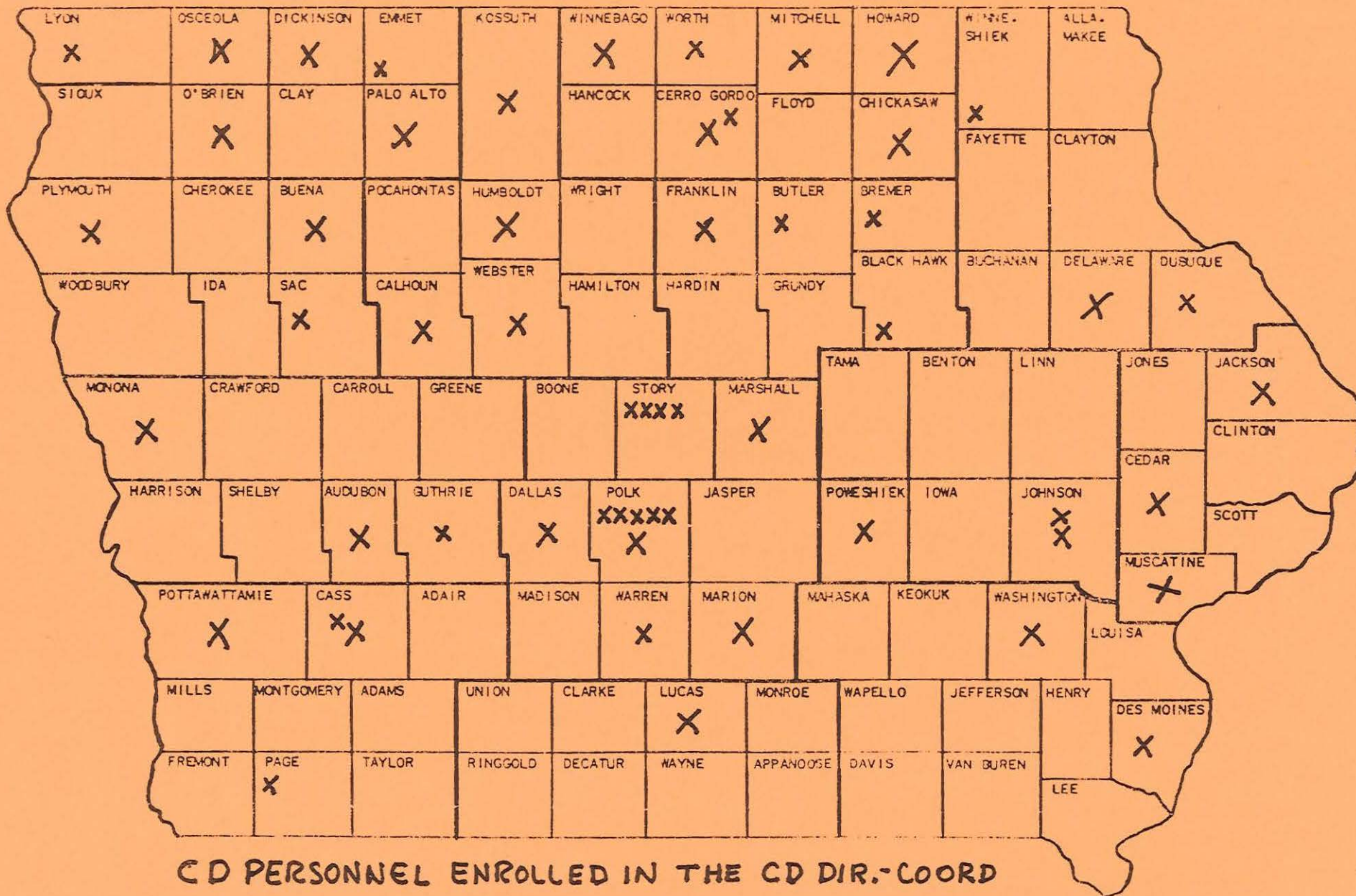
ARCHITECTS AND ENGINEERS PROFESSIONAL DEVELOPMENT

FALLOUT SHELTER ANALYSIS

This is a basic course open to persons with degrees in engineering or architecture, or persons who are registered engineers or architects. The course, which is of graduate level work, is 45-50 class hours in duration with homework problems required. Basic calculations involved in analysis of protection factors and design of shelters are stressed. An introduction to computer methods is also given.

The course is administered for the Office of Civil Defense by the National Society of Professional Engineers and taught by qualified University instructors approved by the Office of Civil Defense. It is given when sufficient registration can be obtained.

For further detailed information, contact your local civil defense director, the State Civil Defense Office, or the Civil Engineering Department, Professional Development Services, Iowa State University, Ames, Iowa.



CD PERSONNEL ENROLLED IN THE CD DIR.-COORD COURSE IN 1971

## PUBLIC EDUCATION COURSES

The public education courses listed in this section of the manual are those designed to provide the general public with information which would enable them to protect themselves and others during an emergency.

1. CIVIL DEFENSE U.S.A.

This course is a programmed orientation to civil defense and is available from the Office of Civil Defense Staff College, Battle Creek, Michigan, on a home study basis. The course consists of five lessons or units. Unit One explains the relationship between military defense planning and civil defense planning during the nuclear age. Unit Two presents basic information about nuclear weapons and their effects as related to defensive countermeasures. Shelters comprise Unit Three. The final two units include warning, emergency operations, support programs, and government responsibility for civil defense. No fees are charged for this course. The course can be completed in about twelve hours and a certificate of completion is awarded by the Office of Civil Defense Staff College upon completion.

2. THE CIVIL DEFENSE DIRECTOR/COORDINATOR

This home study course is designed to orient new local civil defense directors to their job. The course contents will include identification of laws pertinent to civil defense, relationship of civil defense director to the local government structure and to elements of the state and federal governments, identification of types of emergency situations and required operations in the local community, the task or job elements of the director, special areas of civil defense knowledge, and sources of help for a new director. The text material is programmed for ease of study and "situation" oriented to hold interest.

This course was designed by the Office of Civil Defense Staff College in Battle Creek for new and recently appointed civil defense directors. This course is open to them and their staff members.

Use Office of Civil Defense Form 435 (September 1967) and fill out only items requested for home study courses.

Enrollment forms should be forwarded through the State Civil Defense Office.

### 3. CIVIL DEFENSE CAREER DEVELOPMENT PROGRAM FOR LOCAL DIRECTORS

The intent of the Career Development Program is to provide a sequential curriculum for civil defense officials which will lead to progressive development in understanding, judgment, and performance. Content is directed exclusively to the role of the local civil defense director.

The curriculum is divided into four two-week phases, as described below. All attendees at courses in this series must hold a current position as civil defense director, deputy or assistant director, or be serving in a state civil defense staff role which involves working with local directors.

#### a. Phase I - the Job of the Director

This ten-day course focuses on the primary tasks each director must perform in increasing the emergency preparedness posture of his community. These tasks include organizing, planning, programming, and operating under emergency conditions.

Prerequisites for Phase I are completion of the home study course "Civil Defense U.S.A." and "The Civil Defense Director/Coordinator" or demonstrated knowledge of the contents of these two home study courses based on an examination, or completion of the Civil Defense Management course, or two years' experience in a civil defense staff position as specified under the "Qualifications for Attendance."

#### b. Phase II - The Work Environment of the Director

This ten-day segment of the Career Development Program emphasizes the two-fold environment that the coordinator must work within; i.e., the civil government structure and the community. It will include an analysis of types and trends of federal, state, and local governments - their relationships, the application and use of current concepts in program management, personnel management, budgeting, practical problems of working within government, and understanding of community structures, and the dynamics of getting essential things accomplished within this structure.

Prerequisites for Phase II are completion of Phase I, or demonstrated knowledge of Phase I contents based on an examination, or completion of Civil Defense Management and Plans and Operations I Course.

c. Phase III - The Personal Effectiveness of the Director

The personal effectiveness of the director segment focuses on increasing the effectiveness of the director as a manager, as a communicator, as a persuader, and as an initiator of action. This ten-day course includes current management practices, human behavior psychology, written and oral communications, and interactions with the public.

d. Phase IV - Civil Defense and National Security

During this ten-day course, ideological conflicts and civil defense as a concept, including its role in national defense, alternative civil defense opinions, and defense in other countries, civil defense in the decade and civil defense as a profession, are examined.

Prerequisite for Phase IV is the completion of Phase III of the Career Development Program.

For further detailed information, contact your local civil defense director or the State Civil Defense Office.

4. TECHNICAL COURSES

1. Radiological Defense Officer

This is a 32-hour course which qualifies radiological defense operations staff members in assembling, evaluating, coordinating and disseminating radiological intelligence that will enable them to provide technical guidance in radiological defense planning and operations, and on-the-job training. The course includes instruction on national radiological defense programs, radiological countermeasures, technical guidance for radiological defense planning and operations, direction and coordination of monitoring operations, reporting and emergency operations procedures, and post-attack recovery measures including decontamination.

Requirements for enrollment are: a current or future assignment as radiological defense officer or a member of a

radiological defense operations staff, or education or experience in general or physical science, and completion of a radiological monitoring for instructors course, or a technical background.

For further detailed information, contact your local civil defense director or the State Civil Defense Office.



CIVIL DEFENSE STAFF COLLEGE  
BATTLE CREEK, MICHIGAN

STUDENT EXPENSE PROGRAM

The National Office of Civil Defense maintains a Civil Defense Staff College at Battle Creek, Michigan, which offers training to key government officials, educators, industrial managers, planners, and so forth. Information pertaining to the type and dates when these courses are conducted can be obtained from your local civil defense director or the State Civil Defense Office.

In conjunction with the operation of the Office of Civil Defense Staff College, there is a student reimbursement program. This program was developed to encourage state and local subdivisions to increase their potential by training of key personnel. Under this program, Office of Civil Defense is authorized by public law to reimburse students attending Office of Civil Defense schools for up to one-half of their travel and per diem expense.

Those who do not live near Battle Creek should plan to arrive at Staff College the day before a course begins. Courses close on Friday afternoon, except when noted. Confirmation to participants contain the closing hours of courses and transportation should be planned accordingly.

Government quarters, consisting of private rooms with connecting baths, are available without charge to students enrolled in Staff College courses, and all students are encouraged to occupy these quarters. Quarters assignments are made from Building 17 in the Staff College Government Quarters area the day before classes begin. Quarters may be assigned later, if necessary. The entrance to the quarters area is from Manchester Street on the north side of the Federal Center. Accepted participants are eligible for government quarters at no cost. Those qualifying under the OCD Student Expense Program may, upon application, be reimbursed up to one-half their principal transportation and per diem expenses. Information on the eligibility of such reimbursement is available through local or state civil defense directors.

Enrollees may obtain Training Course Application Forms (OCD Form 435) from local civil defense directors or the State Civil Defense Office.

## SPECIAL COURSES AND CONFERENCES

1. LOCAL GOVERNMENT CONFERENCES

This three-hour conference is designed for all elected and appointed officials of counties, municipalities, and also for state department heads and their assistants. The general content includes a wide range of topics; however, the main thrust of the conference theme is geared to the most vital topics such as community warning; the national, state and community shelter program; establishing emergency operations centers for local government; emergency operation simulation exercises; and phases of training and education for the general public, civil defense staffs, and technical service skills.

The purpose of these conferences is:

- a. To acquaint all elective and appointed officials and other community leaders with basic civil defense concepts and plans and their role as public servants to save life and property, to provide continuity of government, and to accomplish essential recovery operation
- b. To inform and motivate individuals and groups to specific action that will strengthen and improve the community civil defense effort
- c. To create public understanding and acceptance of emergency disaster.

For further details, contact the State Civil Defense Office.

2. SPECIAL CONFERENCES MADE UPON REQUEST

Special conferences are conducted to inform special interest groups about their role or responsibility in civil defense. These groups are usually, but not necessarily, representative of various fields of business or industry.

Other seminars are conducted periodically for the purpose of amplifying and supplementing training outlined in this booklet. These seminars serve as informative sessions for civil defense directors and key staff personnel.

### 3. LAW AND ORDER FOR CIVIL DEFENSE EMERGENCIES

This course was developed for the Office of Civil Defense by the School of Police Administration and Public Safety, College of Social Science, Michigan State University, and is divided into two parts.

- a. Part A is arranged by lessons, each of which covers a specific subject area. The coverage given to each lesson is not exhaustive, but, when properly used, the material should serve as a basic foundation for providing adequate instruction. The intention is to include in Part A instructions which enable augmented personnel to be immediately useful in limited roles.
- b. Part B includes instruction which would extend his capabilities, make him more generally useful, and keep up his interest. It is suggested that where possible this course be supplemented by a standard Red Cross First Aid Course.

Some of the topics covered are: Police in Civil Defense Emergencies, Role of the Auxiliary Policeman, Public Relations, Department Rules and Regulations, Basic Concept of Criminal Law and Arrest, and Techniques of Traffic and Crowd Control.

Student manuals and Instructor's Guides on Law and Order Training for Civil Defense Emergencies, Parts A and B, are available upon request from the State Civil Defense Office.

### 4. BASIC AND LIGHT DUTY RESCUE

The Basic Rescue Training Course is designed to provide limited rescue training for the general public. It develops the capability for removing and releasing injured and uninjured people trapped in lightly damaged structures or in shelters with limited access problems. It trains individuals to perform the least complicated of rescue operations in the absence of or before the arrival of fully trained and equipped rescue squads. It furnishes familiarization with the most

fundamental rescue techniques so that members of the public can help themselves and help in rescue of their neighbors. It also provides training in estimating the extent of damage and the need for organized rescue squads. It provides training for rescue work in teams and in rescue leadership, and is an introductory course required of all who plan to join organized rescue squads. The basic course covers such topics as: care and use of ropes, knot tying, rescue first aid, stretcher lashings and handling, care and use of ladders, etc. It is made up of nine lessons - eight required and one optional. Course length is twenty-two hours.

The Light Duty Rescue Course covers vehicles, tools, and equipment, hoisting and lowering casualties, protection against radiological hazards, protective breathing equipment, and emergency control of damaged utilities. This course is made up of six lessons and an exercise. The course is twenty hours in length.

Prerequisite for the Light Duty Rescue Course is satisfactory completion of the Basic Rescue Course, or equivalent in standard first aid courses.

Instructors' guides for the Basic and Light Duty Rescue Courses can be ordered from the U. S. Army AG Publications Center.

## 5. RADIOLOGICAL MONITOR TRAINING

### a. Purpose

The Radiological Defense Program, in order to provide adequate information in the case of nuclear attack, depends upon a sufficient number of trained monitors supplied with instruments, located geographically so as to report fallout accurately over the entire state. It is necessary, therefore, that each political subdivision fulfill its responsibility by developing a monitor network, based on its own local situation, which covers its entire area of responsibility.

This annex has been designed to aid local directors in determining the need for Radiological Monitor Training (RAMONT) in their area and to outline the procedures to be followed in requesting RAMONT courses to be held.

It is hoped that the compilation of all information pertinent to RAMONT training, local requirements and location

of monitor stations, into this compact form will assist you in improving the RADEF capability in your area.

b. General

Careful and coordinated planning on the part of the local civil defense director is required in order to implement the RAMONT program in such a way to assure that persons trained are utilized to the best advantage in their organization and to eliminate any criticism of the program.

Several programs already have fixed requirements and have been directed to obtain and assign trained Radiological Monitors. These include federal buildings under management of General Services Administration, first class post offices, emergency broadcasting stations, warning points and disaster package hospitals.

There are also monitor requirements for public fallout shelters and fixed monitoring stations in all communities of which the local civil defense directors are aware.

These points should be considered top priority for beginning classes and should be contacted whenever a RAMONT class is scheduled in their immediate area.

By utilizing the agencies having requirements to fulfill and taking advantage of the RAMONT program, the local civil defense capability can be increased with very little effort.

c. Procedures for Scheduling RAMONT Classes

In order to schedule a RAMONT class in his area, the local director or RADEF officer should:

- (1) Determine the number of facilities in the area which require monitors.
- (2) Determine the number of monitors necessary for operation of present facilities.
- (3) Determine the number of monitors presently trained.
- (4) Find number of monitors needed for present facilities.

- (5) Determine the number of monitors presently trained.
- (6) Find number of monitors needed for present facilities.  
(Subtract (5) from (2)).
- (7) Recruit monitors for specific assignment to existing facilities.
- (8) Contact a licensed instructor.
- (9) Submit application to State Civil Defense Office.

d. Continuity

The monitor assignment to all locations should be reviewed at least every six months to determine what changes need to be made due to loss because of change of residence, etc. There may also be additional training requirements for monitors due to the location and licensing of new shelters, or the establishment in your locality of one or more of the other local, state or federal facilities requiring monitors.

In addition, a 2-hour or 4-hour refresher course should be scheduled periodically in order to maintain proficiency in the monitoring program.

e. Procedures for Submitting Application for Ramont

The following information outlines the basic information and procedures for submitting application under the RAMONT program.

The Office of Civil Defense prescribes a standard course of 16 hours of classroom and practical instruction as described in Instructor's Guide IG-11.21. A refresher course will cover 2 or 4 hours of instruction as described in IG-11.21.

Deviation from the prescribed length of either course will require prior written approval from the State Civil Defense Director.

Trainees for these courses must be individuals who have been assigned as monitors. The selection of trainees will be made by the local civil defense directors.

Local civil defense directors have the responsibility of assigning monitors to public shelters and RADEF Monitoring Stations to assure their local plan is operational.

A minimum of ten (10) trainees will be required to constitute a class. After a class has been organized by the local civil defense director, he will forward the application and enrollment roster to the State Civil Defense Director for approval. After approval the State Director will forward the application to the State Civil Defense Education Coordinator for his application to the nearest Area School for instructor funds if the local director desires.

The following training materials are required to conduct each course:

1. Radiological Monitoring Training Kit - This kit will be furnished to each licensed instructor upon request by the State Civil Defense Office.
2. Student Handout Booklets (FG-E-5.9 and SM-11-21.1) - These booklets will be furnished to the instructor for each class in accordance with the number of trainees shown on the enrollment roster.
3. Radiological Defense Training Set (CDV-776) and Radiological Training Source Set (CDV-776) - Both of these training sets will be made available to the instructor on a loan basis for the period of the course. The instructor must submit a letter of request for the use of these sets, stating the dates they are to be used. The State Civil Defense Office in turn will forward the instructor a letter of authority and the location of the closest sets that he can pick up for his use for the requested dates. Further information on availability and location of these sets will be furnished by the State Civil Defense Office upon request from the instructor or local civil defense director.

Supplemental training films that are recommended for monitor training are as follows:

1. Nuclear Weapons Effects for Monitor Training (B&W, 10 min., 16mm, Film Nbr. DOD CD 3-210)

2. Radiological Monitoring Techniques - Part I - Personnel Monitoring  
Part II - Area Monitoring (B&W, 12 min., 16mm, Film Nbr. DOD CD 3-212)
3. Radiological Decontamination - Part I Decontamination of Personnel  
Part II - Decontamination of Food (B&W, 13 min., 16mm, Film Nbr. DOD CD 3-205)

The instructor will furnish the State Civil Defense Office and the local civil defense director with a list of certified graduates just prior to the completion of the course, so that certificates of completion can be prepared and returned in time for the final class period.

#### 6. SHELTER MANAGEMENT TRAINING

The Office of Civil Defense prescribes a standard course of 8 hours of classroom instruction and 4 hours minimum in a shelter exercise. The 12-hour course will follow the outline as described in the Instructor's Guide, IG-16.1, June 1968. Any deviation in the length of the course will require prior written approval from the State Civil Defense Director.

Trainees for these courses will be individuals assigned as shelter managers or staff of public shelters. The selection of trainees will be made by the local civil defense director.

Local civil defense directors have the responsibility of assigning to public shelters shelter managers and other staff personnel to effectively carry out their shelter responsibilities and duties.

A minimum of ten (10) trainees will be required to constitute a class. After a class has been organized by the local civil defense director, he will prepare an enrollment roster and forward to the State Civil Defense Director for approval.

After approval, the State Director will forward the application to the State Department of Public Instruction, Civil Defense Education, for application for instructor funds from the Area College, if local director desires.

The following training materials are required to conduct each course:



- a. Shelter Management Training Kit - (K-41)- This kit will be furnished to each licensed instructor upon request by the State Civil Defense Office.
- b. Student Handout Materials - SM-16.1 - Textbook for Fallout Shelter Management, July 1967. These booklets will be furnished to the instructor for each class in accordance with the number of trainees shown on the enrollment roster.

Training films are also available through the Civil Defense Education Coordinator upon request.

The instructor will furnish the State Civil Defense Office and the local civil defense director with a list of certified graduates just prior to the completion of the course.

## SECTION X

### OTHER TRAINING

#### 1. WORKSHOPS

Workshops or exercises can easily be arranged by contacting the State Office of Civil Defense or the staff personnel who deal with the particular subject on which a workshop or exercise is desired. The time involved could vary to suit the subject and the occasion. The end result should be that a sufficient number of persons have an improved understanding and ability in the particular area.

#### 2. SEMINARS

Seminars are arranged from time to time by the State Director and may include one or a varied number of subjects. Instructors for these sessions are usually Regional personnel or someone expert in a particular field.

Of utmost consideration is the time anyone must spend at a seminar which takes him away from other pressing duties. Therefore, these instructions are as helpful as possible, giving you the most in the least possible time, and with emphasis on instruction by well qualified people.

#### 3. DISPLAYS

Displays are available from Region VI. Requests for displays should be made well in advance of the date needed. An explanation of where it will be used and the approximate number of viewers should be included in the request. Transportation costs from and to Region VI would have to be borne by the agency making the request.

#### 4. LITERATURE

There are many different pieces of literature available on a limited basis. We are glad to request or try to get you what you need. Tell us what you need and when you must have it, and we will do our best.

## 5. PUBLIC INFORMATION

News releases are generally given to the media by National. However, you should maintain good relationships with newspapers, radio and television stations to handle news of local import. This ability should come as the result of seminars or workshops on news, but we will also be glad to assist whenever possible.

You will no doubt be called upon to talk to clubs and civic groups in your community. Give each appearance some serious thought and figure out how they can be motivated to assist civil defense. There must be some aspect of every organization which correlates with some facet of local government. Find it and work on it.

## 6. ESSAY CONTEST

Your own organization, the Iowa Civil Defense Directors Association, sponsors an Essay Contest each year. To promote this properly you should contact the school superintendent, principals or English Department, and get them to present this program to the students. Be available to talk about civil defense either in class or after school hours. In 1971 there were 80 entries. Fifty-four of these were from the two high schools and one junior high in Le Mars, Iowa. Thirteen counties of the 99 participated - 13%. We must expect better participation than this in so important a program.

## SECTION XI

### FILM LIBRARY

#### A. BULLETINS, FILMS AND DISPLAY SOURCES

The Iowa Civil Defense Office has supplies of Civil Defense Bulletins and lends training films and displays. A film catalog is entered in this section. Additional copies may be obtained from the State Civil Defense Office. Films must be requested from the State Civil Defense Office at least two weeks in advance of the desired use date. They must be returned the day after they are used. Our film librarian is Miss Cheri Thomas.

#### B. AMERICAN NATIONAL RED CROSS

Requests for free loans of films should be made through the local Red Cross Chapter. Wherever possible the order should be placed two to three weeks in advance of the desired use date. All loans are for a three-day maximum period unless other arrangements are made in advance.

#### C. EMERGENCY HEALTH SERVICES, STATE HEALTH DEPARTMENT

The Emergency Health Service library and information service is made available to aid in training in such fields as medical self-help, mass casualty exercises and package disaster hospital training. These aids may be obtained from the Emergency Health Service.

#### D. CIVIL DEFENSE EDUCATION, STATE DEPARTMENT OF PUBLIC INSTRUCTION

The Civil Defense Education Service supplies some of the civil defense training films specified for use by instructors in the training of the public in such courses as Personal and Family Survival.

## FIREMANSHIP TRAINING COURSE

A new firemanship training package, developed for the Office of Civil Defense by the International Association of Fire Chiefs, has just been released for use in training volunteers as assistants to regular firemen.

The package, entitled "Support Assistants for Fire Emergencies," consists of two instructor guides (IG-9.2A and IG-9.2B) and two student manuals (SM-9.2A and SM-9.2B).

Part "A" of the course, offering 12 hours of instruction in four 3-hour classes, would enable Support Assistant personnel to be useful in limited firefighting roles. Part "B" of the course, offering 24 hours of instruction in eight 3-hour classes, would enlarge the trainee's capabilities and also qualify him to lead groups.

The courses discuss rescue methods and include material on ways of monitoring radioactive fallout and protecting people from its effects.

Local governments should obtain materials through orders placed by local civil defense directors. (To State civil defense office with the U. S. Army AG Publications Center.) Requests must be confined to one Instructor Guide and one Student Manual (Part A or Part B) for the instructor, and one Student Manual (Part A or Part B) for each student in classes actually scheduled.

## FILM LIST

The films listed below are available for use on a loan basis through the Iowa Civil Defense Division, Room B-33, Lucas State Office Building, Des Moines, Iowa 50319. To secure the use of a film(s), write the Civil Defense Division at the above address or phone 515-281-3231. It is of the utmost importance that the film(s) be returned to our office the day following your scheduled showing. Many times, films are scheduled to be shown the following week and any delay in returning films can cause the next borrower to be caught in an embarrassing situation. Your cooperation is deeply appreciated.

A-PLUS SCHOOL, THE - Color. 6<sup>1</sup>/<sub>2</sub> minutes. Features the unusual circular design, as well as the added feature of fallout protection, of the South Salem Elementary School in Salem, Virginia.

ABOUT FALLOUT - Color. 24 minutes. Illustrates the basic nature of fallout radiation, its effects on the cells of the body, what it would do to food and water after a nuclear attack, and what simple common sense steps can be taken to guard against its dangers.

AGAINST THE WIND - Tells how to provide protection from the wind for mobile homes.

BRIEFLY ABOUT FALLOUT - Color. 8 minutes. Explains the basic facts about the nature of radioactive fallout and the three principle means of defense against it.

CIVIL DEFENSE EMERGENCY PREPAREDNESS AT THE MARSHALL SPACE FLIGHT CENTER - Color. 15 minutes. Shows the planning and operations portion of civil defense, and what citizens should do in case of attack.

COMMUNITY PROTECTION THROUGH CIVIL DEFENSE - B&W. 15 minutes. The responsibility of the local civil defense people to move supplies and stock shelters.

DATE WITH DISASTER - Color. 30 minutes. Shows how the hospitals in one city prepared to react in any medical emergency.

DAY IN SEPTEMBER, A - Color. 28 minutes. Development of civil defense plans in federal installations.

DES MOINES DISASTER EXERCISE - B&W. 25 minutes. Shows a disaster exercise held in Des Moines involving medical people, trucking industry, civil defense personnel, and school.

EAGLE'S TALON, THE - Color. 25 minutes. Accomplishments and future goals of all the services are reviewed. Improved mobility, firepower, and communications are described.

FACE OF DISASTER, THE - B&W. 10 minutes. Highlights recent major disasters -- the Alaskan Earthquake of 1964, the floods of 1965, and the devastation wrought on Palm Sunday when 37 tornadoes struck the Middle West.

FALLOUT AND AGRICULTURE - Color. 23 minutes. Radioactive fallout exposure to animals and agricultural commodities.

FIVE DAYS OF BETSY, THE - B&W. 11 minutes. Tells story of the most devastating, most unpredictable hurricane of this decade.

FOOD FOR THOUGHT - B&W. 13 minutes. Describes what could happen to the food situation if a disaster struck and some foods became contaminated, due to radiation.

HURRICANE CALLED BETSY, A - B&W. 29 minutes. Tells the story of the storm -- efforts of civil defense, the weather service, government, military, and voluntary relief agencies.

IN TIME OF EMERGENCY - Color. 25<sup>1</sup>/<sub>2</sub> minutes. Highlights basic life-saving information every American needs to prepare for the possibility of nuclear attack.

IT HAPPENED IN TEXAS - B&W. 9 minutes. Tells the story of Hurricane Beulah that struck the Rio Grande Valley in September, 1967.

LADY CALLED CAMILLE, A - Color. 29 minutes. Tells the dramatic story of the hurricane's trail of destruction.

MEMORANDUM TO INDUSTRY - Color. 31 minutes. Shows what some corporations have done to provide fallout shelters for employees and the public to assure continuity of company management in the event of an attack on the U. S. and to cooperate with local governments and neighboring firms for the protection of life and property in case of major disaster.

MUTUAL AID - THE "US" IN INDUSTRY - Color. 25<sup>1</sup>/<sub>2</sub> minutes. Concerns the Linden Industrial Mutual Aid Council (LIMAC).

OBJECTIVE: SURVIVAL - B&W. 29 minutes. Features a panel-type program with six doctors asking questions on radiation and fallout from experts.

ONE WEEK IN OCTOBER - B&W. 29 minutes. Story of the Cuban crisis.

OUR LIVING DOLL - B&W. 14 minutes. Contains a thorough demonstration of mouth-to-mouth artificial respiration, using a training manikin.

RADIATION EFFECTS ON FARM ANIMALS - Color. 14 minutes. Shows effects on farm animals when subjected to high radiation dosage.

RESCUE SQUAD - Color. 22 minutes. Shows almost every type of rescue problem. The film should be of value in teaching rescue teams, police, and fire personnel.

SLANTING - Color. 9 minutes. Describes slanting techniques now being employed in new building designs to achieve radiation shielding with little-or-no additional cost.

THOUGH THE EARTH BE MOVED - B&W. 45 minutes. Tells the dramatic story of the 1964 Alaskan Earthquake and the three days of crisis that followed.

TORNADO - Color. 13 minutes. Shows an actual tornado descending upon a town, the community taking shelter, and the aftermath.

TOWN OF THE TIMES - Color. 27 minutes. Demonstrates the arguments that come up when a town is faced with the civil defense question and the results that can be achieved when a community is properly motivated.

TRANSPORTATION'S ROLE IN DISASTER - Color. 15 minutes. Illustrates the implementation of a working agreement between a local chapter of the National Defense Transportation Association and civil defense at the local government level.



# DIRECTORY

## IOWA CIVIL DEFENSE DIVISION

State Civil Defense Office  
B-33, Lucas State Office Bldg.  
Des Moines, Iowa 50319

Phone: 281-3231

Director: Albert R. Maricle  
Plans & Operations: Donald C. Hinman  
Communications: Henry Boccella  
Shelter: Richard Gaynor  
Resource Management: Glen Rixen  
Training & Education: Darwyn Harshbarger  
Auditor: Donald Bruhn  
Films: Cheri Thomas

## DEPARTMENT OF HEALTH

Emergency Health Services  
State Health Department  
State Lab. Bldg., E. 7th & Court  
Des Moines, Iowa 50319

Phone: 281-3397

Director: Joe Howell

## DEPARTMENT OF PUBLIC INSTRUCTION

Coordinator, Civil Defense Education  
Department of Public Instruction  
Grimes State Office Bldg.  
Des Moines, Iowa 50319

Phone: 281-3507

Coordinator: M. M. Dockendorff  
Assistant: Steven Halstead

## UNIVERSITY EXTENSION PROGRAM

Civil Defense Program  
Engineering Extension  
Fire Service Bldg.  
Iowa State University  
Ames, Iowa 50010

Phone: 294-3028

Coordinator: Jay Murray  
Instructor: Craig Current  
Instructor: John Kerr

(continued)

FIRE EXTENSION SERVICE (ISU)

Civil Defense Program  
Engineering Extension  
Fire Service Building  
Iowa State University  
Ames, Iowa 50010

Phone: 294-6817

Keith Royer, Supervisor

UNIVERSITY ARCHITECTURAL SERVICE (ISU)

Prof. Don McKeown, Technical Director  
Professional Development Services  
Center  
Iowa State University  
Ames, Iowa 50010

Phone: 294-3543

CALIBRATION AND MAINTENANCE

National Guard (Redef Maintenance)  
Bldg. W-6, Camp Dodge  
P. O. Box 616  
Des Moines, Iowa 50303

Phone: 278-9317

Major James Phipps  
Jack Olson

IOWA STATE HIGHWAY COMMISSION

Iowa State Highway Commission  
Ames, Iowa 50010

Phone: 232-7250  
Ext. 381

Walter A. McDonald,  
Civil Defense Program Planner

AMERICAN NATIONAL RED CROSS

American National Red Cross  
Midwestern Area  
4050 Lindell Blvd.  
St. Louis, Missouri 73108

AMERICAN RED CROSS - DES MOINES AREA OFFICE

American Red Cross  
506 4th St.  
Des Moines, Iowa 50309

Phone: 243-7681

SEVENTH DAY ADVENTIST CHURCH, HEALTH & WELFARE

Mass Feeding - 1104 Keo Way  
Des Moines, Iowa

Phone: 243-4443

IOWA MENNONITE MUTUAL AID ASSOCIATION

425 B Avenue  
Kalona, Iowa 52247

Phone: 319-656-2211  
or  
319-656-2751

IOWA PHARMACEUTICAL ASSOCIATION

302 Shops Building  
Des Moines, Iowa 50309

Phone: 515-283-0169

U.S. DEPT. OF AGRICULTURE

Federal Building  
210 Walnut  
Des Moines, Iowa 50309

IOWA MERIT EMPLOYMENT

Grimes State Office Bldg.  
Des Moines, Iowa 50319

Phone: 515-281-3351

IOWA POLICE RADIO

Boyd Porter, Mgr.  
Lucas State Office Bldg.  
Des Moines, Iowa 50319

Phone: 515-281-3561

CIVIL AIR PATROL

Air Force Liaison  
Bldg. 46, Dickman Ave.  
Ft. Des Moines, Iowa 50315

Phone: 515-285-3770

Major Willburn Lathrop  
Sgt. Robert Klotz

IOWA WING COMMANDER

Col. William Gold

Phone:  
(Bus.) 319-381-1130  
(Res.) 319-391-6300

Bus. Address: Purchasing Agent  
Occidental Chemical Co.  
Buffalo, Iowa 52728

NATIONAL WEATHER SERVICE (DES MOINES OFFICE)

Harold Gibson, Meteorologist-in-charge      Phone: 515-285-6906  
Municipal Airport  
Des Moines, Iowa 50321

REGION SIX

Department of the Army  
Office of the Secretary of the Army  
Office of Civil Defense, Region Six  
Bldg. 710, Denver Federal Center  
Denver, Colorado 80225

PUBLICATIONS

U. S. Army AG Publications Center  
Civil Defense Branch  
2800 Eastern Boulevard  
Middle River  
Baltimore, Maryland 21220

AUDIO-VISUAL

Fifth U. S. Army  
Audio-Visual Support Center  
Bldg. 2113  
Camp McCoy, Wisconsin 54656

STAFF COLLEGE

Office of Civil Defense  
Staff College - Federal Center  
Battle Creek, Michigan 49014

IOWA PRESS ASSOCIATION      511 Shops Bldg.      515-244-2145  
Des Moines, Iowa 50309

IOWA DAILY PRESS ASSN.      508 Shops Bldg.      515-244-0379  
Des Moines, Iowa 50309

ASSOCIATED PRESS      5th Floor      515-243-3281  
Register & Tribune Bldg.  
Des Moines, Iowa 50309

UNITED PRESS INTERNATIONAL      213 Securities Bldg.      515-244-5185  
Des Moines, Iowa 50309

COUNTY CIVIL DEFENSE DIRECTORS MARCH 1972

COUNTY	NAME	ADDRESS	% TIME
Adair	John E. Schildberg	Greenfield	V
Adams	Joe Jones	Corning	V-20
Allamakee	Joe Valley	Harpers Ferry	100
Appanoose			
Audubon	Charles A. Goeken	Audubon	25
Benton	Wallace Neve	Garrison	25
Black Hawk	Carl Rogers	Waterloo	100
Boone	N. Gene Mondt	Boone	100
Bremer/ Butler	Henry Behrends	Clarksville	80
Buchanan	Don Parrish	Independence	V10
Buena Vista	Elden Woodford	Laurens	66
Calhoun	Gerald Walters	Rockwell City	20
Carroll	James Strautman	Carroll	25
Cass	Millard Michaelski	Atlantic	40
Cedar	D. Elaine Brown	Tipton	100
Cerro Gordo	Don Patton	Mason City	60
Cherokee	Evan Knapp	Cherokee	20
Chickasaw	Charles Hart	New Hampton	20
Clarke			
Clay	Louis Mann	Spencer	V
Clayton	Adolph Elvers	Elkader	25
Clinton	Mark Barnes	Clinton	100
Crawford	Tom Carlyle	Denison	25
Dallas	Curtis Murphy	Adel	V
Davis	Gene Fry	Bloomfield	V
Decatur	Holland Shepherd	Leon	V
Delaware	Raymond Woock	Delaware	25
Des Moines	Everett Harrell	Burlington	100
Dickinson	Bill Connor	Spirit Lake	100
Dubuque	Ben O'Leary	Dubuque	100
Emmet	Hugh S. Greig	Estherville	50

COUNTY	NAME	ADDRESS	% TIME
Fayette	Scott Waller	Oelwein	20
Floyd	James McNeilus	Marble Rock	100
Franklin	Don Patton	Mason City	40
Fremont	Frances Smith	Thurman	V
Greene	Owen Lawson	Jefferson	V
Grundy	William Lowe	Reinbeck	V
Guthrie	Frances Whetstone	Guthrie Center	50
Hamilton	Jack Patterson	Webster City	V
Hancock	Raymond Radloff	Garner	20
Hardin	Maynard Chance	New Providence	10
Harrison	John Watson	Missouri Valley	V
Henry	Donald Meth	Mt. Pleasant	25
Howard	Wayne Solomon	Cresco	50
Humboldt	Lawrence Lindhart	Humboldt	25
Ida			
Iowa	Robert Gunzenhauser	Marengo	100
Jackson	William Merrick	Maquoketa	50
Jasper	Ray Long	Newton	33
Jefferson	Robert Cox	Fairfield	20
Johnson	Wayne Walters	Iowa City	100
Jones	Forest Fulwider	Anamosa	100
Keokuk			
Kossuth	Robert Engstrom	Algona	75
Lee	Vernon Peck	Ft. Madison	33
Linn	William Bjorenson	Cedar Rapids	100
Louisa	James Hodges	Wapello	10
Lucas	Ralph Davidson	Chariton	10
Lynn	Al E. Livak	Rock Rapids	100

COUNTY	NAME	ADDRESS	% TIME
Madison	Reed P. Jordan	Winterset	20
Mahaska			
Marion	Clay M. Barnett	Knoxville	10
Marshall	Nancy Holster	Marshalltown	100
Mills	Dennis Collins	Glenwood	V
Mitchell	Frank Ahrens	Osage	20
Monona	Bill Hale	Onawa	50
Monroe	Virtus Beaumont	Albia	10
Montgomery	Wayne Allen	Red Oak	40
Muscatine	Earl Jones	Muscatine	25
O'Brien	Dorothy Merriam	Primghar	100
Osceola	Robert Welch	Sibley	100
Page	Rev. H. H. Stahnke	Clarinda	50
Palo Alto	Dave Means	Emmetsburg	35
Plymouth	W. I. Pierce	LeMars	25
Pocahontas	Lorin Christiansen	Pocahontas	10
Polk	Lee Williams	Des Moines	10
Pottawattamie	Richard Dunlop	Council Bluffs	50
Poweshiek	Eldon Hedrick	Montezuma	V
Ringgold	J. A. Tyson	Mt. Ayr	V
Sac	Dr. J.F.Blas, DVM	Lake View	10
Scott	Joseph Dooley	Davenport	100
Shelby	Furman Miller	Harlan	50
Sioux	E. W. Marienau	Hawarden	100
Story	Curtis Bauer	Nevada	100
Tama	Bem Jones	Tama	25
Taylor	Harvey Young	New Market	20
Union	Walter Jones	Creston	V
Van Buren	Robert Cox	Fairfield	

COUNTY	NAME	ADDRESS	% TIME
Wapello	Park Sullivan	Ottumwa	100
Warren	Duane Onstat	Norwalk	50
Washington	Ronald DeLa g	Washington	20
Wayne			
Webster	LeRoy Humphrey	Fort Dodge	V
Winnebago	Robert Hampel	Forest City	40
Winneshiek	Norman Jensen	Decorah	20
Woodbury	Thomas Elliott	Sioux City	100
Worth	Bernard Bidne	Northwood	50
Wright	Kenneth Mayes	Clarion	V