

STATE OF IOWA
SURVIVAL PLAN
VOL. 2
MAP SUPPLEMENT

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LOUISA COUNTY

DECEMBER 1958

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FOREWORD

This Plan was created for the purpose of receiving and caring for citizens of the state in case a national emergency makes it necessary for people to be evacuated from their homes in cities, towns, or other areas of concentrated population. The Plan is written around the political structure of a county. The county is considered the smallest subdivision adequate in size to satisfactorily handle mass evacuation from cities.

Louisa County was used for study, analysis and organizational structural planning.

Each section has been prepared and written by a member of the Iowa Survival planning staff and reviewed and accepted by the Federal Government as a satisfactory first operational plan.

As scientific, economic, and cultural conditions change, new requirements for protection of the citizenry will become apparent and necessary. This Plan then, as submitted, should be studied and revised as these conditions change.

7-1-68
Governor's Office Depository

LOUISA
COUNTY

BASIC PLAN

Prepared by
the
Iowa Survival Plan Project
December, 1958

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LOUISA COUNTY

BASIC PLAN

I

MISSION & SITUATION

A. Mission.

1. Louisa County has, as its primary mission, the preservation of all human life, either resident or displaced, possible within its boundaries by any and all appropriate actions. Protection of property and resources will be a closely related but secondary mission. This mission will be accomplished by the following means:

a. Provide assistance and direction to Target Area evacuees who are moving through Louisa County.

b. Provide care for casualties who have been rescued from attacked Target Areas and for all other evacuee casualties.

c. Serve as a reception area for evacuees billeted within the county.

d. Provide food, water, shelter, clothing, work and medical care to billeted evacuees as well as the resident population.

e. Provide police, fire and rescue, and other support to the Target Area so far as is practical.

f. Provide measures of protection to all evacuees and residential population against fallout hazards.

g. Provide aid to evacuees proceeding through the county in the process of returning to Target Areas declared safe for reentry.

B. Situation.

1. General.

a. It is accepted that the USSR has the capability of attacking any target within the United States at any time. It is further accepted that the USSR has the capability of attacking with nuclear weapons directed by manned aircraft or guided missiles. If the enemy were to drop one or more 20 MT bombs on the Target Areas of Iowa serious consequences would result in Louisa county due to the interruption of power supply, communications and transportation. Fallout over the entire county would be highly probable with its resultant effects on the resident and evacuee populations. Farm live-

stock would also be endangered.

b. A major situation confronting Louisa County in case of enemy attack on Iowa will be the movement of evacuees from the Davenport Target Area. The evacuation stream going through Louisa County will be approximately 100,000. State and Support Area assistance will be required by Louisa County in meeting the Police, health and welfare responsibilities in connection with the evacuation.

(1) Louisa County will receive approximately 11,100 evacuees from this evacuation stream. There is available in the County 16,650 dwelling unit rooms and 45 hotel rooms.

(2) The total capacity of the county for evacuees is 23,300 exclusive of congregate housing.

(3) The 68 feeding facilities of the county have a total seating capacity of 5506 persons.

(4) Louisa County since it is not the terminus for the evacuation routes should be prepared to take as evacuees those persons whose travel is difficult due to illness or infirmity. The bulk of the traffic, composed of physically able persons should be routed through the county. Louisa County will require medical aid in this endeavor.

2. Type of Attack. It is assumed that the greatest weight of attack will come from surface bursts of nuclear or thermonuclear weapons in the 20 MI range. It is considered unlikely the attack will be made by missiles from submarines. It is possible that chemical and biological agents may be used against humans, animals and crops, but probably long after the initial attack. Psychological warfare may precede, accompany or follow an attack.

a. Louisa County is not a target thus fallout will constitute the primary threat in the area.

b. Miscalculation by a missile's controlling system or the jettisoning of a weapon from a crippled aircraft could turn the area into an actual target.

c. Biological weapons against the livestock of the area could be utilized to cripple the productivity of the area.

3. Weapons Size and Facility Damage. It is assumed that the weapon to be used on the Target Areas will be a 20 MI thermo-nuclear device. In order to produce maximum radiation hazards, this weapon will be exploded as a surface burst with a fire ball touching the surface of the ground. The direct effects of heat and blast will cause varying degrees of damage and casualties to a point approximately 20 miles from ground zero in all directions. It is assumed that radioactive fallout will contaminate a 30 mile radius area around ground zero and also spread downwind over large areas. From this latter phase will come the greatest danger to Louisa County and its population.

4. Warning Time. It is the responsibility of the State Civil Defense Director to insure that adequate attack warning is given to Louisa County. Warning should be given as rapidly as possible to all persons in Louisa County since without warning, no action could be adequate to insure accomplishment of the primary mission --- the mission of saving life and property. (Warning for the entire hemisphere will originate at the North American Defense Command, (NORAD) at ENT Air Force Base in Colorado Springs.) Dissemination of warning will be accomplished over the OCDM National Warning System.

a. Strategic Warning. A strategic warning may be issued by the President when the international conditions become very serious. This warning, if given, will probably be for days or possibly weeks prior to an attack.

b. Tactical Warning. A tactical warning of attack by jet aircraft may be received from 1/2 to 6 hours before the planes reach the Iowa Target Areas. However, if ICBM's are used, Tactical Warning may be less than thirty minutes.

c. Attack Imminent. Attack may come with or without any previous warning condition and is indicative of an attack in less than 1/2 hours.

d. The Uniform Civil Defense public action signals to be given by means of sirens, whistles, horns and similar devices are:

(1) Evacuation (Tactical Warning) -- A steady blast continued for five minutes or more.

(2) Take Cover (Attack Imminent) -- A wailing tone - or series of short blasts continued for three minutes.

5. Shelter. Since Louisa County is not in or near a target area it's requirements for shelter will be confined to shelter from fallout. Basements of homes should be properly stocked with food, water and other necessities and facilities to permit people to survive until decay has reduced the radiation danger.

Shelters for livestock protection are required to permit Louisa County to function in its proper support manner.

6. Radiological Defense Capabilities.

a. Nuclear attack will foster numerous operational problems due to residual radiation and radioactive fallout requiring that full radiological defense capabilities of all civil defense staffs and operating units at all levels be developed.

b. Thus, to the extent that time and available supplies and equipment will permit, the personnel of all services and at

all echelons will be trained and equipped to:

(1) Conduct radiological monitoring of terrain, structures, equipment, supplies, personnel, etc.

(2) Perform such radiological decontamination as may be required in the absence of regular decontamination teams.

c. The Chiefs of the RADEF and Training Services are responsible for the training of these aforementioned personnel while the Supply Service Chief in combination with the RADEF Chief will furnish the required material for said training.

7. Supporting Forces.

The magnitude of attack may be of such proportion as to isolate states from federal communications and assistance and counties from state communications and controls for prolonged periods of time. In such a situation, Louisa County may have to take over full authority for all emergency government activities including intelligence, internal communications, transportation, radiological monitoring, law enforcement, distribution of food and other resources; rationing and fiscal operations.

a. Federal.

(1) Civil Support. Under delegation of responsibility executed by the Director, Office of Civil and Defense Mobilization and approved by the President of the United States, and/or in accordance with interdepartment statements or memoranda of understanding heretofore executed or to be executed in the future, additional support may be expected from the representatives of certain departments and agencies of the National government and quasi-public organizations including, but not limited to, the following:

(a) Department of Agriculture -- emergency food program; defense against biological and chemical warfare; prevention and control of fires, etc.

(b) Department of Commerce -- designation, clearance and restoration of highways, streets and bridges; radiological fallout forecasts, etc.

(c) Department of Health, Education and Welfare -- emergency financial assistance program; emergency clothing program; emergency food and drug program; federal surplus commodity program; school and college training programs; defense against biological and chemical warfare; communicable diseases and public health programs; shelter studies, etc.

(d) Department of the Interior -- transportation and distribution of fuel supplies; restoration of damaged utility systems, etc.

(e) Department of Justice -- protection of penal

institutions; control and utilization of prisoners and facilities, etc.

(f) Department of Labor -- recruitment, distribution and compensation of workers; compensation of injuries and deaths; unemployment compensation, etc.

(g) Post Office Department -- supply of personnel and facilities for Civil Defense use, etc.

(h) Housing and Home Finance Administration -- emergency housing program and restoration of damaged housing facilities, etc.

(2) Military Support. Military bases and personnel will support state and local defense forces on request and to such an extent that it does not interfere with their primary military mission. The Iowa National Guard will remain under the authority of the Governor until federalized, but this may occur almost immediately after an attack. Requests for assistance of the National Guard troops for local disaster duty will be made via Civil Defense chain of command.

b. State and Support Areas. Most state agencies are assigned emergency government responsibilities in the various service annexes attached to the State POSP. Requests for assistance when County resources will not suffice will be made by the County Director to Support Area #3 Civil Defense Director.

c. Private.

(1) Quasi-Public. Maximum utilization of all the services and equipment, facilities; quasi public institutions for the support of necessary activities will insure that those functions normally carried out by those agencies will continue, and government as such will not have to supplement these services for emergency operations, public transportation, utility companies, and communication systems will support the emergency government activities at all levels.

(2) Service Clubs. Service clubs and organizations such as the Red Cross, Salvation Army, Veterans Groups and organized public groups will be called up to aid in the support of related activities.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The general plan of Louisa County will be to:

a. Receive and disseminate warning of possible impending

attack or disaster to other Civil Defense Units and the general public.

b. Under conditions of positive enemy threat receive evacuees from the Target Area.

c. Conduct a public information program to keep the public informed of areas of dangerous fallout, physical damage, etc.

d. Care for the injured, disabled and displaced persons at emergency stations located within the county.

e. Direct and conduct the actual evacuation of the displaced persons into and through the county.

f. Operational stations (rendezvous points) will be established as required by various services at Columbus Junction, Letts, Morning Sun and Oakville with the main Civil Defense Control Center at the County Courthouse in Wapello.

(1) The chiefs at each of these rendezvous stations will be the Fire Chief of the City in which it is located.

g. Provide for a non-interrupted civil government control of all activities within the county and after evacuee reception continue to exercise civil control of the area and provide governmental functions as before.

h. Louisa County personnel, equipment and materials will be utilized to aid the accomplishment of the Support Area #3 mission. The county organization will, however, remain intact and its resources and personnel will not be dissipated.

i. The State of Iowa has been divided into eight (8) Support Areas which exercise jurisdiction over all the territory allocated to them except for the entire counties and parts of other counties lying within the Target Areas. The Support Areas are administrative districts of the State Emergency Government. Under ordinary circumstances, the County Director of Civil Defense will report to, and clear all matters through, the Director of his Support Area.

j. It will be the function of a Target Area Director to evacuate his entire population to places of relative safety. It will be the duty of the Support Area Directors and of the Directors of Civil Defense of each county receiving evacuees to provide care and assistance to all the surviving population located in their several areas or counties. Support Areas and their constituent counties will also assist Target Area Directors in rescue, rehabilitation, and related operations in the Post-Attack period.

k. The County Civil Defense Director will through his service chiefs issue identification cards to all Civil Defense personnel.

l. All city Civil Defense directors will be named county deputy directors and each will operate his area as a county district.

B. Organization

1. Louisa County. The Louisa County staff will be organizationally the same as those constituted for the State and Support Area levels and will be headed by a County Director. The Director of the county will be appointed by the State Civil Defense Director subject to approval of the County Board of Supervisors.

a. The County Director will appoint a staff composed of the following members: (See O.C. Appendix 1.)

County Chief Deputy Director

Deputy Director for Operations

Deputy Director for Intelligence

Deputy Director for Administration

Deputy Director for Logistics and Support

Deputy Director for Special Services

Chief of Administration Service

Chief of Attack Warning Service

Chief of Communication Service

Chief of Economic Requirements and Controls Service

Chief of Emergency Information Service

Chief of Engineering Service

Chief of Fiscal Service

Chief of Fire and Rescue Service

Chief of Health Service

Chief of Industries Service

Chief of Intelligence Service

Chief of Legal Service

Chief of Manpower Service

Chief of Police Service

Chief of Radiological Defense Service

Chief of Religious Affairs Service

Chief of Supply Service

Chief of Training Service

Chief of Transportation Service

Chief of Warden Service

Chief of Welfare Service

2. The missions, general plans, organizational structures and actions to be taken under warning conditions of the above services are set forth as annexes attached hereto.

3. The County Civil Defense Director will combine such offices and chiefs and modify the above organization so as to best suit the purposes and objectives of his county as he may deem advisable.

4. Louisa County is included in its entirety in Support Area #3.

5. Through its responsible officials, it will report to the Director of that Support Area.

6. The public agency which will be primarily responsible for the organization and operation of the County Emergency Government will be the Board of County Supervisors. The County Director of Civil Defense will be approved by the Board.

7. The County Director of Civil Defense will act as the executive officer for the Board in connection with all normal readiness or pre-attack activities. Upon the declaration of a Strategic Warning, the Director of Civil Defense will be invested with authority to exercise command over all County Emergency Government Services. The Director will appoint Deputy Civil Defense Directors of any cities or other communities in the county who will serve as assistants to the County Director.

8. The following officials will serve as County Chiefs of the Emergency Government as indicated:

Sheriff - Police, Attack Warning

County Welfare Director - Emergency Welfare

County Health Officer - Health

County Engineer - Engineering

County Attorney - Legal, Economic Requirements & Controls

Wapello Fire Chief - Fire and Rescue

County Auditor, Fiscal, Administration

County Commissioner, Supply (appointed)

County Superintendent of Schools - Training

County Home Director - Institutions

9. Deputy County Chiefs will be appointed in those services which will have heavy duties imposed upon them during the evacuation and reception periods.

10. The Board of County Supervisors, through a designated member, will establish liaison with similar boards in adjoining counties.

11. The County Control Headquarters will be located in the County Courthouse at Wapello.

12. In the event it becomes necessary to evacuate Wapello, the Board of County Commissioners will select a relocation site for the County Control Headquarters.

13. Operational headquarters will be established for the use of such services as Health, Police, Welfare, Manpower, Warden, Engineering and Economic Controls. These will be located at Columbus Junction, Letts, Morning Sun and Oakville.

14. Cities

a. Each city will organize its Civil Defense forces to conform with the County, Support Area, State level forces and will be responsible for all Civil Defense activities within its geographical limits.

b. The City Director will be appointed by the mayor in concert with the council. They will also approve the appointments of such deputies and service chiefs as the City Director may appoint. He will also be a County Deputy Director and operate in his district.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of the Subordinate Units

1. Cities

a. The mission of all cities of Louisa County is to carry out and implement the general County plan on their levels of operation and to render such mutual aid in this endeavor as to accomplish the general county mission.

2. Service Activities in Subordinate Units

a. Unless otherwise specified in service annexes attached

hereto activities of the various general services on all levels subordinate to the county will be such as to implement the general service plan on that level and to aid in the accomplishment of the general service mission.

b. The county organization is responsible for the coordination of all service activities within the county and all political subdivisions thereof. All deputy directors and chiefs of service will report directly to the county director who in turn is directly responsible to the Director of Support Area #3.

B. Action to be taken Under Warning Conditions

1. Pre-Attack

a. It will be necessary in the Pre-Attack period to perfect the operational organization of the County Emergency Government. District Deputies, representing the Services utilizing District Headquarters, will be designated. In addition, training programs must be conducted for such Services as Police, Emergency Welfare, and Warden.

b. The Emergency Welfare Chief will prepare detail on each private dwelling in the county, showing the number of rooms, other than kitchens and bathrooms, the number of resident occupants, and evacuee capacity. Water resources will be checked. The location and availability of tank trucks will be determined.

c. Estimates will be prepared on food and medical supplies available through commercial dealers in the county. Supplies of other essential goods, such as lumber and building hardware, will be inventoried.

d. Radiological instruments will be located at points where they can be given suitable care. Such instruments will be calibrated from time to time by the State Radiological Defense Service.

e. Plans for communicating Attack Warning throughout the county will be tested periodically.

f. Arrangements will be made for the organization of a Message Center at the county Control Headquarters.

2. Strategic Warning (six hours or more)

a. Disseminate warning condition and other information to all Services in the county and to the general public.

b. Commence service operations as designated in the pre-attack operational orders to each service having duties to perform.

c. Assigned personnel will report to control center and establish communications.

d. File readiness reports to Support Area #3 Civil Defense

Director and others as required in Service plans.

e. Put into effect all emergency proclamations and orders dealing with general public.

f. Station security forces within the county and at strategic locations as specified in the service annexes.

g. The County Director of Civil Defense, upon receipt of a Strategic Warning, will alert the Deputy Director. The Director will then alert the County Supervisors and the Chiefs of the Health, Police, Emergency Welfare Services. The Deputy Director will alert the remaining County Service Chiefs.

h. All Service Chiefs and their Deputies will report to the County Control Headquarters and will be prepared, if necessary, to maintain operations on a twenty-four hour basis.

i. Service Chiefs will contact their representatives at operational offices and will check on their readiness to assist and process voluntary evacuees from Target Areas.

j. The Emergency Information Chief will advise the public regarding developments. Wardens will assist in disseminating information to all parts of the county.

k. Police forces will be prepared to assume their designated stations on evacuation routes.

l. The County Control Board will impound all essential goods in commercial channels throughout the county as soon as the predetermined conditions for the imposition of such controls have been realized.

m. Estimates on existing food stocks, medical supplies, and gasoline stocks will be checked and verified.

n. Communication facilities throughout the county will be checked for operability.

3. Tactical Warning (one-half hour to six hours)

a. In addition to those actions listed in Strategic Warning the following actions will be accomplished.

(1) All services will commence full scale operations in accordance with their respective general plans to accomplish their respective missions.

(2) Police, Health, and Welfare forces as well as the personnel of all other Services will move to assigned posts prepared to maintain operations on a 24 hour basis.

(3) Evacuees entering the county will be assisted and appropriate numbers will be drawn off at District Head-

quarters for billeting in the county.

(4) Any economic controls which have not been established previously will be imposed, subject to instructions from the State Economic Controls Service.

(5) The public will be kept informed of developments.

4. Attack Imminent (thirty minutes or less)

a. In addition to those functions already listed under strategic and tactical warning the following will be accomplished.

(1) Emergency Government personnel and the general public will seek the best available refuge until assured that there is little danger from fallout or a rural burst.

5. Post-Attack

a. A comprehensive assessment of its resources and its problems will be made by each Service of the County Emergency Government.

b. A report on the findings will be made immediately by the County Director of Civil Defense to the Headquarters of Support Area #3.

c. Liaison with the Support Area Director will be established for the purposes of securing essential goods which are in short supply in the county or of making available to other sections those goods which exist in surplus supply in the county.

d. Attention will be given to meeting the needs of evacuees billeted in the county as well as the needs of the resident population.

e. In case no damage has been done to facilities (roads, communications, buildings) in the county, such Services as Engineering and Communications will hold their personnel and equipment in readiness to move to the assistance of other counties.

f. Economic Controls will remain in full force, subject to policies to be determined by Area and State officials of the Economic Controls Service.

g. The public will be kept informed of the results of enemy attack and will be advised fully concerning the duties and responsibilities resting upon the population (both temporary and permanent) of the county.

h. All Services will be under the command of the county director in post-attack operations.

i. Personnel of all services and at all echelons will conduct radiological monitoring and decontamination to the limit of their capability to insure safe field operations.

SUPPLY AND TRANSPORTATIONA. Supply

1. Procurement, storage and distribution of all Civil Defense supplies used in the County will be the responsibility of the County Supply Service.

a. Except as noted in the Supply Section of each Service Annex each service will supply those items peculiar to that service without reference to the Supply Service -- providing for maximum utilization of these materials at all echelons of operations. If requirements are beyond the ability of the service to provide itself or if supplies are exhausted or replacement required they will be requisitioned from the Supply Service. All other materials not peculiar to that service will be requisitioned from the Supply Service.

2. Supplies available to the Civil Defense Services consist of all materials, equipment, resources and facilities belonging to the government.

3. Impounding and requisition of essential goods and services belonging to private business, institutions and persons will be accomplished under the Authority of the State represented by the Economic Controls Service.

4. State stockpiles will be made available to the County upon request to the State Civil Defense Director.

5. At all times and at all echelons of County operation each echelon of operation will make full use of all its latent resources before requesting aid from the next higher echelon of operation.

6. The Administration Service will be responsible for providing office supplies at the County Control Headquarters.

7. Clothing supplies will be distributed directly by the Emergency Welfare Service.

8. Radiological instruments will be stored and maintained by the Radiological Defense Service.

9. Vehicles utilized by the Transportation Service will be procured directly by that Service.

10. Other supplies, such as food for the evacuees and resident population, construction materials, and gasoline, will be procured for all related Services through the Supply Service.

11. Goods will be distributed by the Supply Service in accordance with basic policies adopted by the County Control Board, representing the Economic Controls Service.

12. Further details on supplies will be found in Annex Q, Supply Service.

B. Transportation

1. The Transportation Service is responsible for directing the most efficient use of all transportation and for assigning such transportation as may be requested by the Services.

a. Except as noted in Service Annexes the Transportation unit of each Service will provide, by use of transportation units normally in those services, as much of its own transportation needs as possible. When transportation requirements exceed the ability of the Service to furnish itself, requests for aid will be made to the Transportation Service. All vehicles and other transportation facilities normally a part of a specific service, (ex. police patrol cars in the Police Service) will be retained as a part of that Service but will be registered with the Transportation Service.

2. Transportation equipment available to Civil Defense is as follows: all cars, trucks and other equipment owned by the government. Impounding and requisition of equipment belonging to private institutions and individuals will be accomplished under the authority of the State delegated to the Economic Controls Service. Exceptions to the above are such federal and state vehicles, rail equipment and aircraft already defined as being under Federal or State control. Use of this equipment will be obtained by request via the State Civil Defense Director.

3. All motor vehicles owned by governmental units or agencies will be placed in the motor pool of the County Control Headquarters under the control of the Transportation Service. Motor pools will also utilize the vehicles owned by employees of the County and municipalities. In case additional equipment is required, cars and trucks owned by citizens may be requisitioned by the Transportation Service for motor pool or other use.

4. All heavy mobile equipment belonging to construction contractors or governmental units will be assigned from the outset to the Engineering Service. Mobile units belonging to police, fire departments, communications utilities, and public information agencies will be retained by such owners for their exclusive use. Cars and trucks needed for general use in the county will be secured through the Transportation Service.

5. Service station operators in the county may be designated as agents of the Supply Service and will issue gasoline, fuel oil, and lubricants for use in vehicles strictly in accordance with instructions received from the Supply Service.

6. Rail lines and over-the-road buses and trucks will be under State or Federal Control.

V

CONTROL & COMMUNICATIONS

A. Control

1. The authority for all emergency government and Civil Defense activity within the County resides in the Board of Supervisors. Such authority as is required to conduct operations will be delegated to the County Director by the Board of Supervisors.

a. Control is exercised by the Governor through the State Director of Civil Defense to the Support Area, County and City Directors and the governmental organizations with which they are associated.

b. Operational orders originating on the State level will be released over the authorizing signature of the State Director of Civil Defense as a representative of the Governor. Operational orders for Support Area, County and lower echelons will be released over the authorizing chief or Director concerned at that echelon.

2. Succession of command at all levels which are considered a part of the County Control Headquarters or any command under the direct supervision of the County will have the formal lines of succession as indicated below:

- (1) County Director of Civil Defense
- (2) Chief Deputy Director of Civil Defense
- (3) Deputy Director of Civil Defense for Operations
- (4) Deputy Director of Civil Defense for Intelligence
- (5) Deputy Director of Civil Defense for Logistics
- (6) Deputy Director of Civil Defense for Special Services

b. Within each service as set forth in the respective service annexes lines of succession will be set forth.

c. The first official of any part of the County Emergency Government to arrive at any headquarters will assume control of operations until relieved by a superior.

d. The County Director of Civil Defense will have the authority to remove any Service Chief for incompetence and to fill any vacancies in the ranks of Service Chiefs.

B. Communications

1. Except as noted in the Communications section of the respective service annexes, communications for each service will be accomplished by facilities which are endemic to that service in its normal operating procedures. When communication require-

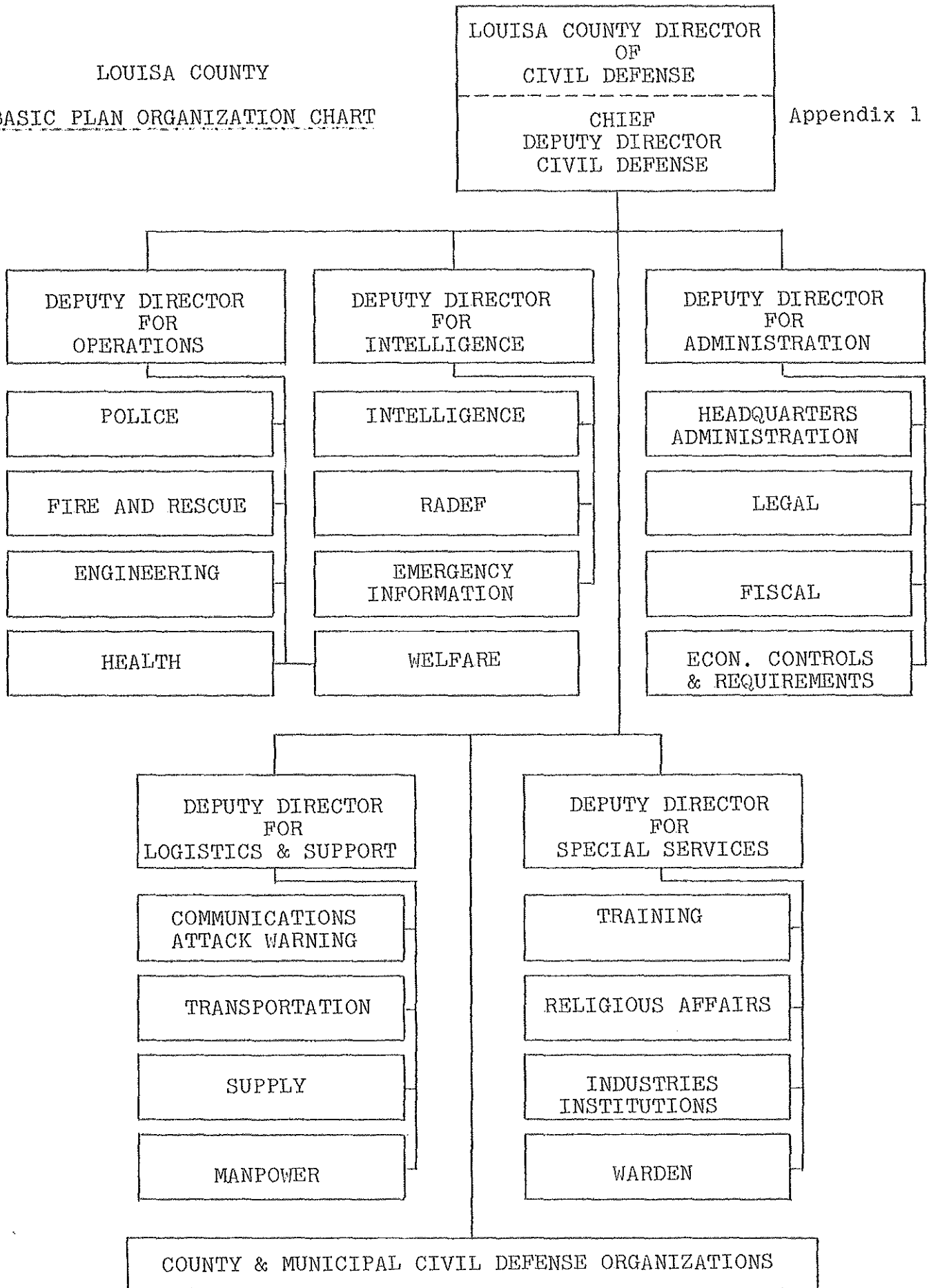
ments are beyond the scope of the service to handle, communications will be handled by the Communication Service through its various Message Centers at all echelons of operations.

2. The Communications Service will control and operate all forms of communications equipment required to fulfill the over-all mission of the County.

3. The County Emergency Government will utilize all available communication facilities including telephone, telegraph, shortwave radio, and the postal service and couriers. Communication connections must be maintained with the Headquarters of Support Area #3 as well as with the several parts of the county. For details on Communications see Annex C.

LOUISA COUNTY
BASIC PLAN ORGANIZATION CHART

Appendix 1



LOUISA
COUNTY

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX A

ADMINISTRATION SERVICE

I

MISSION & SITUATION

- A. Mission. The mission of the Administration Service shall be to handle all matters relating to administration and office management not otherwise assigned to other offices, divisions, or services.
- B. Situation. See Basic Plan, paragraph B, Section I.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The Chief of Administration Service will supervise the execution of the Administration Service plan during Civil Defense emergencies which will include:

- a. Clear headquarters correspondence.
- b. Receive and distribute incoming mail and dispatch outgoing mail.
- c. Provide services, supplies and equipment peculiar to the Administration Service. (Feeding and housing is the responsibility of the Welfare Service. Procurement, allocation, etc., of personnel is the responsibility of Manpower Service)
- d. Provide adequate internal security and safety. (See Appendix A 3)
- e. Be responsible for coordinating administrative requirements of the operating services.
- f. Prepare reports, as required. (See Appendix A 2)
- g. Provide a radiological defense capability as outlined in paragraph B 6, Section I, Basic Plan.
- h. Maintain liaison with such services, offices and agencies as deemed necessary so as to render the most efficient and effective service.

B. Organizational Structure

1. The duly elected County Auditor will be the Chief of the County Civil Defense Administration Service and will hold the title of Chief, Administration Service, Louisa County. If the situation warrants such action the Chief of Administration Service, with the approval of the County Civil Defense Director, may appoint a Deputy Chief of Administration Service.

2. The Administration Chief will appoint a Deputy, upon approval by the County Civil Defense Director, and Chief for the following Divisions:

- a. Administration Division
- b. Security Division

3. In the interest of efficiency and economies of operation the Fiscal Service may be established and organized as a division in conjunction with the County Civil Defense Administration Service. (See Annex H, Fiscal Service)

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See paragraph A, Section III, Basic Plan.

B. Actions to be Taken Under Warning Conditions

1. Pre-Attack. See paragraph B 1, Section III, Basic Plan.
2. Strategic Warning (six hours or more). See paragraph B 2, Section III, Basic Plan.
3. Tactical Warning (one half hour to six hours). See paragraph B 3, Section III, Basic Plan.
4. Attack Imminent (thirty minutes or less). See paragraph B 4, Section III, Basic Plan. All personnel will take best available cover.
5. Post-Attack. See paragraph B 5, Section III, Basic Plan.

IV

SUPPLY & TRANSPORTATION

A. Supply. See paragraph A, Section IV, Basic Plan.

B. Transportation. See paragraph B, Section IV, Basic Plan.

V

CONTROL & COMMUNICATIONS

A. Control. The Chief, Administration Service, Louisa County will be responsible to the Louisa County Civil Defense Director. The sequence of command in the Administration Service will be as follows:

1. Deputy Chief, Administration Service

2. Chief, Administration Division

3. Chief, Security Division

B. Communications. See paragraph B, Section V, Basic Plan.

LOUISA COUNTY

ANNEX A

APPENDICES ADMINISTRATION SERVICE

- Appendix A-1 Administration Service Organization Chart
- Appendix A-2 Initial Report
- Appendix A-3 Sample Permanent Identification Card for
Administration Service, Louisa County Civil
Defense Control Center
- Appendix A-4 Administration Division S.O.P.
- Appendix A-5 Security Division S.O.P.

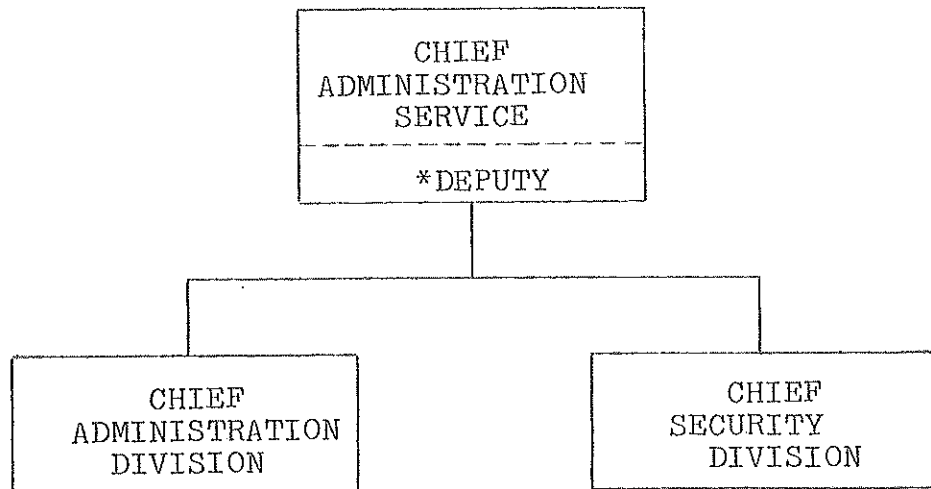
LOUISA COUNTY

ANNEX A

Appendix 1

ADMINISTRATION SERVICE

ORGANIZATION CHART



*Note: When approved by the County Civil Defense Director.

LOUISA COUNTY

ANNEX A

Appendix 2

ADMINISTRATION SERVICE

INITIAL REPORT

OFFICE OF THE CHIEF, ADMINISTRATION SERVICE _____

(Location)

A. Manpower Situation: (Number Available)

1. Chief, Administration Service _____

2. Deputy Chief _____

3. Chiefs of Division _____ Other operating personnel _____

B. Communications Ability: Good ___ Fair ___ Poor ___ Completely out
_____ Partially out _____

C. Immediate Needs for Continued Operation:

D. Estimate of Over-all Situation:

E. Time _____ Date _____ of Report

NOTE: In so far as communications permit, reports will be made to the next higher organizational level by all Chiefs of Administration Service, in accordance with the following schedule:

a. Initial. As soon as communications can be established. The initial report will include, but not limited to, readiness for operation.

b. Periodic. As directed.

c. Special. As directed.

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LOUISA COUNTY

ANNEX A

Appendix 3

ADMINISTRATION SERVICE

SAMPLE PERMANENT IDENTIFICATION CARD

Name _____ Sex _____

Permanent Address _____

Emergency Address _____

Occupation _____

Employed by or assigned to _____
(Service or Office)

Recommended by _____
(Service Chief or Superior)

Bearer's Signature _____

Approved _____ Date _____
(Signature of Security Officer)

Identification cards will be obtained at the Security Office by Service or Office Chiefs or his authorized representative for all personnel under his jurisdiction. Identification cards will be prepared in duplicate and forwarded to the Security Officer, Security Division. Upon approval by the Security Officer one (1) card will be returned to the Chief of Service or Office for delivery to the applicant or necessary action as may be indicated, one(1) card will be filed in the Office of the Security Officer.

NOTE: A daily record will be maintained of visitors and personnel authorized to enter the center on a temporary basis by appropriate authority. This record will include, but not limited to the following:

1. Name
2. Office visited or reported to
3. Time in and time out

This record will be turned in not less than each twenty-four (24) hours to the Security Office for review and file.

LOUISA COUNTY

ANNEX A

Appendix 4

ADMINISTRATION SERVICE

ADMINISTRATION DIVISION S.O.P.

A. The Chief, Administration Division shall have operational responsibility and will:

1. Handle all matters pertaining to administration and office management and relating to the County Civil Defense Control Center as a whole.
2. Clear headquarters correspondence.
3. Receive and distribute incoming mail and dispatch outgoing mail.
4. Provide services, supplies and equipment peculiar to the Administration Service.
5. Provide adequate internal security and safety.
6. Be responsible for coordinating administrative requirements of the operating services.
7. Prepare reports, as required. (See Appendix A 2)
8. Maintain liaison with such services, offices and agencies as deemed necessary so as to render the most efficient and effective service.

LOUISA COUNTY

ANNEX A

Appendix 5

ADMINISTRATION SERVICE

SECURITY DIVISION S.O.P.

A. The Security Division will have the responsibility of protecting all persons and property of the Headquarters site and/or other pre-designated operation points. A guard force of some proportions will be required. Early attention to the composition of the guard force will be given by the Chief of the Division. Local peace officers may be utilized only on proper release by the Police Service. Persons with police experience will be given priority for employment by the Security Division. The number of officers required for specific duties will be determined in advance. Entrance to the Headquarters site and/or other pre-designated operations points will be restricted. Permanent identification tags or cards will be issued to authorized personnel. Admission of other persons will be regulated through temporary passes. Insignia clearly designating the guard force will be worn by all the members.

ATTACK WARNING

LOUISA
COUNTY

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX B

ATTACK WARNING SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the Louisa County Attack Warning Service is:

1. To provide warning of impending enemy attack (or threatening natural disaster) to Civil Defense authorities, to other key governmental agencies, and to the general public of Louisa County.

2. To relay special emergency announcements concerning the implementation of air traffic and radio security controls, and/or relating to the hazards inherent in or resulting from enemy attack.

3. To transmit requests for, and to relay reports of, special intelligence information, as required by competent Civil Defense authority, at County, Support Area, or State levels.

B. Situation. See Basic Plan, Section I B

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan. The Louisa County Attack Warning Service will use all available means of communication to relay NAWAS Air Raid Warnings and Iowa Civil Defense information and instructions, from the Louisa County Warning Point to the Municipal Warning Points, of Louisa County and from the Municipal Warning Points to local Civil Defense authorities, key local governmental agents or agencies, quasi-public organizations and institutions, and the general public.

1. Standard NAWAS radio-telephone terminology and message format will be used by all warning points regardless of the means of communication used. (Uniform Police radio emergency code equivalents may be established by the State Warning Officer at a later date).

2. Each Civil Defense Director shall be responsible for preparing and maintaining current a Standard Operational Procedure (SOP) for the warning point(s) under his jurisdiction.

a. The Louisa County Civil Defense Director (Chairman) will forward the name, address, and telephone number of his Warning Point Supervisor and Assistant Supervisor to the Target Area Civil Defense Director, and to the Support Area #3 Civil Defense Director.

b. Each Municipal Civil Defense Director will forward the name, address, and telephone number of his Warning Point Supervisor and Assistant Supervisor to the County Civil Defense Director (Chairman).

3. Each Warning Point SOP shall specify the conditions under which the Warning Point Supervisor, Assistant Supervisor, or Senior Operator on duty, is authorized to activate the local Public Action Signal devices.

4. Local Sequence List calls from the Municipal Warning Point will be limited to those names or numbers established as highest priority in the local Civil Defense operations (E.g., Civil Defense Director, Mayor, Chief of Police, Fire Marshal, Schools, Hospitals, Hospitals, Public Utilities, CONELRAD stations, and Industries which require phased shut-down, etc.) Further dissemination will be coordinated as follows:

a. The Civil Defense Director will call his Chief Deputy Director.

b. The Chief Deputy Director will call each Deputy Director.

c. Each Deputy Director will call his Service Chiefs.

d. Each Service Chief will call his Division Chiefs.

e. All other Civil Defense personnel and the general public will be advised by appropriate public action signals.

5. The basic SOP for the Louisa Warning Point is shown in Appendix 3. With appropriate modification, it may be used as the guide for the preparation of an SOP for each Municipal Warning Point serviced by the Louisa County Warning Point.

B. Organizational Structure: So far as is practicable, the organizational structure of the Louisa County Attack Warning Service shall duplicate the structure at State, Support Area, and Target Area levels. That is to say, operational responsibility shall devolve upon the Police Service, (or Fire & Rescue Service), with support from the Communications and Fire & Rescue or Police Services (depending upon the location of each Warning Point).

1. Louisa County Warning Officer. The Louisa County Sheriff shall be the nominal Warning Officer for Louisa County (County warning responsibilities to be discharged by the Communications & Attack Warning Division of the Louisa County Police Service).

2. Louisa County Deputy Warning Officers. The Civil Defense Director of each municipality situated within Louisa County, in concert with the Municipal Chief of the Police, Fire & Rescue, or Communications Service (depending upon the location of the Warning Point), shall designate a Warning Point Supervisor, who shall be a Louisa County Deputy Warning Officer.

3. Municipal Warning Point Personnel. The Warning Point Supervisor will appoint (or designate) an Assistant Warning Point Supervisor, and one or more Sequence List Operators on each shift or watch to receive and disseminate warnings from the Warning Point.

4. Louisa County Warning Point. The Louisa County Warning Point shall be established in the Louisa County Sheriff's office, County Courthouse, in Wapello.

5. Municipal Warning Points. The Warning Point in each municipality within Louisa County shall be established in municipal police headquarters, municipal fire headquarters, or in another municipal office which has adequate communications facilities and personnel on duty 24 hours a day. (Where these criteria cannot be met under existing conditions, consideration should be given to the establishment of the Warning Point in the local telephone exchange).

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS.

A. Mission of Subordinate Units. (See Basic Plan III A.)

B. Actions to Be Taken Under Warning Conditions.

1. Strategic (six hours or more)

a. General Instructions. (See Basic Plan III B 2).

b. Specific Instructions. In the event a Strategic Warning is received in the Louisa County Warning Point, the Warning Point Supervisor or his delegate will:

(1) Acknowledge receipt of the Warning if the Davenport. Warning Point requests such acknowledgement.

(2) Call the Louisa County Director for supplementary Operation Orders.

(3) Complete the Sequence List calls to the Municipal Warning points within the Louisa County Warning Point area of responsibility.

2. Tactical (one-half to six hours)

a. General Instructions. (See Basic Plan III B 3)

b. Specific Instructions. In the event that a Tactical Warning (Air Raid Warning) is received in the Louisa County Warning Point, the Warning Point Supervisor or his delegate will:

(1) Acknowledge receipt of the warning if the Davenport Warning Point requests such acknowledgement.

(2) Activate the "Alert" public action signal (locally).

(3) Complete the Sequence List calls to Municipal Warning Points within the Louisa County Warning Point area of responsibility.

(4) Initiate such further action as the Civil Defense Director (Chairman) may direct.

3. Attack Imminent. (one-half hour or less)

a. General Instructions. (See Basic Plan III B 4)

b. Specific Instructions. In the event an Attack Imminent Warning is received in the Louisa County Warning Point, the Warning Point Supervisor or his delegate will:

(1) Acknowledge receipt of the Warning if the Davenport Warning Point requests such acknowledgement.

(2) Activate the "Take Cover" signal (locally).

(3) Complete the Sequence List calls to Municipal Warning Points within the Louisa County Warning Point area of responsibility.

4. Post-Attack

a. General Instructions. (See Basic Plan III B 5)

b. Specific Instructions. As determined by the Louisa County Civil Defense Director.

5. General. Municipal Warning Points in Louisa County will complete local Civil Defense Sequence-Call lists and activate public action signal devices in accordance with local SOP's.

IV

SUPPLY & TRANSPORTATION

A. Supply. (See Basic Plan IV A)

B. Transportation. (See Basic Plan IV B)

CONTROL & COMMUNICATIONS

A. Control. Over-all control of the Target Area Attack Warning Service is retained by the State Civil Defense Director with delegation of authority to the State Chief, Target Area, Support Area, County and Municipal Chiefs of the Attack Warning Service (or the Warning Point Supervisors) as may be necessary to discharge the responsibilities established by each local Civil Defense Director.

1. Lines of Succession. Operational direction of the Louisa County Warning Point activities is as follows:

- a. Louisa County Civil Defense Director.
- b. Louisa County Warning Officer.
- c. Louisa County Warning Point Supervisor.
- d. Louisa County Warning Point Assistant Supervisor.
- e. Louisa County Warning Point Sequence List Operators.

B. Communications. (See Basic Plan V B, See also, Communications Service, Annex C.)

1. Warning messages may reach the Louisa County Warning Point via State Police Radio and/or via long-distance telephone; warning messages will be relayed from the Louisa County Warning Point via long-distance telephone.

2. Priority of calls on intra-county and local Sequence Lists will be established by the appropriate Civil Defense Director.

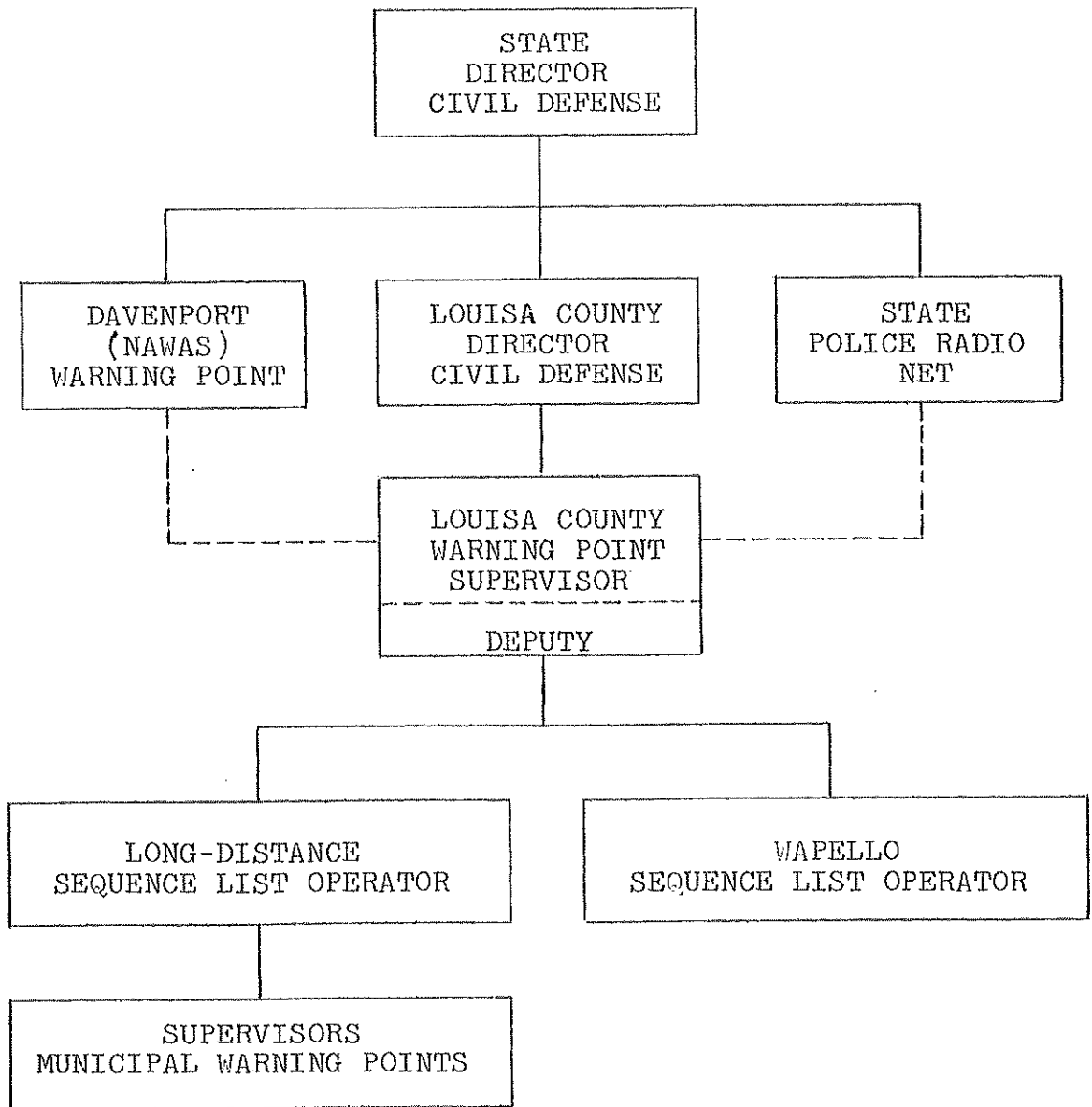
LOUISA COUNTY

ANNEX B

Appendix 1

ATTACK WARNING SERVICE

ORGANIZATION CHART



LOUISA COUNTY

ANNEX B

Appendix 3

ATTACK WARNING SERVICE

LOUISA COUNTY WARNING POINT

STANDARD OPERATIONAL PROCEDURES

A. PURPOSE. The purpose of this appendix is:

1. To describe the organization and operation of the National Warning System (NAWAS) and the Iowa Warning System (IOWAS) in sufficient detail to orient the Louisa County Warning Point relative to those systems; and --

2. To outline the standardized warning fanout procedures that must be used by the Louisa County Warning Point (and all Municipal Warning Points serviced by the Louisa County Warning Point) in the discharge of the County Attack Warning Service Mission.

NOTE: By substituting the name of the NAWAS Warning Point which services his county, the name of the county, and the names of the municipalities serviced by that county, any Iowa County Warning Officer has a standardized ready-made SOP for his County Warning Point, in paragraph C and following.

B. GENERAL INFORMATION. Basically, all Iowa (State, County, or Municipal) Civil Defense actions and activities are concerned with the movement, or the reception and care, or both phases of evacuation. Evacuation -- "The organized, timed, and supervised movement of the civilian population from dangerous and potentially dangerous areas, and their reception and care in relatively safer area"-- is predicated upon adequate provisions for the timely receipt and dissemination of warnings of impending enemy attack by all levels of emergency government.

1. State, County and Municipal echelons of the Attack Warning Service are the agents of emergency government at those levels who have been delegated the responsibility for receiving and disseminating the Air Raid Warning, track information, and other emergency announcements which serve to trigger the mobilization of Civil Defense forces and initiate those actions and activities that have been designed to insure the survival of the people of Iowa.

2. The following paragraphs sketch the discharge of responsibility for the detection and warning of enemy aircraft through its successive stages down to the Louisa County Warning Point.

3. NORAD. The North American Air Defense Command (NORAD) --- a joint U.S. and Canadian effort headed by an American Air Force general -- is responsible for the detection, identification, interception and destruction of hostile aircraft moving against the North American Continent.

a. The NORAD detection system consists of three lines of radar starting at the Arctic Circle -- DEW line, Mid-Canada Line, and the Pine Tree Line --; other fixed radar installations in Canada, the U.S. Greenland, Azores; "Texas Towers"; radar picket ships, submarines and blimps; and radar-equipped patrol aircraft.

b. The NORAD detection system provides information to NORAD Combat Operations Centers regarding potentially hostile movements of foreign aircraft, where it is plotted on the Air Situation Map.

4. OCDM. The Office of Civil and Defense Mobilization (OCDM) is responsible for warning the public of enemy attack. To discharge this responsibility, OCDM has established and maintains the National Warning System (NAWAS), in conjunction with the NORAD detection system.

5. NAWAS. The NAWAS is divided into three areas, Western, Central, and Eastern. Each Area is serviced by an OCDM Warning Center located at a NORAD Forces Combat Operations Center. A fourth OCDM Warning Center (National) is located in the NORAD Headquarters Combat Operations Center at Ent Air Force Base, Colorado Springs, Colorado.

a. The four OCDM Warning Centers are connected with each other and with some 276 NAWAS Warning Points throughout the States, by more than 28,000 miles of full-period direct wire circuits. Any one of the four can operate the entire system, though each normally operates only that portion which serves the States within its area.

b. Each OCDM Warning Center is manned around the clock by OCDM Attack Warning Officers, who have access to information plotted on the NORAD Air Situation Map, and to other intelligence available to the NORAD Combat Operations Center.

(1) If the situation indicates such action, the OCDM Warning Officer will disseminate an Air Raid Warning over the NAWAS.

(2) Track information relating to enemy flights will be based on time and distance to a limited number of "Reference Cities"

6. NAWAS WARNING POINTS IN IOWA. An NAWAS Warning Point has been established in each of the seven Iowa Target Cities. The NAWAS Warning Point in Des Moines has been designated the Iowa State Warning Point, and has been furnished with additional OCDM equipment which will enable it to temporarily disconnect the State circuit from the Area circuit for the purpose of checking receipt of NAWAS communications by the other Iowa NAWAS Warning Points, and/or to issue supplementary instructions or information pertaining to State Civil Defense plans or operations. To each of these Warning Points has been delegated the responsibility for relaying NAWAS messages to a certain number of County Warning Points within its area.

7. DAVENPORT (NAWAS) WARNING POINT. The Davenport warning point will receive all NAWAS communications at the same time they are received in the Iowa State Warning Point in Des Moines. It has been delegated the responsibility for insuring the receipt of NAWAS Air Raid Warnings, track information, and other emergency announcements as well as supplementary State Civil Defense instructions, in the following County Warning Points: Jackson, Clinton, Cedar, Scott, Muscatine, and Louisa.

a. Following receipt of an actual or simulated OCDM Air Raid Warning or other emergency announcement, the Iowa State Warning Point will acknowledge receipt of the NAWAS communication for the State, when requested to do so by the originating OCDM Warning Center.

b. The Iowa State Warning Point will then call the roll of the other Iowa NAWAS Warning Points to check receipt of the NAWAS communication. (While this is being accomplished, an operator in the Iowa State Warning Point will repeat the OCDM warning message, via "hotline" facilities, to an operator in the Iowa State Police Radio Net Master Control Station for transmission to all stations and mobiles equipped to monitor the net.)

c. While the Davenport Warning Point NAWAS Operator is acknowledging the Iowa State roll call of NAWAS Warning Points, the Davenport Warning Point Long-Distance Sequence List Operator will call each of the County Warning Points within the Davenport Warning Point area of responsibility.

(1) If the State Police Radio Net transmission is received in the Davenport Warning Point, the Long-Distance Sequence List Operator will request acknowledgement from the County Warning Points.

(2) If the State Police Radio Net transmission is not received in the Davenport Warning Point, the Long-Distance Sequence Operator will repeat the warning exactly as received over the NAWAS.

d. Each County Warning Point serviced by the Davenport (NAWAS) Warning Point will then call, by long-distance telephone,

each of the Municipal Warning Points within its area of responsibility and repeat the OCDM warning exactly as received from the Davenport Warning Point (or over the State Police Radio Net).

8. STANDARD RADIO-TELEPHONE VOICE PROCEDURE. Regardless of the Civil Defense Service operating a Warning Point (Police, Fire, etc.), or the communications media (direct wire, toll terminal or local telephone, or public safety or other radio networks), the form and content of the warning message shall be a facsimile of the message received in the NAWAS Warning Points. Attachments 1 through 6 illustrate the step-by-step voice patterns used to relay both actual and simulated Air Raid Warnings and other emergency announcements, as well as the international phonetic alphabet, standard phraseology, and time conversion charts which are needed, to relay warnings from the OCDM National Warning Center through the various stages of responsibility right down to the Municipal Warning Points of Louisa County.

C. LOUISA COUNTY WARNING POINT SOP. Upon receipt of an Actual Air Raid Warning from the Davenport NAWAS Warning Point (or over the Iowa State Police Radio Net) in the Louisa County Warning Point, the following personnel will take the action indicated. (NOTE: On receipt of SCATER and/or CONELRAD messages, following the same procedure, but do not activate public action signals, unless such announcements are accompanied by an actual Air Raid Warning.)

1. Long-Distance Sequence List Operator: Use the designated telephone to call the long-distance telephone operator, and say --

"Emergency Priority 1.
Air Defense Warning
Emergency Priority 1.
Complete Sequence List (Designated Code Letter)"

When the telephone company operator has the first Municipal Warning Point on the line, the county warning Point Operator will say --

"Louisa Calling
Emergency, This is an
Air Raid Warning
Repeat, This is an
Air Raid Warning
Enemy Aircraft over (General Location)
Time to (Reference City) is (Hours).
Over....."

The Municipal Warning Point will acknowledge:

"Columbus Junction, Air Raid Warning."

The County Warning Point Operator will finish with:

"Louisa (time) ZULU, Out"

The County Warning Point will repeat this procedure for each of the Municipal Warning Points listed below. (the names and telephone numbers, and sequence will be determined, and the listings kept current, by the Louisa County Civil Defense Director).

<u>Warning Point</u>	<u>Name</u>	<u>Telephone No.</u>
Columbus Junction	_____	_____
Columbus City	_____	_____
Letts	_____	_____
Cotter	_____	_____
Fredonia	_____	_____
Grandview	_____	_____
Wyman	_____	_____
Cairo	_____	_____
Marsh	_____	_____
Morning Sun	_____	_____
Newport	_____	_____
Toolesboro	_____	_____
Oakville	_____	_____

2. The Wapello Sequence List Operator: Use the designated telephone to call each individual listed below. (Names, telephone numbers, and order of listing to be established and maintained by Wapello Civil Defense Director) --

<u>Title</u>	<u>Name</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. WAPELLO WARNING POINT SUPERVISOR. Will activate the appropriate public action signals:

a. If warning time is more than _____* activate the "ALERT" signal.

b. If warning time is less than _____* activate the "TAKE COVER" signal.

(*Times will be determined by Wapello Civil Defense Director).

D. TESTS & EXERCISES. From time to time, National and/or State exercises may require tests of the Attack Warning System.

1. Authorization. The State Director of Civil Defense is the only one authorized to approve alert of long-distance telephone sequence lists.

2. Costs. Costs of long-distance telephone sequence list calls from the Davenport NAWAS Warning Point to the Louisa County Warning Point will be paid out of State appropriations. Costs of

the calls from the Louisa County Warning Point to the Municipal Warning Points listed above will be paid by Louisa County.

3. Procedure.

a. Responsibilities will be accomplished as noted in paragraph C, above.

b. Voice procedures will be as noted in Attachment 2. "Simulated Air-Raid Warning."

E. FLASH REPORTS. Initial reports of bomb strikes, bomb damage, radiological fallout, natural disaster damage, and aircraft search and rescue operations, will be transmitted through the Davenport NAWAS Warning Point for relay to the Iowa State Warning Point, and from there to OCDM-Region VI.

F. LOG. Each Warning Point is required to maintain a log in which to record the date and time of each warning communication, a summary of the message, the initials of the person receiving or acknowledging the call, and any difficulties encountered in completing sequence list calls. Times recorded should be "Z" time.

G. LINES OF SUCCESSION. In the absence of the Louisa County Warning Point Supervisor, the following will assume the position of supervisor in the order named.

1. Supervisor.
2. Assistant Supervisor.
3. LD Sequence List Operator.
4. Wapello Sequence List Operator.

LOUISA COUNTY

ANNEX B

Appendix 3
Attachment 1

VOICE PROCEDURE

------(NAWAS WARNING CIRCUIT)-----

NATIONAL WARNING CENTER - TO- ALL NAWAS W.P.S.

"ATTENTION ALL WARNING POINTS
EMERGENCY
THIS IS AN AIR RAID WARNING
REPEAT
THIS IS AN AIR RAID WARNING
ENEMY AIRCRAFT OVER (GENERAL LOCATION)
STANDBY FOR WARNING TIME....."

------(NAWAS AREA WARNING CIRCUIT)-----

CENTRAL WARNING CENTER -TO- ALL NAWAS W.P.s

"THIS IS CENTRAL...
PREPARE TO COPY THE INFORMATION
TIME TO ST. PAUL IS _____ HOURS
" MILWAUKEE IS _____ HOURS
" URBANA IS _____ "
" DENVER IS _____ "
" KANSAS CITY IS _____ "
" OKLAHOMA CITY IS _____ "
" ALBUQUERQUE IS _____ "
" AUSTIN IS _____ "
" NEW ORLEANS IS _____ "

STANDBY FOR ROLL CALL

..... -TO- IOWA STATE W.P.
IOWA? "IOWA, AIR RAID WARNING"

.....
CENTRAL (Time) ZULU, OUT"

------(NAWAS STATE WARNING CIRCUIT)-----

IOWA STATE W.P. -TO- ALL IOWA NAWAS W.P.s

"THIS IS THE IOWA STATE WARNING POINT
STANDBY TO ACKNOWLEDGE AIR RAID WARNING...
.....

DAVENPORT? "DAVENPORT, AIR RAID WARNING"

.....
IOWA (Time) ZULU, OUT"

----- (LONG DISTANCE TELEPHONE) -----

DAVENPORT W.P.

-TO-

COUNTY W.P.s

(TO LONG DISTANCE OP.)

"EMERGENCY PRIORITY 1

AIR DEFENSE WARNING

EMERGENCY PRIORITY 1.

COMPLETE SEQUENCE LIST (DESIGNATED CODE LETTER)"

DAVENPORT CALLING LOUISA

ACKNOWLEDGE AIR RAID WARNING:

OVER

LOUISA, AIR RAID WARNING, ROGER

DAVENPORT (Time) ZULU, OUT.

-OR-

DAVENPORT CALLING LOUISA

EMERGENCY

THIS IS AN AIR RAID WARNING

REPEAT

THIS IS AN AIR RAID WARNING

ENEMY AIRCRAFT OVER (GENERAL LOCATION)

TIME TO (REFERENCE CITY) IS (HOURS)

OVER

"LOUISA, ROGER."

DAVENPORT (Time) ZULU, OUT"

TERMINATION

LOUISA COUNTY

ANNEX B

Appendix 3
Attachment 2c

VOICE PROCEDURE

SIMULATED AIR RAID WARNING
(EXERCISE)

-----NAWAS WARNING CIRCUIT-----

NATIONAL WARNING CENTER -TO- ALL NAWAS W.P.s

"ATTENTION ALL WARNING POINTS"
EXERCISE
THIS IS A CHECKERBOARD
REPEAT
THIS IS A CHECKERBOARD
FAKERS OVER (GENERAL LOCATION)
STANDBY FOR WARNING TIME.....

CENTRAL WARNING CENTER -TO- ALL NAWAS W.P.s

"THIS IS CENTRAL...."
PREPARE TO COPY TIME INFORMATION
TIME TO ST. PAUL IS _____ HOURS.
..... (ETC).....
STANDBY FOR ROLL CALL

IOWA STATE W.P.

IOWA?
.....

"IOWA," CHECKERBOARD"

CENTRAL (Time) ZULU, OUT".

NOTE. The procedure would continue exactly as outlined in
Attachment 1, with the following substitutions of terminology:

"EXERCISE" FOR "EMERGENCY"
"CHECKERBOARD" FOR "AIR RAID WARNING"
"FAKERS" FOR "ENEMY AIRCRAFT"

LOUISA COUNTY

ANNEX B

Appendix 3
Attachment 3

VOICE PROCEDURE

CONELRAD RADIO ALERT

In the interest of National Security, the Commander in Chief of the North American Air Defense Command may implement CONELRAD (Control of Electromagnetic Radiations) to deny the enemy use of radio as a homing device. Fanout at State and County levels would follow the pattern in Attachment 1.

-----NAWAS AREA WARNING CIRCUIT-----

"ATTENTION ALL WARNING POINTS
THIS IS A CONELRAD RADIO ALERT.
REPEAT....
THIS IS A CONELRAD RADIO ALERT.
STANDBY FOR ROLL CALL...."

TERMINATION

"THE CONELRAD OPERATING PROCEDURES
HAVE BEEN DISCONTINUED, REPEAT.
THE CONELRAD OPERATING PROCEDURES
HAVE BEEN DISCONTINUED."

NOTE: With the initial CONELRAD Radio Alert an Air Raid Warning will be disseminated simultaneously.

LOUISA COUNTY

ANNEX B

Appendix 3
Attachment 4

PHONETIC ALPHABET

The following alphabet will be used to spell out words and clock readings used in Attack Warning Service communications involving either the NAWAS or the IOWAS.

A ALFA	M MIKE	Y YANKEE
B BRAVO	N NOVEMBER	Z ZULU
C CHARLIE	O OSCAR	0 ZEE-ROW
D DELTA	P PAPA	L WUN
E ECHO	Q QUEBEC	2 TOO
F FOXTROT	R ROMEO	3 THU-REE
G GOLF	S SIERRA	4 FO WER
H HOTEL	T TANGO	5 FI-YIV
I INDIA	U UNIFORM	6 SIKS
J JULIETTE	V VICTOR	7 SEV-VEN
K KILO	W WHISKEY	8 ATE
L LIMA	X XRAY	9 NI-YEN

EXAMPLE

"IOWA 2400Z"

"IOWA TOO, FO-WER, ZEE-ROW ZEE-ROW, ZULU"

LOUISA COUNTY

ANNEX B

Appendix 3
Attachment 5

STANDARD PHRASEOLOGY

The following terms or phrases will be used as necessary to facilitate and expedite Attack Warning Service communications involving either the NAWAS or the IOWAS:

<u>TERM/PHRASE</u>	<u>MEANING</u>
ACKNOWLEDGE	"Let me know that you have received and understood this message."
AFFIRMATIVE	"Yes"
BREAK	"I hereby indicate the separation between portions of the message." (to be used only when there is no clear distinction between the text and other portions of the message).
CORRECTION	"An error has been made in this transmission (or message indicated). The correct version is - - - - -."
GO AHEAD	"Proceed with your message."
HOW DO YOU HEAR ME?	"Self-explanatory"
I SAY AGAIN	"Self-explanatory"
NEGATIVE	"That is not correct."
OUT	"This conversation is ended and no response from you."
OVER	"My transmission is ended, and I expect a response from you."
READ BACK	"Repeat all of this message back to me exactly as received after I have given OVER."
REPEAT	"I say again." (Used only with standardized warning, test, or exercise calls).
ROGER	"I have received all of your last transmission." (To acknowledge receipt - shall not be used for any other purpose).
SAY AGAIN	Self-explanatory
SPEAK SLOWER	Self-explanatory

STAND BY

If used by itself, means: "I must pause for a few seconds." If the pause is longer than a few seconds or if STAND BY is used to prevent another station from transmitting it must be followed by the ending, "OUT."

THAT IS CORRECT

Self-explanatory

VERIFY

"Check coding, check text with the originator and send correct version."

WORDS TWICE

(a) A: a request: "Communications is difficult. Please say every phrase twice."
(b) As information: "Since communication is difficult, every phrase in this message will be spoken twice."

LOUISA COUNTY

ANNEX B

Appendix 3
Attachment 6

TIME CONVERSION CHART

Greenwich "Z" Time	to	Central Standard	Central Standard	to	Greenwich "Z" Time
0001Z		6:01 PM	12:01 AM		0601Z
0100Z		7:00 PM	1:00 AM		0700Z
0200Z		8:00 PM	2:00 AM		0800Z
0300Z		9:00 PM	3:00 AM		0900Z
0400Z		10:00 PM	4:00 AM		1000Z
0500Z		11:00 PM	5:00 AM		1100Z
0600Z		12:00 Midnight	6:00 AM		1200Z
0700Z		1:00 AM	7:00 AM		1300Z
0800Z		2:00 AM	8:00 AM		1400Z
0900Z		3:00 AM	9:00 AM		1500Z
1000Z		4:00 AM	10:00 AM		1600Z
1100Z		5:00 AM	11:00 AM		1700Z
1200Z		6:00 AM	12:00 Noon		1800Z
1300Z		7:00 AM	1:00 PM		1900Z
1400Z		8:00 AM	2:00 PM		2000Z
1500Z		9:00 AM	3:00 PM		2100Z
1600Z		10:00 AM	4:00 PM		2200Z
1700Z		11:00 AM	5:00 PM		2300Z
1800Z		12:00 Noon	6:00 PM		2400Z
1900Z		1:00 PM	7:00 PM		0100Z
2000Z		2:00 PM	8:00 PM		0200Z
2100Z		3:00 PM	9:00 PM		0300Z
2200Z		4:00 PM	10:00 PM		0400Z
2300Z		5:00 PM	11:00 PM		0500Z
2400Z		6:00 PM	12:00 Midnight		0600Z

LOUISA
COUNTY

C

COMMUNICATION

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX C

COMMUNICATION SERVICE

I

MISSION & SITUATION

A. Mission

1. To establish and operate an adequate system of communication to meet the requirements of the Louisa County emergency government.

2. To provide communication facilities from the Louisa County Control Center Headquarters to the Support Area Control Center and to the municipalities within the county.

3. Provide mobile communication facilities for the control of evacuation traffic moving within or through Louisa County.

4. To provide plans and procedures for the operation and supply of the County Communication Service, and to maintain and restore communication facilities necessary to Civil Defense operations.

5. Provide communication assistance to the Support Area #3, State or the Office of Civil and Defense Mobilization when called upon to do so.

B. Situation. See Basic Plan paragraph I. B.

II

GENERAL PLAN AND ORGANIZATIONAL STRUCTURE

A. General Plan

1. The Louisa County Civil Defense Director with the approval of the Louisa County Board of Supervisors appointed the Manager of the Morning Sun Mutual Telephone Company to be Chief of the Louisa County Communication Service.

2. General and specific missions assigned to the various elements of the Louisa County Communication Service will include the establishment of communication links and alternate routes and means of communication between the Louisa County Communication Control Center and the following:

a. Support Area #3 Civil Defense Control Center at Muscatine and/or relocation Site at West Liberty.

b. Rendezvous Points at Columbus Junction, Letts, Morning Sun and Oakville and to the other communities within

the county.

3. In addition of the Louisa County Communication Service will provide; for the establishment of two way mobile communications between the Louisa County Control Center and such Control Points as are established by the Louisa County Civil Defense Director; for the internal communication facilities as are necessary for the County Control Center operations, and for continuous monitoring the State Police Radio Network.

4. All types of communication facilities will be used to effect the accomplishment of the County Communication Service mission. This will include:

a. Landlines

(1) The Louisa County Communication Service will utilize existing Landline facilities as the primary means of communication, a diversity of routes will be established between headquarters to insure continuity of the service. These Landline facilities consist of:

(a) Telephone Company voice circuits for use in the County Control Center, from the Control Center to Civil Defense Services located within that company exchange area, and for connection with the nearest long distance operators for calls to other Civil Defense Control Headquarters.

(b) Western Union facilities (to be used when a written copy of a message is required.)

(c) Railroad telegraph facilities (to be used as an additional means of sending long distance messages).

(d) Private line teletypewritten facilities in the hands of government agencies or private industry. (to supplement the aforementioned facilities)

b. Radio Shortwave and Standard Broadcast Stations

(1) The secondary means of communication for operations and the primary means for traffic control are existing public and private radio communication facilities capable of area wide coverage. They consist of:

(a) County Police Radio Net (may assist in transmission of official Police messages between municipalities).

(b) Municipal Police Radio Net (may assist in transmission of official Police messages between Municipality and County.)

(c) State Highway Patrol Radio Net (This will be controlled by the State but may assist in the transmission of official Police messages between the county and State or County and Support Area.)

(d) Private Industry, i.e. Public Utilities, veterinarians, transportation companies etc. for use in traffic control, provide a communication capability to a Service such as RADEF, or to provide an alternate means.

(e) Radio Standard Broadcast Stations operating under the requirements of the FCC and CONELRAD as applicable to disseminate public information.

(f) RACES Radio Nets: to be integrated into Support Area and State RACES Networks to provide a communication link between the various Civil Defense echelons. To be organized under a written and approved County RACES plan.

(2) Radio use will be emphasized during movement or in disaster areas where landline facilities may not be available or inadequate. Fixed installation will use Radio Service when landline facilities are inoperative or inadequate.

5. The Louisa County Communication Service will provide communication service to the communities within the county and will coordinate communication with the adjacent counties, Support Area and State level Communication Services.

6. Insofar as possible the operation of Communication equipment and facilities used in support of the County emergency government activities, and the maintenance, safeguarding and operational responsibilities will remain with the owners of the Communication facilities or service, directed and assisted by the County emergency government organization.

7. Upon declaration of an emergency by proper authority, county emergency government organization composed of government agencies, private services and communication industries as named in this annex will control and direct the use of Communication facilities and equipment in accordance with regulatory and control agencies until activation of a contemplated national emergency authority, after which control will be in accordance with orders of the latter agency.

8. County Control Center

a. The County Control Center, including the Communication facilities and the Message Center, is the operation headquarters for direction and coordination of all County Civil Defense activities. The Communication Service Control Center (CCC) is the nerve center for all operations, where attack warnings, damage reports, requests for aid and other information are received or transmitted. The Communication Service will commence operation upon receipt of the first attack warning and continue to function until the emergency is over. A detailed estimate of communication requirements and an inventory of available communication resources will be made for the County emergency government headquarters. Allocation will be made to the headquarters from available facilities on the basis of need.

9. All Civil Defense Services will utilize the appropriate Civil Defense Message Center, set up and operating near the various Civil Defense headquarters for transmission and receipt of message traffic to and from State, Support Area, or local areas of operations.

10. Prompt dissemination of warning and other pertinent information is vital, communication operators may be called upon, if not assigned, to perform the additional functions of warning dissemination and therefore will be well trained in warning procedures, etc. (See Annex B, Attack Warning)

11. Radiological Defense. The Louisa County Chief of Communication Service, in conjunction with the Training and Radiological Defense Services will organize and train a sufficient number of radiological defense teams among the personnel of his service, to provide a radiological defense capability adequate for the protection of personnel, equipment and facilities of his service.

12. The Louisa County Communication Service will assemble and store and distribute communication supplies and equipment at the following locations; Wapello, Columbus Junction, Letts, Morning Sun and Oakville.

13. Coordination of plans, and standardization of procedures will be accomplished by the County Chief of Communication working with the Support Area and Municipal Communication Chiefs, and the Chiefs of related services, and the owners of supplies, facilities and equipment that must be utilized during an emergency. In addition the County Communication Chief will coordinate with the State and Target Area Communication Services as well as with necessary State and federal communication regulatory agencies.

B. Organizational Structure

1. The Louisa County Communication Service will consist of:
(1) Chief of Communication Service, (2) Deputy Chiefs of Communication Service and (3) Chiefs of Communication in charge of the following divisions:

- a. Logistics Division
- b. Landline Division
- c. RACES Division
- d. Radio Shortwave Division (other than RACES)
- e. Radio Standard Broadcast Division.

2. The Chief of the Louisa County Communication Service, will appoint a Deputy and Division Chiefs with the approval of the Louisa County Civil Defense Director. He will be responsible for the implementation and execution of the approved Louisa County operational plan, during a Civil Defense emergency.

3. Operation of the Communication Service will be through the Civil Defense chain of command from State Civil Defense Director to Civil Defense Directors of Support Areas to County Civil Defense Directors and to Municipal Civil Defense Directors. The County Chief of Communication Service will serve as a staff advisor to the County Civil Defense Director, execute the plan of the County Communication Service; coordinate the activities of the Communication Service at city level and issue orders and directives in the name of the County Civil Defense Director.

4. The Louisa County Chief of Communications Service will maintain the approved operational plan and from time to time make such necessary revisions as conditions dictate.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan, paragraph III A.

B. Actions to be Taken Under Warning Conditions.

1. Pre-Attack. See Basic Plan paragraph III B 1

2. Strategic Warning (six hours or more)

a. General Instructions. See Basic Plan paragraph III B 2.

b. Special Instructions.

(1) Mobilize the staff and prepare the Communication Center of the County Control Headquarters for activation.

(2) Test Communications and establish contact with Support Area and City Civil Defense organizations.

(3) Implement communication operations and proceed with directives and duty assignments.

(4) Report status of operational readiness to the County Defense Chairman.

(5) Establish radio monitor and frequencies outlined in Attack Warning Annex. As a back-up to the National Warning System (NAWAS).

(6) Alert Communication industry officials and request service in accordance with Communication precedence plan. See Appendix C-X.

(7) Maintain current rosters of Communication Service personnel.

3. Tactical Warning (thirty minutes to six hours)

B3:

a. General Instructions. See Basic Plan paragraph III

b. Specific Instructions

(1) Survey initial Communication requirements and make necessary arrangements to establish additional Communication facilities where required.

(2) Check operational readiness of the City Communication Services with the County.

(3) Make sure that proper operational procedures under a CONELRAD "alert" are followed by all radio transmitters in the county.

(4) Report status and availability of communication Facilities and supplies to the County Civil Defense Director.

4. Attack Imminent. (See Basic Plan, paragraph III B 4)

5. Post- Attack

a. General Instructions See Basic Plan Paragraph III B5

b. Specific Instructions

(1) During the immediate post-attack period and when the situation permits County Communication Service personnel will proceed to their designated places of emergency operation duty and activate the Communication Service as herein prescribed.

(a) Test Communications and establish contact with higher and lower echelons.

(b) Assess damage to Communication facilities within the County and report Communication capability to the County Civil Defense Chairman and to the Chief of the Communication Service at Support Area #3.

(c) Maintain records of all Communication facilities.

(d) Maintain current rosters of Communication Service personnel.

(e) Requisition through Support Area #3 Communication Service any needed materials and equipment that are unavailable or in short supply within the county.

(f) Report to the Support Area #3 Communication Service any excess Communication Supplies and Equipment.

(2) Landline Division

(a) Establish and maintain landline facilities for the County Communication Control Center.

(b) Activate the internal Communication net for the County Control Headquarters.

(c) Activate communication net to all city and community points within the county.

(d) Provide terminal facilities for circuits established by the Communication Service of Support Area # 3

(e) Provide Communication facilities for newly established points such as reception areas and emergency hospitals as directed by the County Civil Defense Chairman.

3. Radio Divisions (RACES, Radio Shortwave, Standard Broadcast)

(a) Report into the Support Area nets.

(b) Assist other emergency government services such as fire and Rescue and Radiological Defense, which have need for mobile Radio equipment in the performance of their duties.

(c) Establish schedules for operations at net control stations.

(d) Direct all Radio Communication nets originating at the County Communication Control Center.

(e) Use assigned frequencies; other special radio frequency assignments will be made by the Chief of Support Area #3 Communication Service.

(f) Maintain all radio equipment assigned to the County.

(g) Inventory and stock spare parts and auxiliary antennae for multi-frequency use.

(h) Train additional operators as needed.

4. Message Center Division

(a) Maintain the Communication Center at the County Control Headquarters.

(b) Establish and maintain records and files incident to the processing of message traffic.

(c) Determine the transmission routing of all message traffic.

(d) Establish and maintain a dispatch schedule for messenger service, internal and external, and special messenger service as required.

5. The Logistics Division

(a) Maintain inventories and lists of owners of Communication supplies within the county.

(b) Consolidate all supply requisitions to Support Area Communication Service.

(c) Coordinate requests for transportation, supplies, etc. with the other services.

(d) Consolidate and prepare reports, such as activity reports, supply status and availability reports from lower echelons of operations and from all Communication divisions and forward them to destination as directed by the Chief of Communication.

IV

SUPPLY AND TRANSPORTATION

A. Supply. See Basic Plan, paragraph IV A.

1. Communication Supplies. Communication supplies will be the responsibility of the Communication Service. However, the Supply Service will coordinate with the Communication Service and provide necessary assistance in procurement, storage and distribution of communication supplies.

2. The major source of Communication supplies will be the existing stocks of the Communication industry and of the wholesale and retail outlets which handle supplies within the county.

3. Insofar as possible a minimum supply of spare parts, such as the most frequently used tubes, condensers and resistors will be stored at the County Control Headquarters.

4. Insofar as possible hand tools, solder, voltmeters, tube testers and other necessary maintenance equipment will be kept at the County Control Headquarters.

B. Transportation

1. See Basic Plan paragraph IV B.

CONTROL & COMMUNICATIONS

A. Control

1. See Basic Plan paragraph V A

2. The Louisa County Chief of Communication is appointed by and responsible to the Louisa County Civil Defense Director. He will coordinate the communication problems of the municipal

communications Chiefs, as well as those of the Chiefs of the various communication Divisions.

3. The first officer of the service arriving at any headquarters will assume direction of operation until the arrival of a superior.

4. Continuity of Communication Service. The line of succession of command in the Service will be as follows, if the Chief of Communication, for any cause or reason is unable to function.

- a. Deputy Chief of Communication
- b. Chief of Landline Division
- c. Chief of Radio Shortwave (other than RACES)
- d. Chief of Radio Standard Broadcast Division
- e. Chief of Message Center Division
- f. Chief of Logistics Division

The Chief of the County Communication Service will determine further sequence of command.

B. Communication

1. See Basic Plan paragraph V B

2. At Control Headquarters location, the communication Service will use the communication facilities available. Communication Service personnel at other than Control Headquarters will provide their own facilities.

3. All Radio Communication network shall be " Directed " Nets. Each net Control Station (NCS) is responsible for the operations of its net and to the Net Control Station of the next higher echelon.

4. Special RACES radio frequency assignments for emergency operations will be designated by the State Chief of Communications, from authorized bands, approved by the OCDM and FCC and as specified in the State RACE Plan.

5. Message Center will accept, file and transmit all messages on a priority basis. Highest priority messages traffic involving the immediate saving of human life will be transmitted via the most expeditious means.

LOUISA COUNTY

ANNEX C

COMMUNICATION SERVICE

INDEX TO APPENDICIES

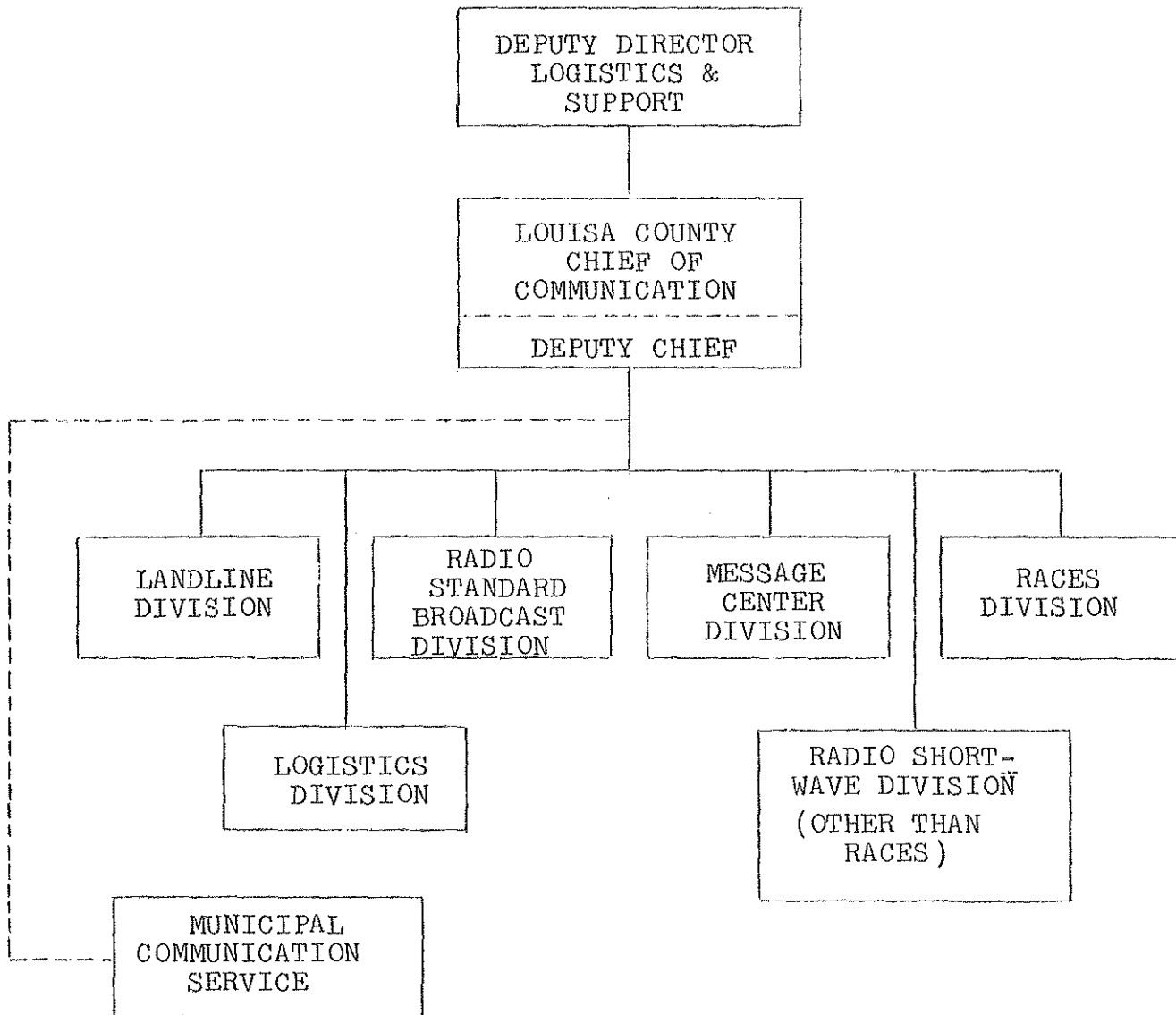
C-1	Organizational Chart
C-2	Landline Division S.O.P.
C-3	Radio Shortware Division (other than RACES)
C-4	RACES Communication Plan
C-5	<u>RACE</u> , <u>CONELRAD</u> , <u>SCAT</u> AND <u>SCATER</u>
C- 4	Signal operating Instructions SOI
C-6	Louisa County Communication Resources

LOUISA COUNTY

ANNEX C

Appendix 1

COMMUNICATION SERVICE ORGANIZATION CHART



————— Line of Command

- - - - - Line of Coordination

LOUISA COUNTY

ANNEX C

Appendix 1
Attachment 1

COMMUNICATION SERVICE

I

DETAILED INSTRUCTION TO OTHER DIVISION CHIEFS

A. Chief of Radio Shortwave Division (other than RACES)

1. Organize and direct the planning and operations of his Division and coordinate the activities of his counterpart at Municipal level.

2. Provide and plan for the use of all shortwave radio facilities (other than amateur) within the County.

3. Establish the requirements for, in conjunction with the Civil Defense Traffic Control Organization, two way mobile communication equipment, to include aircraft, to assist in the control of evacuation traffic.

4. Establish requirements and locations for fixed or mobile communication facilities necessary to the County emergency government operation.

5. Provide liaison with other emergency government services including Attack Warning, Police, Fire & Rescue, Transportation, etc. wherever the use of mobile equipment is essential in the performance of their respective missions.

6. Provide the necessary radio equipment and personnel to operate in the Support Area # 3 net and additional nets required in the county. Establish the net control stations for the county radio nets. Provide the required radio operators for the County Communications Center.

7. Coordinate and assign Emergency Government communication responsibilities to private radio systems, mobile and fixed. This will include the assignment of mobile units to related Services, bridging gaps or extending existing radio communication facilities, and other measures that will ensure a continuous communication capability within the county.

8. Observe and follow up the application of CONELRAD procedures and SCATER regulations. (See Appendix 5)

9. Establish radio monitor on emergency frequencies outlined in Annex B as a back-up to the National Warning System (NAWAS).

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10. Establish and maintain inventories and/or records on the availability of radio spare parts and other supplies for repair and maintenance of the county radio equipment.

11. Provide trained radio technicians for repair and maintenance of county radio equipment.

12. Through established command channels, furnish advice and guidance to counterparts at municipal level.

13. Provide the necessary liaison and guidance to the owners and operators of shortwave radio facilities, regarding the emergency operation of their facilities.

B. Chief of Radio Standard Broadcast

1. Organize, plan and direct the operation of his division and coordinate the activities of his counterparts at municipal level.

2. Provide the necessary liaison and guidance to the owners or operators of standard broadcast facilities regarding the emergency operation of their facility.

3. Provide and plan for the utilization of all standard, FM and TV broadcasting stations and facilities necessary to the County emergency government operation.

4. Coordinate all standard FM and TV broadcasting stations in accordance with CONELRAD procedures as provided by Federal Communication Commission regulations.

5. Provide emergency power plants and local loop facilities to station transmitters where required by the County emergency information service.

6. Prepare resource inventories pertaining to his division.

7. Through command channels furnished advice, guidance and assistance to counterpart at municipal level.

C. Chief of Message Center Division

1. Organize, plan and direct the operation of his division and coordinate the activities of his counterpart at municipal level.

2. Through established command channels furnished advice, guidance and assistance to counterparts at municipal level.

3. Maintain active supervision over message center and assure the prompt, accurate and expeditious handling of messages, and insure that the established priorities system is functioning.

4. Establish and maintain messenger service on a schedule basis and special messenger service when necessary.

5. In conjunction with the State Training Service provide training for message center personnel.

6. Establish internal messenger service for the control center

7. Establish and maintain the necessary records and reports on messages being received or transmitted.

D. Chief of Logistics Division

1. Organize, plan and direct the operations of his division and coordinate the activities of his counterparts at municipal level.

2. Provide direct supervision and management of the control center, establish and maintain personnel records for communication service personnel, coordinate with the Louisa County emergency procurement commission for the procurement and evacuation of essential communication supplies and equipment.

3. Provide liaison and guidance to owners of communication supplies and facilities regarding the procurement and use of essential communication supplies and equipment.

4. Provide coordination with the Transportation and Supply Service for the assembly and storage of communication supplies and equipment.

LOUISA COUNTY

ANNEX C

Appendix 2

COMMUNICATION SERVICE

LANDLINE DIVISION

I

MISSION

The mission of the Landline Division is to provide and maintain Landline Communication facilities to meet the requirements of the Louisa County Civil Defense Organization during Civil Defense emergencies. To establish new systems and/or expanding existing facilities to provide the means for command and control of Civil Defense operations.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. The Chief of the Landline Division will be appointed by the Louisa County Chief of Communication Service with the approval of the Louisa County Civil Defense Director. He shall be selected from the qualified and recognized leaders of the Communication Landline Industry. A Deputy Landline Chief shall be appointed in the same manner. Members of the staff of the area Landline Division Chief shall be selected and appointed by that Official subject to the approval of the Louisa County Communication Chief. The Deputy Landline Division Chief shall assume the duties and responsibilities of the Landline Division Chief in the event of his absence or inability to serve.

B. Operations

1. The Landline Division will, receive orders and directives from the Louisa County Chief of Communication, coordinate the activities of the Landline Division at lower echelons, issue orders and directives in the name of the Louisa County Chief of Communication.

2. Insofar as possible the operational control of the Landline facilities and equipment used in support of the emergency Government Defense activities, and the dispatching and operating responsibilities will remain with the owners of such landline facilities under the guidance of the Emergency government Communication Service.

3. Maintenance and restoration of service shall be the responsibility of the owners of landline facilities, assisted when necessary by the related services and other echelons of the Civil Defense organization. The owners of the Landline facilities in conjunction with the Police Service will initiate plans for the protection of their system against sabotage.

III

DUTIES AND RESPONSIBILITIES

A. Landline Division

1. The Division will establish and maintain telephone and telegraph communications for the county control Headquarters and to communities located in the county. Provide for the necessary telephone and/or telegraph communication facilities for wire communications within the County Control Headquarters and to all cities and communities within the county.

2. Determine existing and planned inter-city wire communications facilities for the entire county.

3. Select alternate inter-city communications routes and determine cuts and patches at strategic locations on existing routes which will permit bypassing anticipated damaged areas.

4. Provide terminal facilities for all circuits established by the Communications Service of Support Area #3. Clear additional telephone facility requirements with the telephone company.

5. Utilize "Precedence System" for intercity telephone and TWX calls and for telegraph messages. Request "Line Control" procedures if the local telephone office becomes overloaded.

6. Establish a Communications Center at the County Control Headquarters: Provide for the maintenance and technical support to all Message Centers established by the Communication Service for the processing of all written messages in and out of County Control Headquarters.

7. Advise and assist other echelons in the County emergency government organization in planning for the requirements for local wire communication facilities and equipment for their respective groups.

8. Prepare plans for the repair and/or re-establishment, within the minimum time possible, of wire communications service in damaged areas following an attack.

9. Coordinate with State and other Area Emergency Government organizations in matters involving joint responsibilities for wire communications.

10. Prepare a standard operating practice for the guidance of Civil Defense personnel in using wire communications services in the event of threatened or actual enemy attack and in the Post-Attack period.

11. Make tests, to the extent necessary, to insure operational readiness of the wire communications network.

12. Obtain the cooperation of, and coordinate with, the wire communication common carriers of the County in planning to meet the wire communication needs of the Emergency Government.

13. Advise and assist in preparing plans for the maximum protection of existing landline communications facilities from damage by weapons or sabotage.

14. Ascertain available supply and storage points of landline communications material and transportation requirements that would be necessary to move this to the point of need.

15. Provide telephone, switchboards, teletype machines, and telegraph equipment required for the operation of the Communications Center. Maintain a current record of available land-line communication facilities.

LOUISA COUNTY

ANNEX C

appendix 3

COMMUNICATION SERVICE

RADIO SHORTWAVE DIVISION (OTHER THAN RACES)

I

MISSION

It is the mission of the Radio Shortwave Division; to organize and integrate the existing Radio Shortwave (other than RACES) resources of the Louisa County into the County Communication system; to provide a back-up for the landline facilities an/or alternate communication routes and means for command and control of Civil Defense operations.

II

ORGANIZATION & OPERATION

A. Organization

1. The Chief of the Radio Shortwave Division will be appointed by the Louisa County Chief of Communication Service. He shall appoint a Deputy and staff and organize his division as necessary to accomplish his mission.

2. Within the Louisa County there are several industries and private individuals operating communication systems. These systems consist of fixed base stations together with mobile units and are either an individual operation covering a small area or an organized network of stations both fixed or mobile covering large areas. Many of these communication systems, both individual and organized networks operate equipment which with some changes can be integrated into existing or new networks. Thus, by agreement with the owners, these systems can be utilized and expanded to provide an area-wide communication capability for use during Civil Defense emergencies.

3. Supporting Radio Shortwave facilities

- a. County Police Radio
- b. Municipal Police Radio
- c. Veterinarians Radio
- d. Transportation Companies Radio (Taxies, truck lines, etc)
- e. Public Utilities radio
- f. R.E.A. Radio
- g. Engineering Companies Radio
- h. Other Industrial Radio

B. Operations

1. The Radio Shortwave Division will receive orders and directives from the County Chief of Communications, coordinate the activities of the Radio Shortwave Division at lower echelons, issue orders and directives in the name of the County Chief of Communication Service.

2. Upon the declaration of an emergency by proper authority the Chief of the Radio Shortwave (other than RACES) Division will control and direct the use of Radio Shortwave Division facilities within Louisa County. The Radio Shortwave Division (other than Races) shall make the maximum use of such radio facilities as are available, and organize such nets as possible to provide communication service to the Civil Defense organizations.

3. Operations of communication systems utilizing the various facilities listed in paragraph 2, A, 3 above will be in compliance with FCC rules and CONELRAD requirements. Networks established will operate as directed nets, utilizing normal channels and frequencies, or channels and frequencies arranged for by the Chief of the Radio Shortwave Division.

LOUISA COUNTY

ANNEX C

Appendix 4

COMMUNICATION SERVICE

RACES COMMUNICATION PLAN

I

MISSION

The mission of the Louisa County RACES organization, is to provide the necessary radio communication capability, insofar as possible to back up and supplement landline facilities for the Louisa County Civil Defense organization during a Civil Defense emergency as follows.

- A. Within the County Civil Defense organization
- B. From Louisa County Civil Defense Headquarters to State and Support Area Headquarters.
- C. From County Headquarters to City Civil Defense Headquarters, and to Control Points as established by the Louisa County Civil Defense Director.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

RACES Networks for counties and municipalities are authorized to be organized. County and City Civil Defense Directors (whichever is applicable) must file RACES communication plans. Such plans must be filed with the State Civil Defense Director prior to, or together with application for state license. Such plan will show the name, call sign and qualification of the radio officer responsible for the operations of the network and must be forwarded together with an FCC Form 482 certification of radio officer (see Annex C, Appendix 4 Attachment 1, Iowa Preliminary Operational Survival Plan).

This Target Area RACES plan when completed and approved will become a supplement to the state RACES plan and an attachment to this appendix.

LOUISA COUNTY

ANNEX C

Appendix 5

COMMUNICATION SERVICE

RACES, CONELRAD, SCAT AND SCATER

K. RACES (The short title for the Radio Amateur Civil Emergency Service)

1. Radio Amateur Civil Emergency Service. A temporary radio-communications service for Civil Defense Communication purposes only. The service is carried on by licensed amateur radio stations while operating on specifically designated segments of the regularly allocated amateur frequency bands under the direction of authorized local, state, regional, or Federal Civil Defense officials pursuant to an approved Civil Defense communications plan.

2. State and Area Networks. The State network will consist, in part, of a net control station located at the State Control Headquarters in or near Des Moines. The Support Area #3 network will consist, in part, of a net control station located at the Support Area Headquarters Site at Muscatine, an an Area secondary station to be located at or near the Support Area #3 Relocation Site at West Liberty.

3. County or Local Networks. RACES Networks for counties and cities are authorized for organization. Stations in such networks will be licensed in accordance with RACES rules. These networks are primarily for local use during man-made or natural disasters, but will maintain contact with the State Area network and will follow frequency assignments as specified by the State Plan and its attachments. Procedures will be as prescribed by the Iowa State RACES Chief.

B. CONELRAD (The short title of the plan for Control of Electromagnetic Radiation)

1. Procedure. Provide for the transmission of a "Radio Alert" and /or an "All Clear" signal to all broadcast stations and all other classes of radio stations or service including short wave, mobile, amateur, aeronautical, and air navigation aids.

Upon receiving the "Radio Alert" all broadcasting-Standard (AM), FM, and TV-broadcast the following CONELRAD "Radio Alert" message: "We interrupt our normal program to cooperate in security and Civil Defense measures as requested by the United States Government. This is a CONELRAD Radio Alert."

"Normal broadcasting will now be discontinued for an indefinite period."

"Civil Defense information will be broadcast in most areas at 640 or 1240 on your regular radio receiver."

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Upon receiving the CONELRAD "Radio Alert" message, all broadcasting stations - certain Standard (AM) stations excepted Short-wave radio Stations such as Police fire, RACES, etc., may continue operation if the transmissions concern only the emergency and disaster operation. Transmission concerning daily " routine" business are prohibited when CONELRAD is in effect and all other classes of radio stations or service cease operations until an "All Clear" messages is received.

The certain Standard (AM) broadcasting stations will reduce power (coverage approximately 15 miles) and shift to 640 to 1240 frequency and broadcast Civil Defense information.

The CONELRAD " All Clear " message is as follows:

"The CONELRAD operating procedures have been ordered discontinued. All radio stations are authorized to return to normal operations on their regularly assigned frequencies."

C. SCAT (The short title of the plan for Security Control of Air Traffic)

1. Includes recognizing, requiring identification procedures, directing, diverting, restricting, prohibiting, or grounding of civil and nontactical military air traffic in the interest of national security.

D. SCATER

1. The short title of the plans for the Security Control of Air Traffic as provided under SCAT rules and the control of air navigational aids and aeronautical communications as provided under CONELRAD procedures.

LOUISA COUNTY

ANNEX C

Appendix 6

COMMUNICATION SERVICE

LOUISA COUNTY COMMUNICATION RESOURCES

TELEPHONE

<u>Town</u>	<u>Type of Service</u>	<u>Number Stations</u>	<u>Toll Center</u>	<u>N.W. Bell Contact</u>	<u>EXC.</u>	<u>Company</u>
Columbus Jct.	Dial	930	Muscatine	Muscatine	Ia. Ill, Tel Co	
Grandview	Magneto	169	Muscatine	Muscatine	" " " "	
Letts	Dial	297	Muscatine	Muscatine	" " " "	
Morning Sun	Common Battery	498	Burlington	Burlington	Morning Sun Mutual	
Oakville	Dial	281	Burlington	Burlington	Ia. Ill. Tel. Co	
Wapello	Dial		Muscatine	Muscatine	N.W. Bell Tel.	

N.W. Bell. Tele. has 8 trunk lines Wapello to Muscatine Morning Sun Mutual has 2 trunk lines Morning sun to Wapello

INDUSTRIAL RADIO

<u>Company</u>	<u>Frequency</u>	<u>Call</u>	<u>No. Mobile Unts.</u>	<u>Mobil Call</u>
Ia. So. Util. Columbus Jct.	158. 13MC	KAD 439	2	KAD188 KAD274
Ia. So. Util. Morning Sun	158. 13MC	KAD 780	1	KAB152
Eastern Ia. Lt. & Power, Wapello	48. 06MC	KAB 901	4	KA7809

AMATEUR RADIO OPERATOR

WORHF Kenneth V. Darby 511 -2nd St., Wapello

SHERIFFS RADIO

<u>Frequency</u>	<u>Call</u>	<u>Mobile Units</u>
37.1	KAA412	3

Sheriff's office has one Walkie Talkie Radio

COMMUNICATIONS SERVICESIGNAL OPERATING INSTRUCTIONS (SOI)

I

PREPARATION AND HANDLING OF WRITTEN MESSAGES

A. Purpose. The purpose of this publication is to provide Civil Defense emergency operator personnel with a standard procedure for preparing and handling Civil Defense message traffic.

B. General. Procedures, instructions and forms contained herein are to be used as a guide for message originators in preparing messages, maintaining records and to insure the continuity of message traffic consistent with speed, accuracy and reasonable order of precedence. Attached are authorized lists of abbreviations and codes, Message Form No. 260, a sample message, and other forms that are used in the communication control centers at the various levels of Civil Defense. Specific instructions for the various operator positions within the message center proper are not included herein.

C. Writing the Message. The following procedures are outlined for use in preparing an outgoing message on FCDA Form 260.

1. Check the box indicating outgoing; insert originating service code in upper left hand routing box; show routing to other services for coordination when necessary; always insert "OS" last as it is Operations Service which finally approves the message for transmission; sign on line "Prepared By" and have Service Chief initial in box under originating service code.

2. Assign precedence in accordance with the rules; spell out destination, such as Denver, Des Moines or Omaha. (Preamble is filled in by communication personnel when message is prepared for transmission.)

3. Addressee and Text. Abbreviate the addressee (see enclosed approved list) followed by the word "exercise" and the subject (Fire, Medical, Request, etc.) where applicable, and continue with the balance of the text.

4. Signature will usually be the last name of the director or chief followed by his office abbreviation and the reference group.

5. See sample enclosed for visual explanation of above.

D. Precedence. To determine the precedence designation for a message refer to the following - Emergency Messages * Designator "QQQ".

1. Emergency Messages * Designator "QQQ". Types of messages that warrant "QQQ" designation.

a. Civil Defense warning, changes in such warnings and progress reports on enemy aircraft.

b. Reports of actual attack initial damage reports; and natural disasters of extreme seriousness and widespread damage.

2. Operational Priority Messages * Designator "O". Example:

a. Damage reports, amplification of "QQQ" reports of attack or damage; and confirmed reports of widespread panic.

b. Messages where any delay in delivery will adversely affect operations.

3. Priority Messages * Designator "P".

a. For all types of messages which are not of sufficient urgency to justify "High Precedence"; but must be delivered without delay when possible.

b. Assistance requests of all types.

4. Routine Messages * Designator "R".

a. Messages which may be delayed but warrant delivery via electronic means, i.e. Tel., Tty., etc.

b. Note messages addressed to two or more addresses may carry more than one precedence. Example "O" to an agency having an action responsibility and "P" or even mail precedence to agencies requiring message for information only. The operations officer or communications officer will question designation where it appears that too high a precedence is assigned.

E. Text of Message. The addressee group followed by "exercise" and "word" identifying the contents of the message precedes the subject matter of the text. Messages should be limited to one general subject, if possible. Texts should be concise but clear. Commonly known abbreviations may be used but do not use "location identifier" abbreviations of towns, cities or other geographic locations. Always spell out names of locations. Similarly, numbers should be spelled out or repeated; i.e. one hundred or 100 repeat 100. In texts containing several groups of numbers, communications personnel should add a numbers confirmation; i.e. text -- "2100 saws, 200 axes, 150 shovels, 20 trucks -- numbers confirmation 2100-200-150-20."

F. Message Forms and Service Logs. Instructions above cover

the preparation of ODCM message Form No. 260. The intra-control center memo message form is used only for written messages between services and offices within an agency. Such messages are prepared in duplicate and should not be processed through the message center. Responsibility for delivery, record, etc. will rest with the services concerned.

The service incoming and outgoing message record forms are for use by the individual services as a log showing messages received and written by that service. The "incoming" log serves as a "tickler" or follow-up in clearing requests, etc.; the "outgoing" log serves as a record of business accomplished.

II

PROCEDURE FOR PREPARATION AND IN-STATION HANDLING OF MESSAGES

A. Incoming Message (See attached forms)

1. Message center number is assigned when message is logged in.
2. Line two is self-explanatory and is for use in message center only.
3. Line three will be filled in by case file clerk with exception of service log number. This block will be filled in by the service concerned, starting a new in-log daily beginning with number 1.
4. Line "From", precedence if indicated, text and signature will be filled in by operator.

B. Processing Incoming Message

1. Incoming message will be properly filled in by operator showing date, how received, time received and operators signature. (Message received by teletype will not be transcribed on the message form used for radio and telephone.)
2. Message is delivered to the log-in clerk who assigns the message center log number, scans the message for clarity and completeness, pulls the message center file copy and forwards the original with copies No. 2 and 3 to the case file clerk.
3. Case file clerk assigns the case file number where applicable, pulls copy number 3, and forwards the original to the operations officer and copy number 2 to the intelligence officer. Should the operations officer decide a "follow-up" slip be attached to the message, the case file clerk prepares the follow-up slip, attaches the original and forwards message to the service head concerned. Where no follow-up is required, the message is immediately forwarded to the service

head concerned.

4. Incoming messages of an administrative nature only will be processed as outlined in paragraphs A and B above, except that the original, plus copies 2 and 3 will be delivered direct from the message center to the administrative office concerned.

5. Incoming messages containing damage or situation reports and/or other information not requiring immediate action by the services will be processed as outlined in paragraphs A and B above. The case file clerk will forward the original and copy No. 3 to the Operations Officer and copy No. 2 to Intelligence. The Operations Officer will determine further disposition of the original and copy No. 3.

6. Incoming TTY Messages. All TTY messages will be received on four ply paper. Handling procedures will be the same as outlined above when using the special message form. Blocks for the message center number, routing, service log number, and case file number will be stamped on the original message as received. Date and time group, precedence if any, and "received by" are always indicated in standard TTY procedures; therefore, need not be again stamped on the message form.

7. Hand Carried Messages Incoming. Hand carried messages are usually delivered in two or more copies. Such messages when delivered to the message center will be logged in by the log clerk and copies on the standard message form in quadruplicate. The original message as delivered will be attached to the message center file copy of the standard form. Original and copies 2 and 3 of the standard form will be processed and forwarded as outlined above.

C. Message Center Files

1. File copies of all messages both incoming and outgoing will be maintained in the message center. All files and logs will be maintained on a twenty-four hour basis beginning at 00:01 hours and ending at 24:00 hours. Daily logs on both incoming and outgoing messages will start with message number 1 (one) beginning at 00:01 hours and consecutive numbers 2, 3 etc. will be checked off until 24:00 hours, at which time the logs are closed and new logs started.

2. All incoming messages will be filed under date received. Incoming teletype messages will be filed in a separate jacket for ease of handling and filing. Similarly, all outgoing messages sent during one daily period will be filed under that date. A hard copy of outgoing TTY messages will be maintained in the TTY section.

3. Incoming and outgoing message files will be kept in separate filing drawers plainly marked to prevent mixing of files.

4. File copies will not be removed from the message center

at any time. When necessary, an extra copy will be made.

D. Outgoing Message

1. Preparing the outgoing message on the standard form.

a. Line 1 for "Message Center Use Only" is self-explanatory and will not be filled in by the originator.

b. Line 2 including service log number, case file number, route through and precedence will, where applicable, be filled in by the originator.

c. Precedence will be assigned in accordance with criteria outlined in this appendix. Message originators are required to be familiar with these criteria and will assign precedence in accordance.

2. Disposition of Copies. Originator keeps copy number 4 and forwards the original plus copies 2 and 3 to the case file clerk who pulls copy number two (2) for case file, gives copy number three (3) to Intelligence and forwards original to message center. Log out clerk scans message for clarity and completeness and routes message to TTY, Radio, or telephone section for transmittal, after having assigned a message center outgoing log number. After message has been transmitted it is returned to the log clerk who completes log and files message in the permanent outgoing message file.

3. Outgoing administrative messages will be prepared as outlined above. Such message traffic will not be routed through the case file clerk, but will be delivered direct to the message center for transmission.

4. Other outgoing messages of an informative nature only; i.e., Intelligence reports, damage reports, press releases or other messages of which no case file is maintained will be prepared as outlined above and will be routed direct to the message center for transmission.

5. Only the Original Copy of the outgoing message will be delivered to the message center for transmission.

E. Charts and Forms. Included in this appendix are the following charts and forms:

1. Outgoing and incoming standard message forms.
2. Outgoing and incoming message center logs.
3. Outgoing and incoming logs.
4. Outgoing and incoming message flow charts (To be prepared)
5. Traffic Number Sheet No. 310.
6. Table of conversion of local time to Greenwich Mean Time (GMT) \pm Central Standard Time (24 hour clock) \div 6 = GMT.

III

SOP - ALERTING LIST

A. Alerting Procedure. A complete list of all personnel, together with addresses and telephone numbers, assigned to the Communications Service will be maintained in the Message Center and by each of the following supervisory personnel at their homes and places of business:

1. Chief of Communications Services
2. Deputy Chief of Communications Service

B. A complete list of all personnel of their Communications Divisions together with addresses and telephone numbers, will be maintained in the Message Center and by each of the following supervisory personnel at their homes and places of business:

1. Chiefs of all Communications Divisions
2. Deputy Chiefs of all Divisions
3. Branch Chiefs of all Divisions
4. Section Chiefs of all Divisions
5. Teletype supervisors
6. Telephone supervisors
7. Radio supervisors
8. Message Center supervisor

From the list each will have a select group to alert upon receipt of a strategic, tactical or attack imminent warning. Two lists will be prepared and maintained in the Communications Control Centers -- one for working hours and one for non-working hours, with consideration given to proximity to the Control Center, alternate Control Center or relocation site, of personnel during day or night. Each officer and supervisor, as indicated below will call a sufficient number of operators from his list to insure having an initial working staff at the Control and alternate Control Center in the least possible time. Each person, after being alerted and in turn alerting his operators will proceed to their emergency operators' duty station, i.e., the Message Center Chief, after receiving a strategic alert will immediately start calling message center personnel. After receiving an affirmative reply from the required number of personnel, he will then proceed to his emergency operator's duty station. Upon receipt of a strategic, tactical or attack imminent warning each of the following will be responsible for alerting a selected group of communications personnel as indicated, to man the alternate and main control centers.

1. Division Chiefs will call:
 - a. Deputy Chiefs
 - b. Branch Chiefs
2. Branch Chiefs will call:
 - a. Section Chiefs

b. Supervisors

3. Supervisors will call:

- a. Telephone operators
- b. Teletype operators
- c. Telegraph operators
- d. Radio operators
- e. Messengers
- f. Clerks and stenographic personnel

C. Alternate Alerting Procedures. If the Chiefs of Communications Division is unable to contact any supervisors on his list, he will proceed to call the operator personnel involved, i.e., after receiving an alert he is unable to contact the TTY Supervisor and the Telephone Supervisor. Before proceeding to his emergency operating duty station he will alert the TTY operators and telephone operators assigned to those supervisors.

IV

PRECEDENCE SYSTEM FOR PUBLIC CORRESPONDENCE MESSAGE TELEPHONE AND T.W.X. SERVICES

A. Gradations of Precedence to be Provided, and Precedence Indicators therefor:

1. Group Order or Precedence	Types of Telephone and T.W.X. Calls to which Applicable
---------------------------------	--

Group 1	
Precedence	"Priority 1 Emergency"

The Precedence indicator "Priority 1 Emergency" shall be used only for calls which directly concern the matters described herein.

(1) Immediate dangers due to the presence of the enemy

(2) Intelligence reports on matters leading to enemy attack requiring immediate action.

(3) Urgent calls to or from the United States Armed Forces and their Allies.

(4) Proclamations of Civil Defense Emergency.

Calls in this group shall be given precedence over all other calls.

Group

2

Precedence
Indicator

"Priority 2 Emergency"

The precedence indicator "Priority 2 Emergency" shall be used only for calls which require immediate completion for the national defense and security, the successful conduct of war, or to safeguard life and property, other than those set forth in Group 1 above, and such indicator may be used for calls concerning the matters listed herein.

- (1) Initial reports of damage due to enemy action.
- (2) Civil defense activities immediately subsequent to and resulting from enemy attack.
- (3) Calls that require immediate completion to or from the United States Armed Forces and their Allies.
- (4) Natural disaster of extreme seriousness and widespread damage.

Calls in this group shall be given precedence over all other calls, except those in Group 1.

Group

3

Precedence
Indicator

"Priority 3 Emergency"

The precedence indicator "Priority 3 Emergency" shall be used only for calls which require prompt completion for national defense and security, the successful conduct of war or to safeguard life or property, which do not merit Group 1 or Group 2 precedence, and such indicator may be used for calls concerning the matters listed herein.

- (1) Civil defense or the public health and safety.
- (2) Important governmental functions.
- (3) Supply and movement of food.
- (4) Maintenance of essential public services.
- (5) Production or procurement of essential materials and supplies.
- (6) Calls that require rapid completion to or from the United States Armed Forces and their Allies.

Calls in this group shall be given precedence over all other calls, except those in Groups 1 and 2.

2. Calls of the types listed in each group hereinabove shall have no precedence over other calls within the same group. Where necessary to obtain a circuit for the immediate completion of a telephone call having Priority 1 Emergency precedence, any telephone conversation in progress other than one having priority shall be interrupted. Upon specific request of the calling party, a conversation in progress at the called telephone station shall be interrupted to complete calls having Priority 1, Priority 2 and Priority 3 Emergency precedence.

B. Persons Authorized to Use the Precedence System. The precedence system shall be available for use by the President of the United States, the Vice President, Cabinet Officers, members of the United States Congress, Federal, State and Municipal Governmental Departments and Agencies, essential war industries and services such as communications, transportation, power, public utilities, press associations, news media, health and sanitation services, the American Red Cross Organization, and such other individuals and organizations as may be designated.

V

PRECEDENCE SYSTEM FOR PUBLIC CORRESPONDENCE TELEGRAPH MESSAGES

A. Classes of Service for Which Transmission Precedence Shall Be Provided:

1. Full rate domestic messages.
2. Full rate international, including outbound, inbound and transiting messages.
3. Full rate messages between shore and ship.

B. Gradations of Precedence to be Provided, and Precedence Indicators Therefor:

1. Group Order of Precedence	Types of Messages to Which Applicable
<p>Group 1</p> <p>Precedence Indicator "Emergency"</p> <p>The precedence indicator "Emergency" shall be used only for messages which directly concern the matters listed herein.</p>	<p>(1) Immediate dangers due to the presence of the enemy including Civil and Military Air defense Warning.</p> <p>(2) Intelligence reports on matters leading to enemy attack requiring immediate action.</p> <p>(3) Urgent messages to or from the United States Armed Forces and their Allies.</p>

- (4) Proclamations of Civil Defense Emergency.

Messages in this group shall be transmitted ahead of all other messages.

Group 2

Precedence Indicator "Immediate"

The precedence indicator "Immediate" shall be used only for messages which require immediate completion for national defense and security, the successful conduct of war, or to safeguard life or property, other than those set forth in Group 1 above, and such indicator may be used for messages concerning the matters listed herein.

- (1) Initial reports of damage to enemy action.
- (2) Civil defense activities immediately subsequent to and resulting from enemy attack.
- (3) Messages that require immediate completion to or from the United States Armed Forces and their Allies.
- (4) Natural disaster of extreme seriousness and widespread damage.

Messages in this group shall be transmitted ahead of all other messages, except those in Group 1.

Group 3

Precedence Indicator "Rapid"

The precedence indicator "Rapid" shall be used only for messages which require prompt completion for national defense and security, the successful conduct of war or to safeguard life or property, which do not merit Group 1 or Group 2 precedence, and such indicator may be used for messages concerning the matters listed herein.

- (1) Civil defense or the public health and safety.
- (2) Important governmental functions.
- (3) Supply and movement of food.
- (4) Maintenance of essential public services.

- (5) Production or procurement of essential materials and supplies.
- (6) Messages that require rapid transmission to or from the United States Armed Forces and their Allies.

Messages in this group shall be transmitted ahead of all other messages, except those in Groups 1 and 2.

2. Messages in Groups 1 and 2 interrupt all messages of lower priority in transmission, that is, messages in Group 1 interrupt messages in Group 2 and lower groups, but messages in Group 3 and lower groups do not interrupt other messages in transmission. Messages of the types listed in each group shall have no precedence over other messages in the same group, but messages within the same group shall be transmitted in time order.

3. The precedence indicators "Emergency", "Immediate", and "Rapid" shall be written in full by the authorized sender as the first word in the address on messages at the time of filing. Such indicators shall be transmitted without abbreviation.

C. Persons Authorized to Use the Precedence System. The Precedence system shall be available for use by the President of the United States, the Vice President, Cabinet Officers, members of the United States Congress, Federal, State and Municipal Governmental Departments and Agencies, essential war industries, and services such as communications, transportation, power, public utilities, press associations, news media, health and sanitation services, the American Red Cross Organization, such other individuals and organizations as may be designated.

VI

PRIORITY SYSTEM FOR THE RESUMPTION OF INTERCITY PRIVATE LINE

SERVICE

A. The precedence system set forth in this document provides for safeguards to assist in the prompt resumption of private line service essential to the national defense and security of the country when such services may have been interrupted.

B. As used herein, the term "private line service" means intercity service provided by U.S. common carriers engaged in domestic and/or international wire, radio and cable communications for the intercity communications purposes of cus-

customers, over integrated communications pathways, including facilities, local channels which are integral components of intercity and private line services and station equipments, between specified locations for a continuous period or for regularly recurring periods at stated hours. The term "resumption" means the recommencement of private line services by patching, rerouting, substitution of component parts, or otherwise as determined by the common carrier involved.

C. When interrupted, private line service shall be resumed by the common carriers in the following order of priority, insofar as practicable:

PRIORITY I

The Priority I classification shall be afforded only to those private line services which are used to transmit and/or receive communications which are vital to the nation under the following categories:

1. Immediate dangers due to the presence of the enemy, including civil and military air defense warning.

2. Intelligence reports on matter leading to enemy attack requiring immediate action.

3. "Flash," "Emergency" and "Operational Immediate" communications to or from the United States Armed Forces.

4. Urgent communications of or in support of the U. S. Armed Forces and their Allies, and/or with U. S. diplomatic missions abroad.

5. Proclamations of Civil Defense Emergency. Private line service within this classification shall receive precedence of resumption over all other private line service, applying the principles described in paragraph D.

PRIORITY II

The Priority II classification shall be afforded only to those private line services which are used to transmit and/or receive communications which are vital to the nation under the following categories:

1. Initial reports of damage due to enemy action.

2. Civil defense activities immediately subsequent to and resulting from enemy action.

3. "Priority" communications to or from the United States Armed Forces.

4. High precedence U. S. Government communications with foreign Governments and U. S. Diplomatic missions abroad.

5. Natural disaster of extreme seriousness.

Private line service within this classification shall receive precedence of resumption over all other private line service except those listed under Priority I, applying the principles described in paragraph D.

PRIORITY III

The Priority III classification shall be afforded only to those private line services which are used to transmit and/or receive communications which are vital to the nation under the following categories:

1. Civil defense or the public health and safety.
2. Important governmental functions.
3. Maintenance of essential public services.
4. Communications concerning production, procurement and distribution of food, essential materials and supplies which require rapid completion of transmission.
5. Communications to or from United States Armed Forces which require rapid completion of transmission.
6. Official U. S. Government communications with Foreign Governments and U. S. Diplomatic missions abroad which require rapid completion of transmission.

Private line service within this classification shall receive precedence of resumption over all other private line service except those listed under Priorities I and II, applying the principles described in paragraph D.

D. The order of listing of lettered items under each priority classification does not indicate or imply differences in priority treatment within a given classification. When necessary, in order to resume a service having a given priority classification, services having lower priority classifications will be interrupted in the reverse order of priority starting with non-priority services. It is recognized that, as a practical matter, in providing for the resumption of a priority service or services operating within a multiple circuit type of facility (such as a carrier band, cable or multiplex system), lower priority or non-priority services on parallel channels within the band or system may enjoy resumption as well. Reactivation of such lower priority or non-priority services resulting therefrom shall not, however, interfere with the expeditious resumption of priority service. It is further recognized that operational circuits are needed by common carriers during the process circuit reactivation and for maintenance purposes. Such circuits have precedence in resumption over all other circuits and are exempt

from interruption for the purpose of resuming priority service.

E. The priorities outlined herein are available for the private line service of Federal, State and Municipal Governmental Agencies, essential industries and services and such other private line customers as can meet the criteria set forth in paragraph C above.

F. Foreign governments desiring to obtain priority of resumption for their private line services which terminate in the United States should submit requests therefor to the U. S. Department of State.

G. It will be the responsibility of private line customers to determine which, if any, of their private line services are sufficiently critical to qualify for priority under the terms of Priority Classifications I, II, ~~and III set forth in paragraph~~ C, and to certify to the common carriers the priority classifications to be accorded the services so determined. Private line services which are in operation on the date hereof should be certified by customers within 120 days. Services placed in operation subsequent to the issuance of this system should be certified within 120 days of the initial service date.

H. Each customer, in requesting priority of resumption under this system, will assume an obligation thereafter to make periodic appraisals of the criticality of the private line service involved and also to make appraisals at the time of any change in the nature or use of the service, and to notify the common carrier promptly of any appropriate reclassifications. The effectiveness of this system will depend upon the whole-hearted cooperation on the part of the customers authorized to employ it. Customers should therefore familiarize themselves with the purposes to be served by the system and the importance of services which may be assigned the respective priorities. It must always be remembered that the system will operate successfully only if its use is limited strictly to the intended purpose. Before submitting each certification, each customer should consider carefully whether the service involved requires any priority of resumption and exercise care not to certify a higher priority than the circumstances require.

I. Common carriers will accord resumption priorities to private line services of agencies of Federal, State or Municipal governments only upon receipt of written certification by the head of such an agency or his designee. Similarly, common carriers will accord resumption priorities to private companies or organizations only upon receipt of written certification by a principal officer of the company or organization.

J. In the application of the foregoing principles, the fact is recognized that it may be necessary to supplement the foregoing with overriding decisions made at the national level. These decisions would take into account the advance certifications for priority of resumption outlined herein.

VII

STATE POLICE RADIO SYSTEM CALLING CODE

<u>NUMBER</u>	<u>CITY</u>	<u>DEPARTMENT</u>	<u>COUNTY</u>
Station #1	Greenfield	Sheriff	Adair
#2	Corning	Sheriff	Adams
#3	Waukon	Sheriff	Allamakee
#4	Centerville	Sheriff	Appanoose
#4A	Centerville	Police Department	Appanoose
#5	Audubon	Sheriff	Audubon
#5A	Audubon	Police Department	Audubon
#6	Vinton	Sheriff	Benton
#6A	Vinton	Police Department	Benton
#7	Waterloo	Sheriff	Black Hawk
#7A	Waterloo	Police Department	Black Hawk
#7B	Cedar Falls	Police Department	Black Hawk
#8	Boone	Sheriff	Boone
#8A	Boone	Police Department	Boone
#9	Waverly	Sheriff	Bremer
#10	Independence	Sheriff	Buchanan
#11	Storm Lake	Sheriff	Buena Vista
#11A	Storm Lake	Police Department	Buena Vista
#11B	Alta	Police Department	Buena Vista
#12	Allison	Sheriff	Butler
#13	Rockwell City	Sheriff	Calhoun
#14	Carroll	Sheriff	Carroll
#14A	Carroll	Police Department	Carroll
#15	Atlantic	Sheriff	Cass
#15A	Atlantic	Police Department	Cass
#16	Tipton	Sheriff	Cedar
#16A	Tipton	Police Department	Cedar
#17	Mason City	Sheriff	Cerro Gordo
#17A	Mason City	Police Department	Cerro Gordo
#17B	Clear Lake	Police Department	Cerro Gordo
#18	Cherokee	Sheriff	Cherokee
#18A	Cherokee	Police Department	Cherokee
#19	New Hampton	Sheriff	Chickasaw
#20	Osceola	Sheriff Department	Clarke
#20A	Osceola	Police Department	Clarke
#21	Spencer	Sheriff	Clay
#21A	Spencer	Police Department	Clay
#22	Elkader	Sheriff	Clayton
#23	Clinton	Sheriff	Clinton
#23A	Clinton	Police Department	Clinton
#23B	DeWitt	Police Department	Clinton
#24	Denison	Sheriff	Crawford
#25	Adel	Sheriff	Dallas
#25A	Adel	Police Department	Dallas
#25B	Perry	Police Department	Dallas
#26	Bloomfield	Sheriff	Davis
#27	Leon	Sheriff	Decatur
#28	Manchester	Sheriff	Delaware

<u>NUMBER</u>	<u>CITY</u>	<u>DEPARTMENT</u>	<u>COUNTY</u>
Station #29	Burlington	Sheriff	Des Moines
#29A	Burlington	Police Department	Des Moines
#30	Spirit Lake	Sheriff	Dickinson
#30A	Spirit Lake	Police Department	Dickinson
#31	Dubuque	Sheriff	Dubuque
#31A	Dubuque	Police Department	Dubuque
#32	Estherville	Sheriff	Emmet
#32A	Estherville	Police Department	Emmet
#33	West Union	Sheriff	Fayette
#33A	Oelwein	Police Department	Fayette
#34	Charles City	Sheriff	Floyd
#35	Hampton	Sheriff	Franklin
#36	Sidney	Sheriff	Fremont
#37	Jefferson	Sheriff	Greene
#38	Grundy Center	Sheriff	Grundy
#38A	Grundy Center	Police Department	Grundy
#39	Guthrie Center	Sheriff	Guthrie
#40	Webster City	Sheriff	Hamilton
#40A	Webster City	Police Department	Hamilton
#41	Garner	Sheriff	Hancock
#41A	Garner	Police Department	Hancock
#42	Eldora	Sheriff	Hardin
#42A	Iowa Falls	Police Department	Hardin
#43	Logan	Sheriff	Harrison
#44	Mt. Pleasant	Sheriff	Henry
#44A	Mt. Pleasant	Police Department	Henry
#45	Cresco	Sheriff	Howard
#45A	Cresco	Police Department	Howard
#46	Humboldt	Sheriff	Humboldt
#46A	Humboldt	Police Department	Humboldt
#47	Ida Grove	Sheriff	Ida
#48	Marengo	Sheriff	Iowa
#49	Maquoketa	Sheriff	Jackson
#49A	Maquoketa	Police Department	Jackson
#50	Newton	Sheriff	Jasper
#50A	Newton	Police Department	Jasper
#51	Fairfield	Sheriff	Jefferson
#52	Iowa City	Sheriff	Johnson
#52A	Iowa City	Police Department	Johnson
#53	Anamosa	Sheriff	Jones
#53A	Anamosa	Police Department	Jones
#53B	Monticello	Police Department	Jones
#54	Sigourney	Sheriff	Keokuk
#54A	Sigourney	Police Department	Keokuk
#55	Algona	Sheriff	Kossuth
#56	Ft. Madison	Sheriff	Lee
#56A	Ft. Madison	Police Department	Lee
#56B	Keokuk	Sheriff	Lee
#56C	Keokuk	Police Department	Lee
#57	Cedar Rapids	Sheriff	Linn
#57A	Cedar Rapids	Police Department	Linn
#57B	Marion	Police Department	Linn
#57C	Hiawatha	Police Department	Linn

<u>NUMBER</u>	<u>CITY</u>	<u>DEPARTMENT</u>	<u>COUNTY</u>
Station #57D	Springville	Police Department	Linn
#58	Wapello	Sheriff	Louisa
#59	Chariton	Sheriff	Lucas
#60	Rock Rapids	Sheriff	Lyon
#61	Winterset	Sheriff	Madison
#61A	Winterset	Police Department	Madison
#62	Oskaloosa	Sheriff	Mahaska
#62A	Oskaloosa	Police Department	Mahaska
#63	Knoxville	Sheriff	Marion
#63A	Knoxville	Police Department	Marion
#64	Marshalltown	Sheriff	Marshall
#64A	Marshalltown	Police Department	Marshall
#65	Glenwood	Sheriff	Mills
#66	Osage	Sheriff	Mitchell
#66A	Osage	Police Department	Mitchell
#67	Onawa	Sheriff	Monona
#68	Albia	Sheriff	Monroe
#68A	Albia	Police Department	Monroe
#69	Red Oak	Sheriff	Montgomery
#69A	Red Oak	Police Department	Montgomery
#70	Muscatine	Sheriff	Muscatine
#70A	Muscatine	Police Department	Muscatine
#71	Primghar	Sheriff	O'Brien
#71A	Primghar	Police Department	O'Brien
#71B	Sheldon	Police Department	O'Brien
#72	Sibley	Sheriff	Osceola
#72A	Sibley	Police Department	Osceola
#73	Clarinda	Sheriff	Page
#73A	Clarinda	Police Department	Page
#73B	Shenandoah	Police Department	Page
#74	Emmetsburg	Sheriff	Palo Alto
#75	LeMars	Sheriff	Plymouth
#75A	LeMars	Police Department	Plymouth
#76	Pocahontas	Sheriff	Pocahontas
#77	Des Moines	Sheriff	Polk
#77A	Des Moines	Police Department	Polk
#77B	West Des Moines	Police Department	Polk
#78	Council Bluffs	Sheriff	Pottawattamie
#78A	Council Bluffs	Police Department	Pottawattamie
#78B	Avoca	Sheriff	Pottawattamie
#79	Montezuma	Sheriff	Poweshiek
#79A	Grinnell	Police Department	Poweshiek
#80	Mt. Ayr	Sheriff	Ringgold
#81	Sac City	Sheriff	Sac
#81A	Sac City	Police Department	Sac
#82	Davenport	Sheriff	Scott
#82A	Davenport	Police Department	Scott
#82B	Bettendorf	Police Department	Scott
#82C	Eldridge	Police Department	Scott
#83	Harlan	Sheriff	Shelby
#84	Orange City	Sheriff	Sioux
#85	Nevada	Sheriff	Story

<u>NUMBER</u>	<u>CITY</u>	<u>DEPARTMENT</u>	<u>COUNTY</u>
Station #85A	Amos	Police Department	Story
#86	Toldeo	Sheriff	Tama
#86A	Toldeo	Police Department	Tama
#87	Bedford	Sheriff	Taylor
#88	Creston	Sheriff	Union
#88A	Creston	Police Department	Union
#89	Keosauqua	Sheriff	Van Buren
#90	Ottumwa	Sheriff	Wapello
#90A	Ottumwa	Police Department	Wapello
#91	Indianola	Sheriff	Warren
#91A	Indianola	Police Department	Warren
#92	Washington	Sheriff	Washington
#93	Corydon	Sheriff	Wayne
#94	Ft. Dodge	Sheriff	Webster
#94A	Ft. Dodge	Police Department	Webster
#95	Forest City	Sheriff	Winnebago
#96	Decorah	Sheriff	Winneshiek
#96A	Decorah	Police Department	Winneshiek
#97	Sioux City	Sheriff	Woodbury
#97A	Sioux City	Police Department	Woodbury
#98	Northwood	Sheriff	Worth
#99	Clarion	Sheriff	Wright
#99A	Clarion	Police Department	Wright

VIII

TIME CONVERSION CHART

GREENWICH TIME (Z)	EASTERN STANDARD	CENTRAL STANDARD	MOUNTAIN STANDARD	PACIFIC STANDARD
2400	1900	1800	1700	1600
Midnight	7:00 PM	6:00 PM	5:00 PM	4:00 PM
0100	2000	1900	1800	1700
	8:00 PM	7:00 PM	6:00 PM	5:00 PM
0200	2100	2000	1900	1800
	9:00 PM	8:00 PM	7:00 PM	6:00 PM
0300	2200	2100	2000	1900
	10:00 PM	9:00 PM	8:00 PM	7:00 PM
0400	2300	2200	2100	2000
	11:00 PM	10:00 PM	9:00 PM	8:00 PM
0500	0000	2300	2200	2100
	Midnight	11:00 PM	10:00 PM	9:00 PM
0600	0100	0000	2300	2200
	1:00 AM	Midnight	11:00 PM	10:00 PM
0700	0200	0100	0000	2300
	2:00 AM	1:00 AM	Midnight	11:00 PM
0800	0300	0200	0100	0000
	3:00 AM	2:00 AM	1:00 AM	Midnight
0900	0400	0300	0200	0100
	4:00 AM	3:00 AM	2:00 AM	1:00 AM
1000	0500	0400	0300	0200
	5:00 AM	4:00 AM	3:00 AM	2:00 AM
1100	0600	0500	0400	0300
	6:00 AM	5:00 AM	4:00 AM	3:00 AM
1200	0700	0600	0500	0400
	7:00 AM	6:00 AM	5:00 AM	4:00 AM
1300	0800	0700	0600	0500
	8:00 AM	7:00 AM	6:00 AM	5:00 AM
1400	0900	0800	0700	0600
	9:00 AM	8:00 AM	7:00 AM	6:00 AM
1500	1000	0900	0800	0700
	10:00 AM	9:00 AM	8:00 AM	7:00 AM
1600	1100	1000	0900	0800
	11:00 AM	10:00 AM	9:00 AM	8:00 AM
1700	1200	1100	1000	0900
	Noon	11:00 AM	10:00 AM	9:00 AM
1800	1300	1200	1100	1000
	1:00 PM	Noon	11:00 AM	10:00 AM
1900	1400	1300	1200	1100
	2:00 PM	1:00 PM	Noon	11:00 AM
2000	1500	1400	1300	1200
	3:00 PM	2:00 PM	1:00 PM	Noon
2100	1600	1500	1400	1300
	4:00 PM	3:00 PM	2:00 PM	1:00 PM
2200	1700	1600	1500	1400
	5:00 PM	4:00 PM	3:00 PM	2:00 PM
2300	1800	1700	1600	1500
	6:00 PM	5:00 PM	4:00 PM	3:00 PM

Code references, addressee abbreviations, teletype calls etc., for use in preparing written messages:

A. Abbreviations, teletype call, addressee and signature groups of OCDM offices:

	Abbr.	TT Call
Administration-	-OCDAD	WLP
Field Relations -	-OCFR	
Inspection -	-OCIS	
Deputy Administrator-	-OCDA	
Executive Assistant Administrator-	-OCEX	
General Counsel-	-OCGC	
Planning Staff-	-OCPS	
General Administration -	-OCGA	
Administrative Operations Office-	-OCAO	
Budget Administration Office-	-OCBA	
Personnel Office-	-OCPE	
Security Office-	-OCSE	
Contributions Staff-	-OCCS	
Management Improvement Staff-	-OCMS	
Education Services-	-OCES	
Public Affairs Office-	-OCPA	
Publications Office -	-OCPB	
Religious Affairs Office-	-OCRE	
Training and Education Office-	-OCTE	
Operations Control Services-	-OCOS	
Emergency Operations Office-	-OCEO	
Evacuation Office-	-OCEV	
Supply Office-	-OCSU	
Tactical Operations Office-	-OCTA	
Transportation Office-	-OCTR	
Warning and Communications Office-	-OCWC	
(State and Local)		
Technical Advisory Services-	-OCTS	
Engineering Office-	-OCEN	
Fire Office-	-OCFI	
Health Office-	-OCHE	
Industry Office-	-OCIN	
Safety Office-	-OCSA	
Welfare Office -	-OCWE	
Military Liaison -	-OCML	
Regional Administrators, Reg. 1 thru 7-	-OCRI-7	
All OCDM Regions -	-OCAL	
Chief Controller -	-OCCH	
Controllers-	-OCCI-8	
Intelligence Operations-	-OCYY	
All OCDM Air Def. Liaison & Warn. Ofcs. -	-OCLWO	
All OCDM Centers. -	-OCAEC	
All Key Point Warning Centers in a Div. -	-OCKP (#'s)	
All Liaison Officers -	-OCDC	
EADF Liaison Officers-	-OCEF	
CADF Liaison Officers-	-OCCF	
WADF Liaison Officers-	-OCWF	
OCDM CADW-Centers (Numerals of Air Div.) -	-OC (NUMERALS)	

<u>Regional OFFICE</u>	<u>ADDRESS</u>	<u>ABBR.</u>	<u>TT-CAL</u>
Regional Administrator, Region 1	Boston Mass.	OCDR1	BOS
Regional Administrator, Region 2	Westchester, Pa.	OCDR2	ESR
Regional Administrator, Region 3	Thomasville, Ga.	OCDR3	KTM
Regional Administrator, Region 4	Battle Creek, Mich.	OCDR4	WLP
Regional Administrator, Region 5	Denton, Texas	OCDR5	NDT
Regional Administrator, Region 6	Denver, Colorado	OCDR6	DEN
Regional Administrator, Region 7	Santa Rosa, Calif.	OCDR7	STS
All OCDM Regions (above)		OCDALL	

B. Addresses and Code References - Federal Agency Communications Control Centers:

	<u>CODE</u>	<u>TT-CALL</u>
Federal Agencies - Denver (DFC)	FACDEN	DEN 2
Federal Agencies - Kansas City, Mo.	FACKCY	MKC
Federal Agencies --St. Louis, Mo.	FACSTL	STL
Federal Agencies - (All 3 locations above)	FACALL	

C. Addresses and Code References - State CD Agencies in Region VI:

<u>State</u>	<u>Headquarters</u>	<u>Code</u>	<u>TT-Call</u>
Colorado	Denver, Colo.	SCDCOLO	DEN 1
Iowa	Des Moines, I.	SCDIOWA	DSM
Minnesota	St. Paul	SCDMINN	STP
Nebraska	Lincoln, Neb.	SCDNEBR	LNK
North Dakota	Bismarck, N. Dak.	SCDNDAK	BIS
South Dakota	Rapid City	SCSDSAK	RAP
Wyoming	Cheyenne, Wyo.	SCDWYOM	CYS
OCDM Reg. 6	All States	SCDREG6	
Kansas	Topeka, Kan.	SCDKANS	TOP

D. Service and Agency Code References for Internal Use OCDM Region VI:

<u>OCDM Service</u>	<u>Code</u>	<u>Reference Group Example</u>
Administrative	AD	
Engineering	EN	EN151730Z
Health	HE	EN - Service
Message Center	MC	15 - Date
Operations Control	OS	1730Z - Time GMT
Operations Intelligence	OI	
Public Affairs	PA	
Safety Office	SA	
State Intelligence	SI	
Supply	SU	
Transportation	TR	
Warning & Communication	WC	
Welfare	WE	

CIVIL DEFENSE AGENCY

(INCOMING) (OUTGOING) RADIO MESSAGE LOG DATE

MSG CENTER NO.	PREFIX	TIME FILLED	RADIO NUMBER	ADDRESS	TIME SENT	STATION TO (CALL-SIGN)	HOW SENT (CW-RTTY)	TIME RET. TO MSG. GEN.	CLERK INITIALS

SERVICE _____

INCOMING MESSAGE CENTER LOG

OUTGOING

MSG. CEN. NO.	PRI.	RECD. VIA	TIME RECD.	FROM	REF. GRP. OTHER IDEN. OR MARKS	DELD. TO	CLE. INT.

C.D. AGENCY _____

SERVICE _____

INCOMING LOG

1 CONT NO.	2 ACTION TO			3 TAG OR REF.	4 SUBJ. WORD	5 ORIGIN			6 REF. GRP.	QU
	OS	RD	OTHER			STATE	CDM	FED		

IOWA CIVIL DEFENSE
CC M FORM 310
10, 4/57

TRAFFIC NUMBER SHEET

FACILITY _____ POSITION _____ DATE _____

--	--	--	--	--	--

MESSAGE FORM

INCOMING

ROUTING (USE
DESIGNATOR)
HANDLED OR
APPROVED BY
(INITIAL)

OUTGOING

INTRA-CENTER

PREPARED BY _____

PRECEDENCE

EMERGENCY

OPERATIONAL PRIORITY

PRIORITY

ROUTINE

DESTINATION _____

PREAMBLE SUBJECT
COMMUNICATION
(USE ONLY)

TEXT

SIGNATURE _____ OFF. ABBR. _____ REF. GROUP _____

DATE AND TIME _____ Z

CST

CCDM FORM 260
(JULY 1957)

MSG. CEN. NO. _____

INTRA CONTROL CENTER MEMO _____
TIME _____ DATE _____

FROM _____
(SERVICE) BY (REFERENCE)

TO: _____ FOR ATTENTION OF: _____
(SERVICE OR OFFICE) (PERSON, IF NECESSARY)

SUBJECT _____

TEXT: _____

CD AGENCY _____ SERVICE _____ SHEET NO. _____

(PREPARE IN DUPLICATE)

DATE _____

(NO SERIALS)

INCOMING MESSAGE RECORD
(OUTGOING)

NO.	FROM (REFERENCE OR IDENTIFICATION)	REMARKS (ABSTRACT OF MSG. INFO)	ANSWERED NUMBER & REFERENCE GROUP

LOUISA

COUNTY

D

ECONOMIC CONTROLS
& REQUIREMENTS

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX D

ECONOMIC REQUIREMENTS & CONTROLS SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the County Economic Requirements and Controls Service is to meet the economic requirements for survival in the event of attack or the declaration of civil defense emergency by:

1. Maintaining or restoring money and credit economy.
2. Insuring the distribution of essential goods on an austere basis fairly and where vitally needed.
3. Restraining inflation.
4. Obtaining revenue for essential government operations.

B. Situation. See Basic Plan I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The county Economic Requirements and Controls Service through the board of control will administer economic control in conformity with Statewide policy and instructions. The Economic Requirements and Controls Service Board will also hear appeals.

2. All necessary controls will be enforced by the Economic Requirements and Controls Service in the county utilizing what forces are necessary for the accomplishment of this control.

3. The Economic Requirements and Controls Service will establish methods of maintenance of money and credit. This will include prescribing the days and hours during which banking institutions may be open for general banking business during the declared Civil Defense Emergency.

4. The County-Economic Requirements and Controls Board will release controlled supplies, establish county policy as to the administration of rent controls, rationing and the requisitioning labor forces, in conformity with the state-

wide policy established by the State Policy Board.

5. The Economic Requirements and Controls Service will work closely with the Supply Service and will advise the latter concerning the rate of release of impounded goods; cooperate with the Manpower Service on matters relating to the requisitioning of labor; and maintain constant liaison with the Industries Service regarding ways of increasing the production of essential goods in the County.

6. Key personnel of the Economic Requirements and Controls Service will be trained in radiological detection and decontamination as prescribed in Basic Plan I B-6 c.

B. Organizational Structure

1. At the County level the Economic Requirements and Controls Service will function through a County Economic Requirements and Controls Board.

2. The Board will consist of five (5) citizens who are recognized as having good judgement and unquestioned integrity.

3. The Control Board will have the responsibility of establishing county policy and preparing and issuing rules and regulations pertaining to:

- a. Rationing
- b. Price Controls
- c. Rent Controls
- d. Labor Requisitioning
- e. Fiscal Controls
- f. Money & credit controls

4. The Board will be appointed by the County Director of Civil Defense, with the approval of the County Board of Supervisors. The chairman of the County Control Board will be designated by the County Director of Civil Defense; and will also be Chief of the Economic Requirements and Control Service.

5. The Board will appoint an executive secretary who will be responsible for keeping the minutes of Board meetings, preparing and issuing Board orders and instructions, tabulating information on the supply of essential goods, and recording charges of violations.

6. The Chief of the County Legal Service will assist the executive secretary in preparing evidence on violations and in preparing cases at hearings before the County Control Board. If necessary the Chief of the Legal Service as the elected County Attorney will appoint a special assistant for assignment full term to the Control Board.

7. The County Control Board will have authority to impose penalties for violators of its orders, subject to appeal to the State Policy Board.

8. The Board will appoint the clerical and other assistants needed for record keeping, price checking, answering inquiries, and other duties.

9. The Board will establish such sub-office in the County as the situation may demand from time to time.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III A.

B. Actions to Be Taken Under Warning Conditions

1. Strategic (six hours or more)

a. General Instructions. See Basic Plan III B2.

b. Specific Instructions

(1) Issue orders establishing immediate ceilings on all prices, rents, wages and salaries at highest rates paid the previous 30 days.

(2) Announce that the buying, selling, and use of all civilian goods will be subject to control by Federal, state and local government officials immediately upon attack, if any.

(3) Announce anti-hoarding policy including immediate prohibition against any family accumulating, or retailer selling to a family, more than two-weeks supply of food before attack.

(4) Order the establishment and operation of local Economic Controls Boards and issue regulations for their operation.

(5) Request producers and processors of foods drugs, and other essentials to increase production to fullest extent possible by such methods as extra shifts.

2. Tactical Warning (one-half to six hours)

a. General Instructions. See Basic Plan III B3.

b. Specific Instructions

(1) Economic Controls specified by the State Policy Board will be placed in full effect.

(2) Close contact will be maintained with the Supply Service in an effort to adjust control orders to the shifting

supply situation.

(3) The County Control Board will receive reports from City and Town Economic Requirements and Control Service regarding administration of controls locally.

(4) The Manpower Service will be delegated the authority to requisition labor for essential service whenever Necessary.

(5) Related Services will be given authority to requisition materials and equipment in accordance with regulations of the Economic Controls Service.

3. Attack Imminent (thirty minutes or less)

a. Personnel attached to the County Control Board will seek the best available shelter until advised that danger from fallout or a rural burst has passed.

4. Post Attack

a. General Instructions. See Basic Plan III B5

b. Specific Instructions.

(1) Issue orders which freeze immediately all stocks in the hands of processors, distributors, warehouses, grain storage, and other storage, and provide for release of such stocks by order of Governor or State CD Director.

(2) Issue orders which freeze immediately all stocks in retail outlets and provide for their release by order of County Ration Boards or higher officials.

(3) Issue and adjust standards as required for local rationing of essential goods and services.

(4) Obtain from Supply Service an inventory of essential goods county-wide and estimate requirements for those goods.

(5) Establish priorities and allocation of scarce materials to emergency government services, to essential private services such as utilities, banks and railroads.

(6) Help the Federal Reserve Board, Treasury Department, and Federal Home Loan Bank Board, devise and administer monetary and credit controls as needed to instill maximum confidence in the solvency and continued functioning of the banking, monetary, and credit system.

IV

SUPPLY & TRANSPORTATION

- A. Supply. See Basic Plan IV A
- B. Transportation. See Basic Plan IV B

V

CONTROL & COMMUNICATIONS

A. Control

1. The County Control Board will submit reports on its activities to the County Director of Civil Defense.

2. The County Director will forward the reports on the activities of the Control Board to the Support Area Director for review by the Support Area Economic Requirements and Controls Service.

3. The County Director of Civil Defense will designate alternates for each member of the County Control Board who will serve on the Board in event of temporary vacancies or vacancies caused by death, incapacity, or other reason.

B. Communications. See Basic Plan V B

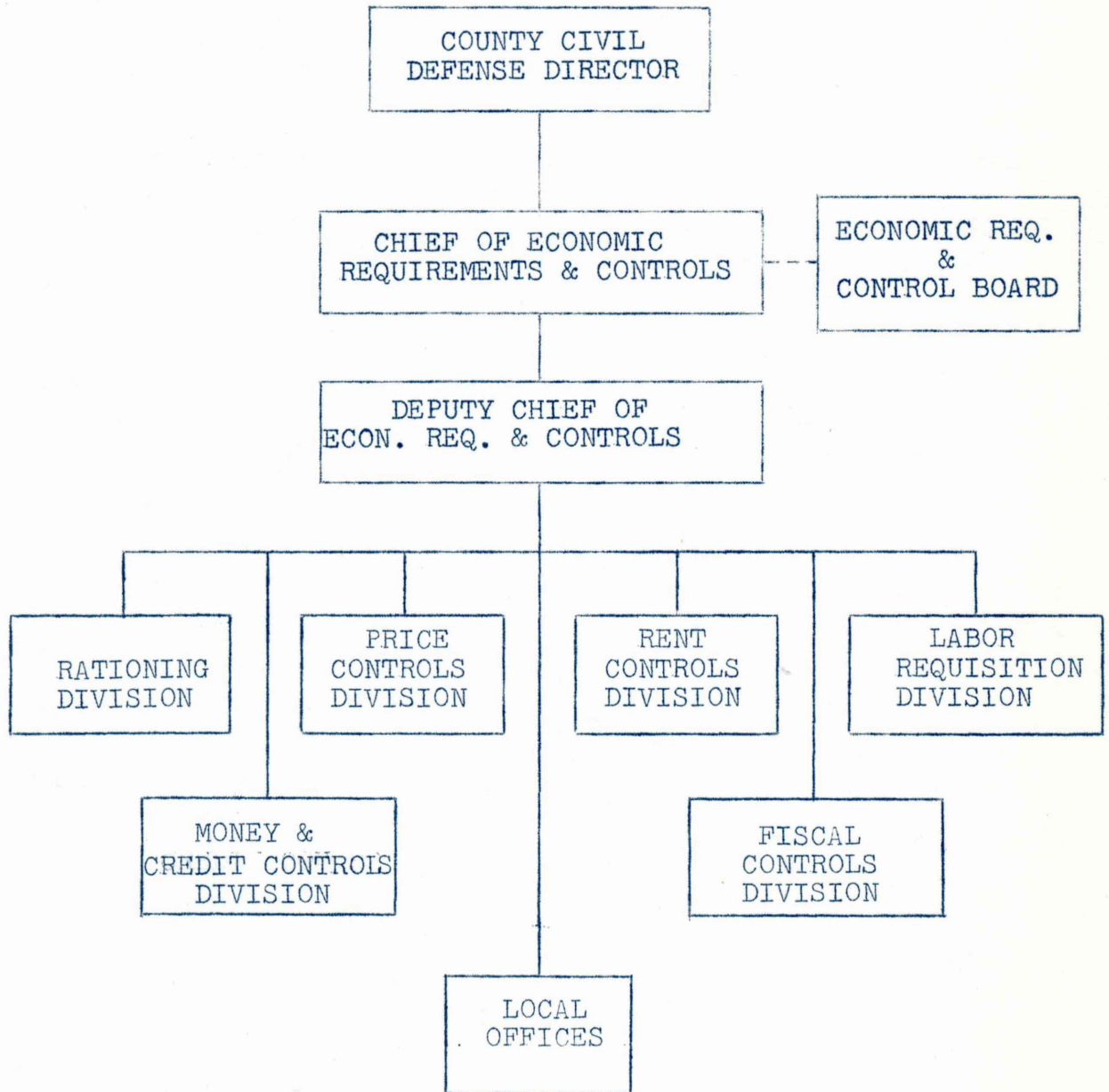
LOUISA COUNTY

ANNEX D

Appendix 1

ECONOMIC REQUIREMENTS & CONTROLS SERVICE

ORGANIZATION CHART



LOUISA COUNTY

ANNEX D

Appendix 2

ECONOMIC REQUIREMENTS & CONTROLS SERVICE

STANDARD OPERATING PROCEDURES

I

DIVISIONAL FUNCTIONS

A. The Money and Credit Division of the Economic Requirements and Controls Service will administer the policies established relative to:

1. Safeguarding currency and records of banks.
2. Plans for the utilization of banks outside of target areas for those banks in the target area.
3. The continuing function of a money and credits system during an emergency.
4. The amount of cash that can be withdrawn from any banking institution during the emergency.
5. Prescribe the days and hours during which banking institutions may open for general banking business during the declared Civil Defense emergency.

B. The Rationing Division of the Economic Requirements and Controls Service will administer the policies established relative to:

1. Organization of local rationing boards.
2. Identification of items to be rationed.
3. Eligibility for rationed goods.
4. Registration for obtaining rationing script.
5. Effective dates of rationing specific items.
6. Announcement of point values.
7. Integration with national rationing system as soon as such action is possible.

C. The Price Control Division of the Economic Requirements and Controls Service will administer the policies established relative to:

1. The prevailing ceiling prices for important commodities.
2. Interim adjustments in ceiling prices for products not in a finished condition.
3. General freeze order as to prices for the duration of the emergency period.
4. Sale of real estate during the emergency period.
5. Referring requests for setting ceiling prices for products for which ceiling prices cannot be determined under the emergency general freeze order to the state office of Civil Defense whenever the product is of more than local importance.

D. The Rent Controls Division of the Economic Requirements and Controls Service will administer the policies established relative to:

1. The ceiling on rents.
2. Interim adjustments in rents during the emergency period.

E. The Labor Controls Division of the Economic Requirements and Control Service administers the policies established relative to:

1. General freeze order on wages for the emergency period.
2. Interim adjustments in wages during the emergency period.
3. Coordination with the Manpower Service and other services.

F. The Enforcement Division of the Economic Requirements and Controls Service administers the policies established relative to:

1. The State-level regulations governing the lower echelon Economic Requirements and Controls Services.
2. Represents the Economic Requirements and Controls Service in all appeals from actions of the lower echelon Economic Requirements and Controls Service agencies to the State Economic Requirements and Controls Service.
3. In the event of failure on the part of local law enforcement officials to properly enforce the lower echelon Economic Requirements and Controls Service decisions, brings such dereliction of duty to the attention of the State Economic Controls and Requirements Service.
4. Developing, prior to attack, the economic capabilities of the Target Area.
5. Applying the several principles and objectives to various post-attack situations.

6. Implementing as soon as possible the specific plans and actions necessary to cope with the indicated need.

7. Service personnel problems.

II

LOCATION OF OFFICE

Because of the close relationship of the Economic Requirements and Controls Service to the immediate problem of survival in the event of a thermonuclear attack, the Chief of the Service and his office staff should be in the same building as the office of the County Director of Civil Defense.

III

OFFICE PROCEDURES AND RESPONSIBILITIES

A. At the County and local levels a plan for economic control operations must be established within existing local governmental structures. With the exception of possibly the members of local rationing boards, the entire economic control program must operate with paid governmental staff, augmented as necessary to meet the post-attack period. Pre-attack planning constitutes essential training to carry out functional responsibilities during a Civil Defense emergency.

B. Rationing must be equitable. There must be no supply of the commodities available except through the rationing system. Authorizations issued to obtain goods must not exceed the available supply. The flow of rationing currency or script must determine either directly or indirectly the distribution back to source. Rationing control methods include Inventory Freeze Orders, Anti-hoarding Orders, Requisition Orders, Conservation and Limitation Orders as well as the controls inherent in the use of rationing currency or script. Specific actions by State and local Economic Requirements and Controls Service will be as follows:

1. Obtain control of consumer's goods in the area in warehouses, dealer's yards, stores, loaded trucks and railroad cars and other concentrated sources. Since stocks will be technically frozen, notification of the freeze followed by requisition, conservation or limitation orders may be used on a selected basis.

2. Issue a general appeal for voluntary conservation by all consumers. Suggest such practical measures as the use of perishable foods first, and items in home freezers which would deteriorate quickly if current were cut off, etc.

3. Develop and announce interim procedures to be followed by holders and users of supplies in releasing certain specified items from inventory as are required to meet urgent needs

that cannot await the initiation of the rationing system, i.e. no more than one day's supply of food at a time to be sold by any retailer and corresponding backup action by wholesalers. Common sense decisions to meet urgent needs of the particular community must prevail. Unrealistic restrictions will discredit any rationing program.

4. A particular post-attack situation in a specific area may not permit speedy implementation of a full rationing operation. The situation may call for concentration on the distribution of existing supply rather than conservation of resources. Direct police type controls may be necessary rather than institution of rationing operations. It may be necessary to establish fixed distribution points for a given consumer area such as a block, precinct or other defined area. Registration, by name and address of each family unit, including refugees living with the family would automatically identify and limit the family thereafter to the pre-designated outlet. Automobile licenses, refugee billeting slips or some other form of ready identification would serve temporarily to police the operation.

5. More definite economic control procedures should be established as soon as possible: Local Rationing Boards should be organized.

6. Rationing instructions should be announced and publicized by all available means to both owners and possessors of consumer goods in the area and to the consumers of such goods.

7. The printing of rationing currency or script should be initiated. Such local rationing currency or script can be printed on light cardboard or heavy stock paper by local newspaper printing establishments or by job printing shops under bond to the rationing agency.

8. Require local ration boards to estimate local available supplies and requirements for all consumer's goods to be rationed.

9. Require local ration boards to prepare file cards for registration of all consumers to show types of rationing currency issued, name, address, date, etc.

10. Conduct the registration of consumers in each local board area.

11. Announce point values for foods and post them a few days before the effective date of the start of food rationing.

12. Be prepared for integration with a national rationing system.

C. Price, wage rates, salaries and rents will be controlled at the national level as soon as possible after a thermonuclear attack. The Office of Civil and Defense Mobilization will issue a general Freeze Order. This Order, on an interim basis, will

be administered by the Office of Civil and Defense Mobilization. The Office of Defense and Civilian Mobilization will immediately provide for State and local administration. Such a national action should be assumed if an area is without outside communication capability. Pending the implementation of the national plan State and local action can be as follows:

1. Establish and make known by all available means throughout the area, the prevailing ceiling prices for important commodities and services. Ceilings on prices, wage rates, salaries and rents should be the highest prices, wages, salaries and rents which were in effect during a specified period immediately preceding the attack.

2. Make an interim adjustment in ceiling prices for products not already in a finished condition when such product is needed locally for defense or survival purposes.

3. As to those products of local importance where a ceiling price cannot be determined under the general freeze order, the local Economic Requirements and Controls Service should collaborate with local offices of other governmental agencies or with private groups in setting a ceiling price approximately the price levels at the period specified by the Freeze Order.

4. Where the product is of more than local importance, local Economic Requirements and Controls Service must refer requests for setting ceiling prices to the State Civil Defense Office where ceiling prices cannot be determined under the general Freeze Order.

5. Local Economic Requirements and Controls Service officials may not make price adjustments for goods already in inventory and ready for local sale. If necessary, such goods should be requisitioned and the owners paid the ceiling price.

6. Price adjustments made by local Economics Requirements and Controls Service officials will be subject to readjustment at a later date when the state price control system becomes operative.

7. Ceiling prices for all real estate sold on or after the effective date of the general Freeze Order should be the highest amounts as follows:

- a. The last price at which the real estate was sold on or before the effective date of the general Freeze Order plus five percent of such last price.

- b. The sales price established in an enforceable sales contract on or before the effective date of the general Freeze Order and still in effect.

c. The value determined by the Veterans Administration in a certificate of reasonable value outstanding on or before the effective date of the Freeze Order, or by the Federal Housing Administration in connection with a commitment or conditional commitment for mortgage insurance outstanding on the effective date of the Freeze Order.

d. The value of the property determined by the latest appraisal made by a qualified real estate appraiser on or before the effective date of the Freeze Order.

For real estate for which a ceiling price cannot be established by the above procedure, the ceiling price shall be the amount determined by the local Economic Requirements and Controls Service upon the filing of a petition by the owner of such real estate. Ceiling prices should be established in consultation with a qualified appraiser. Provision should be made for review and adjustment of any established ceiling price upon formal request of a party at interest.

V

RATIONING METHODS AND RATIONING CURRENCY

A. Choice of the method of rationing to be used for a particular item or group of items will depend upon the relative adaptability of the different methods to the task of issuing individual ration allowances. In those cases where a detailed control is necessary over the distribution and use of individual items, as in the case of gasoline, specific or unit rationing will be necessary. The same method should not be employed in fields such as food where a choice of a large number of items may be involved rather than individual goods. For these situations, a more general type of control method is required.

B. Certificate rationing is used when a scarce commodity or product must be reserved for the most urgent needs of a small part of the population; while those of others whose needs are less urgent are excluded from the market. This is the method by which automobiles, tires, typewriters, stoves, and other durable goods are usually rationed. It is also the technique used with other ration programs in that special groups (such as industrial users of sugar) may obtain their supplies by certificates issued individually by local rationing boards.

C. Unit rationing is the method used when a scarce commodity or product for which there is no substitute must be distributed to all or to large groups of the population. Sugar and shoes are examples that lend themselves primarily to this type of rationing. For these items it is possible to distribute enough ration currency to the population to last for a period, and to insure equal shares of a given supply. It is not necessary to treat all consumers alike under this system. The basic gasoline ration is made available only to car owners; and different shoe quotas can be set for men, women, and children. The main feature

of unit rationing is that the consumer is given a supply of ration stamps which he can spend at will over a specified period.

D. The point rationing system is used to distribute groups of similar commodities or products to the population while preserving freedom of consumer choice within the group. It is the method usually used for general food and clothing items. The point rationing system establishes a schedule of values for inter-substitutable products and these values work with or re-place to a degree the price system. Each product within a group of similar products, such as meats, canned fruits and vegetables or dairy products, may be purchased only upon the surrender of a specified number of point stamps, usually from a ration book. The point value of each product is determined with reference to the amount of material it contains, its relative scarcity, its essentiality, and the pattern of demand for it compared with other products. Point values are subject to change by the rationing authority as wartime conditions demand.

E. The installation of formal rationing programs amounts to the creation of a new money and banking system so far as the rationed commodity is concerned. These formal programs will be based upon a coupon flow-back system. The coupon flow-back system must control sales at every step of distribution if the rationing program is to work efficiently. No part of the producer's supply is to be transferred without the exchange of lawful coupons, through all handlers to the final consumer. The coupon flow-back requires the establishment of a ration currency banking and accountability system. This ration banking system not only facilitates the operation of the ration program, but also provides a check base on non-compliance and counterfeiting activities.

F. The design for ration currency must at the outset, and under the present state of planning, be local and may vary for each town, city, county, or other subdivision. Since the local emergency currency will be without counterfeit protection, such as safety paper, serial numbering, and counterfeit detection devices, this variation in design will tend to limit counterfeit efforts to local areas where detection is enhanced. In addition, the currency may be made valid only in the local area, thus eliminating distant shopping for scarce goods and providing better control in supply distribution where a fullfledged ration banking system will be slow to develop.

G. The ration certificate may be designed about the size of a bank check and printed in duplicate, one copy for the consumer and one copy for the ration board record. Apart from the selected design, blank spaces should be left on the certificate for typing in the name of the consumer and the dealer, the dates, board number, and name, type and quantity of commodity authorized. Certificates will be

used for automobiles, tires, refrigerators, and other durable goods. Also for industrial, commercial, and other purchases of bulk quantities of any goods.

H. Coupons will be printed for special products to be issued generally in units but at infrequent intervals as one month or more. Examples are sugar, coffee, shoes and cigarettes. The unit value and period will be determined by the local ration board.

I. The gasoline ration card should be about 3 x 5 inches in size with unit spaces around the edges and with each unit numbered, say 1 to 15. Space in the center should allow typing in name of consumer, vehicle, license, date, local board number, etc. The local board will determine and announce the periods each unit will be valid and for what quantity of gasoline. For example, units No. 1 and No. 2 may be valid for two weeks at four gallons each. The units can be designed for punching or preferably, if a start is to be made on ration banking, they should be cut off with scissors or knife upon delivery of gasoline.

J. Food ration currency for a well-organized system would be printed in book form with stamps numbered consecutively, perforated, and in various designs and colors. For the local emergency ration system, it is suggested that food ration currency be printed on sheets about 8 x 10 inches in size and folded. Three sheets are suggested for each consumer covering meat products, dairy products, and processed foods. This system may be varied in each local area depending upon conditions. Perhaps meats and dairy products can be combined or maybe a sheet will be needed for fresh fruits and vegetables. The design at the center of the sheet should display in large letters the local area and the name of the foods covered as:
ANY TOWN - LOCAL BOARD NO. L, MEAT PRODUCTS

Space should be provided for the name and number of the consumer, address, dates, etc. The edges of the sheet should be designed to contain three rows of stamps. The three rows of stamps across the top should have each stamp numbered with the numeral 1 for one point. Stamps at the bottom should each be labeled 25 for 25 points. Those at the right of the sheet should each be labeled 5 for 5 points and those stamps at the left labeled 10 for 10 points.

Food rationing is a point system. The local board based on supply and requirements data will determine the point values for each item. For example, if a No. 3 can of beans is determined to require 15 ration points, then the merchant will cut with scissors a ten-point and a five-point stamp from the customer's processed food ration sheet.

K. A problem will arise in change making under the point system for food rationing. The one-point stamps on the food ration sheets are to facilitate the meeting of odd-point ration charges. This will work for a time but as transactions increase there will be a demand for ration-point change makers. This problem is usually solved by using ration tokens. Thus, after the start of food rationing, the local board can design and order tokens as manufacturing facilities are found. Ration tokens can be made in an emergency from heavy cardboard impregnated with plastic or some other binder material. The tokens can be distributed to dealers and assigned a one-point value for change making.

LOUISA

COUNTY

E

EMERGENCY
INFORMATION

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX E

EMERGENCY INFORMATION SERVICE

I

MISSION & SITUATION

- A. Mission. In the county echelon the Emergency/Service will: Information
1. Set up a continuing program of public information and education in civil defense. Designed to induce the public to understand civil defense, accept it and participate in it, this program will instruct people in all the essential survival techniques of shelter an evacuation, including first aid, sanitation, emergency food and water cache, emergency communication, and shelter decontamination from radioactive fallout.
 2. Provide official information and instructions to the public before, during, and following a civil defense emergency.
 3. Maintain good public morale, fostering the will to resist the enemy and the desire to support our own war effort.
 4. Report public reaction and attitudes back to civil defense authorities.

B. Situation.

1. Refer to the Basic Plan, Section I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. During the period of preparing for a possible civil defense emergency, beginning now and continuing the emergency arrives, the Emergency Information Service will publicize in all available media the county's survival plan and the reasons why the plan had to be made, so that the people will understand the need for civil defense, accept the survival plan, and be willing to participate in it. In addition to news releases explaining the plan and the progress of organization for civil defense within the county the EIS will:
 - a. Conduct the release interviews with the County Civil Defense Director and members of his staff for press, radio and television.

b. Prepare and release feature stories on the threats posed by thermonuclear weapons, necessity of evacuation as a defense measure, the danger of radioactive fallout, how to improvise fallout shelters, radiation detection and harmful dosages of radiation, decontamination procedures, stocking the family shelter with emergency food, water and first aid supplies, the family survival plan, use of the family car for evacuation, CONELRAD communication in an emergency, civil defense in schools, and civil defense test exercises and operations.

2. During the period of preparation the EIS will contact clergymen, public officials, radio announcers, and other persons of influence within the county to write and record advance interviews directing the people to remain calm, avoid panic, and act constructively during the emergency. These interviews will be released when the emergency arises, as required or directed.

3. Agreement should be reached with the owners and operators of all media of public information that the media will assist and cooperate in the civil defense effort. Provisions will be made to give special emphasis to civil defense at the warning of a possible emergency and during the emergency.

4. Emergency official proclamations, instructions and information, will be prepared in advance for immediate release under the certain warning conditions. This includes CONELRAD scripts for the radio broadcasting which will be permitted following a tactical warning. Counties which have no CONELRAD radio broadcasting stations will arrange for time on the nearest CONELRAD station which is most listened to by county residents. (See Appendix 2)

5. EIS personnel will prepare speeches on civil defense for the Civil Defense Director and his staff, if requested.

6. All official information, including that relayed from Target Area and Support Area Headquarters, will be received and relayed to county outlets by the EIS headquarters in the Civil Defense Control Center in the Louisa County Court House at Wapello.

7. EIS at all echelons will know in advance where the reception centers for evacuees will be located, where registration information is gathered and released, where evacuees will be assigned to quarters, where they will be fed, where first aid and hospitalization is available. The EIS will support information centers established by the Welfare Service and will be prepared to answer questions the evacuees may ask upon arrival. Essential information will be published in bulletins for distribution. Mobile sound trucks will be used for public announcements if necessary.

8. The Chief of the Emergency Information Service will be appointed by the County Director of Civil Defense. The Chief of the Service will administer the written plan for the EIS in the name of the County Director. Operations in the county will

proceed under the civil defense chain of command from the State Director of Civil Defense to the Support Area Director to the County Director of Civil Defense.

9. In an emergency highest priority will be given to life saving information and directions.

10. The Chief of the EIS at every echelon will make certain that his service personnel are trained and equipped to conduct radiological monitoring and decontamination as required in the Basic Plan, paragraph I, B 6.

B. Organizational Structure

1. The County Director of Civil Defense will appoint the Chief of the Emergency Information Service. The Chief of the Service will appoint his staff, including:

- a. The Deputy Director of the Emergency Information Service, will act in the absence of his Chief and succeed him if necessary.
- b. The Chief of the Press and Publications Division.
- c. The Chief of the Radio and Television Division.
- d. The Chief of the Special Projects Division.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units

1. Refer to Basic Plan, Section III, A.

B. Actions to be Taken Under Warning Conditions

1. Strategic Warning (six hours or more)

- a. General Instructions. Refer to Basic Plan, paragraph III, B 2.

- b. Specific Instructions

- (1) The Chief of the EIS will maintain close liaison with the County Director of Civil Defense, will recommend the release of information and directives, and will promptly release the same to all EIS echelons within the county and to media of public information when approved by the Director.

- (2) EIS personnel will prepare copy for all emergency releases, bulletins, and official proclamations, for use in press, radio and television.

(3) The county's survival plan will be reviewed in all media, so that people will know what is expected of them if the emergency develops.

(4) Emphasis will be placed on the action of all persons within the county on receipt of an "Attack Imminent" warning. (They will take shelter and remain sheltered until chances of an accidental rural burst are eliminated and the situation concerning radioactive fallout is known. The danger of blindness from observing a thermonuclear explosion will be stressed).

2. Tactical Warning (one half hour to six hours)

a. General Instructions. Refer to Basic Plan, paragraph III, B 3.

b. Specific Instructions

(1) The Chief of the Service will contact the County Director of Civil Defense and the Support Area EIS office and will release all official directions and information to all EIS echelons within the county without delay.

(2) Directions to county residents to take shelter from the time of "Attack Imminent" warning until advised it is safe to leave their shelter will be broadcast by CONELRAD from scripts written in advance and by agreement made with nearby CONELRAD broadcasting stations. (See Appendix 3)

(3) EIS personnel will do any last minute improvising of fallout shelter, such as sandbagging, to be sure that their working quarters will be safe to work in after the attack.

(4) Radio and Television Division personnel will monitor the CONELRAD broadcasts to insure that they are being properly made.

(5) EIS personnel will keep themselves advised of all civil defense preparations and activity within their own echelons and stand by ready to man information centers for the accommodation of the evacuees.

3. Attack Imminent (one half hour or less)

a. All personnel within the county will take the best available cover from possible radioactive fallout and accidental rural nuclear bursts. They will remain sheltered until advised it is safe to leave their shelters.

b. The Special Projects Division personnel will support the Attack Warning Service at this time with mobile loudspeakers, and any other practical means they can devise.

4. Post Attack

a. General Instructions. See Basic Plan, Section III,

B 5.

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b. Specific Instructions

(1) EIS personnel will support the Welfare Service information booths or centers at each reception center in every echelon within the county.

(2) Information will be given to evacuees without delay, using bulletins, bulletin boards, mobile sound equipment, and all means practical.

(3) The Chief of the EIS will send all official information and directives from the County Director of Civil Defense and from the Support Area Director to all EIS echelons within the county promptly.

(4) All of this effort will be in addition to CONELRAD broadcasts.

IV

SUPPLY & TRANSPORTATION

A. Supply

1. Refer to the Basic Plan, Section IV A.

B. Transportation

1. Refer to the Basic Plan, Section IV B.

V

CONTROL & COMMUNICATIONS

A. Control

1. The succession of command in the county echelon of the EIS will be from the Chief of the Emergency Information Service to:

- a. The Deputy Chief of the EIS.
- b. The Chief of the Press and Publication Division.
- c. The Chief of the Radio and Television Division.
- d. The Chief of the Special Projects Division.

e. Chiefs of municipal echelons of the EIS in the order selected by the Chief of the EIS in concert with the County Director of Civil Defense.

B. Communications

1. Refer to Basic Plan, Section V B.
2. The Chief of the Emergency Information Service will coordinate his use of communications media with the Chief of the Communications Service.

LOUISA COUNTY

ANNEX E

EMERGENCY INFORMATION SERVICE

INDEX TO APPENDICES

<u>Number</u>	<u>Title</u>
E:1	Emergency Information Service Organization Chart
E:2	Media of Public Information Serving Louisa County
E:3	CONELRAD Scripts.

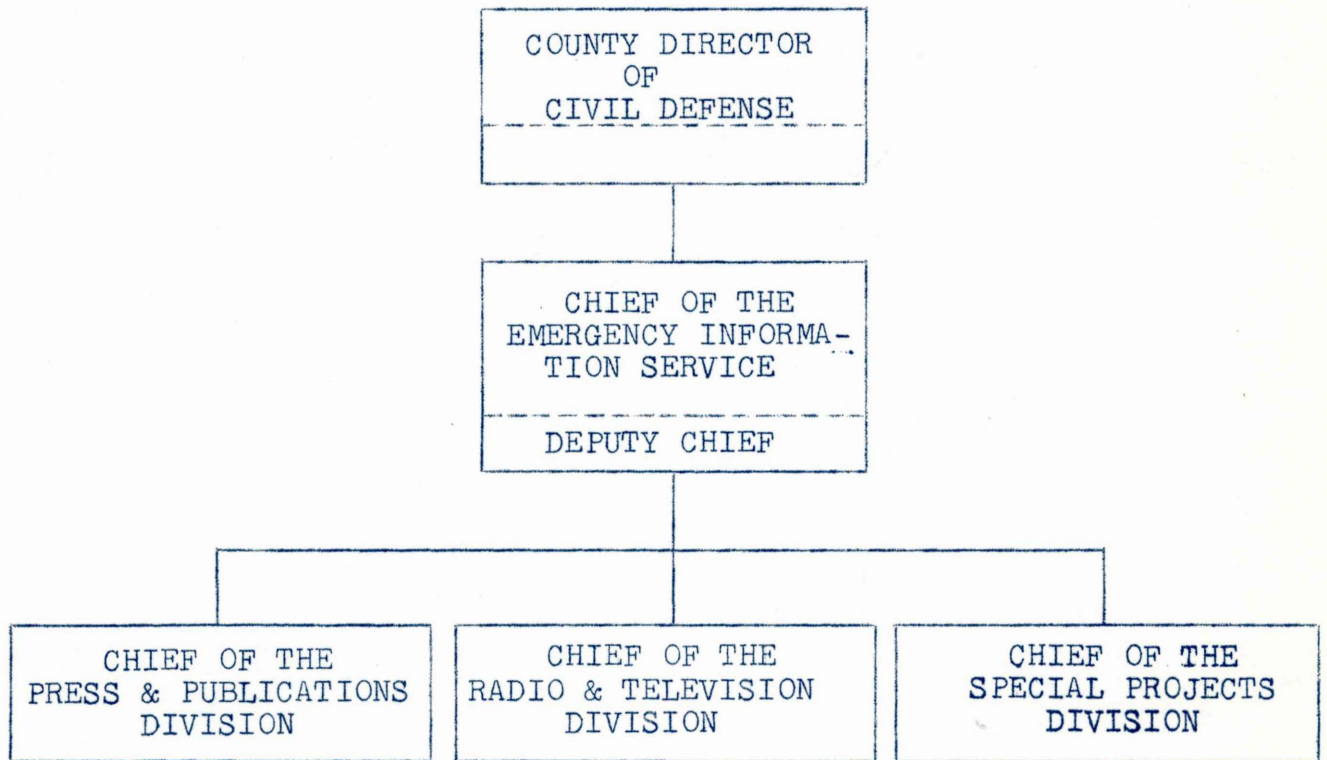
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LOUISA COUNTY

ANNEX E

Appendix 1

EMERGENCY INFORMATION SERVICE ORGANIZATION CHART



LOUISA COUNTY

ANNEX E

Appendix 2

MEDIA OF PUBLIC INFORMATION SERVING LOUISA COUNTY

EMERGENCY INFORMATION SERVICE

I

NEWSPAPERS

A. Weekly Newspapers

1. The Wapello Republican, 1,435 circulation, published Thursdays by the Louisa Publishing Co., H. Grank Lunsford and James Hodges, publishers.
2. Columbus Gazette, Columbus Junction, 2,519 circulation, published Thursdays by B. H. Shearer.
3. Morning Sun News Herald, 616 circulation, published Thursdays by W. D. Allen. Mr. Allen is Chief of the Louisa County Emergency Information Service.

II

RADIO AND TELEVISION

- A. There is no commercial radio or television broadcasting station within the limits of Louisa County. Nearby stations which might be contacted by the EIS Radio and Television Division for an agreement to permit CONELRAD messages include:
1. KBUR, Burlington, 250 Watts Day and night. Operated by Gerard B. McDermott.
 2. KMCD, Fairfield, 250 Watts Daytime. Operated by Gerard P. McDermott.
 3. KWPC, Muscatine, 250 Watts Daytime. Operated by George J. Volger.

LOUISA COUNTY

ANNEX E

Appendix 3

EMERGENCY INFORMATION SERVICE

CONELRAD ANNOUNCEMENTS

I

ANNCR: This is your CONELRAD announcer. Upon receipt of a Tactical Warning Davenport Target Area Director _____ has ordered the evacuation of Davenport and the vicinity within a radius of twenty miles. Here is an official message from Civil Defense Director _____ of Louisa County. All residents of Louisa County are directed to complete their fallout shelters while time permits. You may expect evacuees from the Davenport area within an hour. All personnel at the reception centers in Wapello, Morning Sun and Columbus Junction report to the centers at once. At the Attack Warning in _____ minutes all (no.)

residents of Louisa County will take the best available shelter from probable fallout and a possible rural burst of a nuclear weapon. Do not watch for enemy planes or nuclear bursts. If you are so unfortunate as to see an atomic burst you will be blinded. I repeat, all residents of Louisa County will take shelter from the Attack Imminent warning in _____ minutes until you are advised it is safe for you to leave your shelter. Keep your battery operated radio tuned to your CONELRAD station for further official information and instructions 640, 1240 on your dial.

II

ANNCR: This is your CONELRAD announcer. The Davenport Area is being evacuated because of the approach of enemy bombers. Their estimated time of arrival is one half hour. This is attack Imminent warning. All persons who can hear this warning, except evacuees enroute to reception centers will take the best available cover from probable radioactive fallout and from possible stray rural bursts of nuclear weapons. Your Civil Defense Director has ordered that everyone remain under cover until notified it is safe to leave. Do not watch the skies for enemy planes or nuclear explosions. If you should see an atomic burst you would be blinded. Remain under cover until advised you may leave. Keep your battery operated radio tuned to your CONELRAD station 640, 1240 on your dial for further official information and instructions.

III

ANNCR: This is your CONELRAD announcer. The expected time of arrival of enemy bombers over the Davenport target area is within the next five minutes. All persons who can hear this warning will take the best available cover at once from possible radioactive fallout and possible stray nuclear bursts. Remain under cover until advised it is safe to leave. Be sure to shield your eyes with your arms and lie face downward if you can. The light from a nuclear explosion will blind you if you can see it. All evacuees will stop wherever they are and cover their eyes with their arms. Throw any extra clothing or blankets you have with you in your car over your head. Do not proceed further until you are advised it is safe to do so. Stop wherever you are at this moment and shield your eyes from the light of a possible nuclear explosion. If you see this light, it will blind you. Do not try to hurry another extra mile, the light from a nuclear burst will blind you instantly and you will not be able to bring your car to a controlled halt. Leave your radio on and leave it tuned to CONELRAD 640, 1240 on your dial. You will be advised as soon as it is safe for you to continue your journey.

LOUISA
COUNTY

F

ENGINEERING

Prepared by
the
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December, 1958

LOUISA COUNTY.

ANNEX F

ENGINEERING SERVICE

I

MISSION & SITUATION

A. Mission. With Louisa County, the mission of the county Engineering Service is to construct, reconstruct, rehabilitate, repair and maintain power and fuel facilities, rail-lines and terminals, highways and bridges, and community facilities such as water systems, buildings and sanitation systems, also to assist other services in the performance of their missions as they involve engineering.

B. Situation. See Basic Plan, paragraph I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

K. General Plan.

1. The Engineering Service will provide the general routing of all evacuees into and through the county providing maps for other services and such traffic studies and road evaluations as are required.

a. These studies and maps will be revised as local conditions change or temporary construction materially affects the road capability.

b. Such changes as are required will be coordinated with other services involved in the evacuation route planning and execution.

2. The Engineering Service will provide for the expansion existing facilities in use by other services.

a. The Engineering Service will construct such other facilities as are required when no existing facility is available for use or expansion.

3. The Engineering Service will compile lists of equipment, personnel etc, their location and will at all times be prepared to execute their general construction mission for all services.

4. All echelons of the Engineering Service will be coordinated and integrated in their activities to prevent duplicity of

effort and provide for maximum utilization of material and personnel.

5. Operational stations for the service will be established at Columbus Junction, Letts, Morning Sun, and Oakville.

6. In order to aid in the accomplishment of the over-all county mission and in accordance with the Basic Plan the Engineering Service will be prepared to conduct extensive radiological monitoring and decontamination. (See Basic Plan I, B-6.)

7. The Louisa County Engineer will be the Louisa County Chief Service and city engineers of the cities in the county will be Chiefs of their respective echelons. In the absence of such an official office in a town a local contractor may be named to serve in this capacity.

8. The county will be divided into Engineering Districts, each district being an established city or town within the county. The city engineer or suitable substitute will be the chief of service and will be named a Deputy Director for the county.

B. Organizational Structure.

1. The Engineering Service of the county will be organized as follows:

- a. Chief of Engineering Service
- b. Deputy Chief of Engineering, Operations
- c. Deputy Chief of Engineering, Administration
- d. Chief, Community Facilities Division
- e. Chief, Power and Fuel Division
- f. Chief, Terminal Facilities Division
- g. Chief, Decontamination Division

2. The Chief of the Engineering Service is appointed by the County Director and will be the Louisa County Engineer.

3. The Chief of the Engineering Service will appoint two Deputy Chiefs, Operations and Administration and four Divisional Chiefs, Community Facilities, Power and Fuel, Terminal Facilities, and Decontamination

a. Each echelon will provide itself a similar staff, however, the magnitude of operations will determine if these divisions and branches may be combined on lower echelons.

4. Divisions will be subdivided as follows:

a. Community Facilities Division

- (1) Water Supply Branch
- (2) Emergency Construction Branch
- (3) Waste Disposal Branch
- (4) Debris and Road Clearance Branch
- (5) Shoring and Demolition Branch
- (6) Shelter Branch

b. Power and Fuel Division

- (1) Power Branch
- (2) Gas and Liquid Petroleum Branch

c. Terminal Facilities Division

- (1) Motor Transport Branch
- (2) Rail Transport Branch
- (3) Air Transport Branch
- (4) Water Transport Branch

d. Decontamination Division

- (1) Decontamination Branch

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan, paragraph III, A.

B. Actions to be Taken Under Warning Conditions.

1. Strategic Warning (six hours or more)

a. General Instructions. See Basic Plan, paragraph III B-

b. Specific Instructions.

(1) Supporting agencies including contractor's associations and engineering societies will be alerted and predetermined activities initiated.

(2) Coordinate engineering activity with other services.

(3) Activate its organization at the County Control Headquarters.

- (4) Alert public utilities and other supporting agencies.
- (5) Bring lists of equipment operators, mechanics, and supervisory and technical personnel to current status and alert these individuals to the situation.
- (6) Bring inventories of engineering equipment, materials and supplies to current status.
- (7) Receive and store engineering equipment and supplies, evacuated from other counties, at established control sites.
- (8) Warn engineering forces to be alert to acts of sabotage.

2. Tactical Warning (one half hour to six hours)

- a. General Instructions . . See Basic Plan, paragraph III,B-3.
- b. Specific Instructions.
 - (1) Initiate all actions required under Strategic Warning.
 - (2) Mobilize all operating, supervisory, and technical personnel in the county and assign them to 24-hour operating schedules.
 - (3) Keep evacuation routes in usable condition.
 - (4) Maintain utilities in operational order.
 - (5) Order personnel to take precautions to prevent contamination by fallout.
 - (6) Keep continuously alert to acts of sabotage.

3. Attack Imminent (one half hour or Less)

- a. General Instructions. See Basic Plan III B-4
- b. Specific Instructions. None.

4. Post - Attack.

- a. General Instructions. See Basic Plan III B-5.
- b. Specific Instructions.
 - (1) All operations points will be fully activated.
 - (2) RE-establish communications as required.
 - (3) Survey accurate inventory of supplies and equipment.

- (4) Conduct radiological monitoring and decontamination
- (5) Set up construction, rehabilitation priorities as directed by higher authority.
- (6) Continue all actions indicated under Strategic Warning and Tactical Warning.
- (7) Determine engineering resources of heavy equipment, operators, and supervisory and technical personnel.
- (8) Determine engineering material resources such as cement, piling, timbers, culverts, and structural shapes in the county under either public or private control.
- (9) Initiate radiological monitoring procedures for testing equipment for contamination in case the county is affected by fallout.
- (10) Make damage assessment of material facilities in county if damage has been sustained.
- (11) Maintain records of power and fuel service disconnections, emergency power installations, temporary interconnections, and temporary LP or bottle gas installations.
- (12) Maintain records of temporary water plant installations and of temporary sanitation facilities such as sewage plant extensions, septic tanks or pits.
- (13) Organize engineering equipment at county assembly points into convoys and prescribe routes for movement to Support Area rendezvous points if and when ordered to assistance of other counties.
- (14) Provide potable water, sanitation facilities, maps, and survey services as required.
- (15) Prepare and fill graves for the Mortuary Division of the Health Service.
- (16) Maintain close contact with all branches of the County Emergency Government and with the Engineering Service Headquarters of Support Area 3 at Muscatine.

IV

SUPPLY & TRANSPORTATION

- A. Supply. See Basic Plan, paragraph IV A.
- B. Transportation. See Basic Plan, paragraph IV B.

CONTROL & COMMUNICATIONSA. Control.

1. See Basic Plan, paragraph V A.
2. The Chief of the Engineering Service is appointed by and is responsible to the County Director.
 - a. Deputy Chiefs and Division Chiefs are appointed by the Chief, Engineering Service and are responsible to them.
 - (1) Branch Chiefs are appointed by and responsible to Div. Chiefs.
3. The sequence of succession to command at all echelon is as follows:
 - a. Chief, Engineering Service
 - b. Deputy Chief for Operations
 - c. Deputy Chief for Administration
 - d. Chief, Community Facilities Division
 - e. Chief, Power and Fuel Division
 - f. Chief, Terminal Facilities Division
 - g. Chief, Decontamination Division
4. The first officer of any Division Branch or the Service to arrive at the control center or the rendezvous points will assume command and commence operations until relieved by a superior officer.

B. Communications. See Basic Plan, paragraph V B.

LOUISA COUNTY

ANNEX F

APPENDICES INDEX

- F:1 Organization Chart, Engineering Service
- F:2 Responsibilities of Officials
- F:3 Engineering Service activity during non-alert conditions
- F:4 Alerting and Administrative Procedures

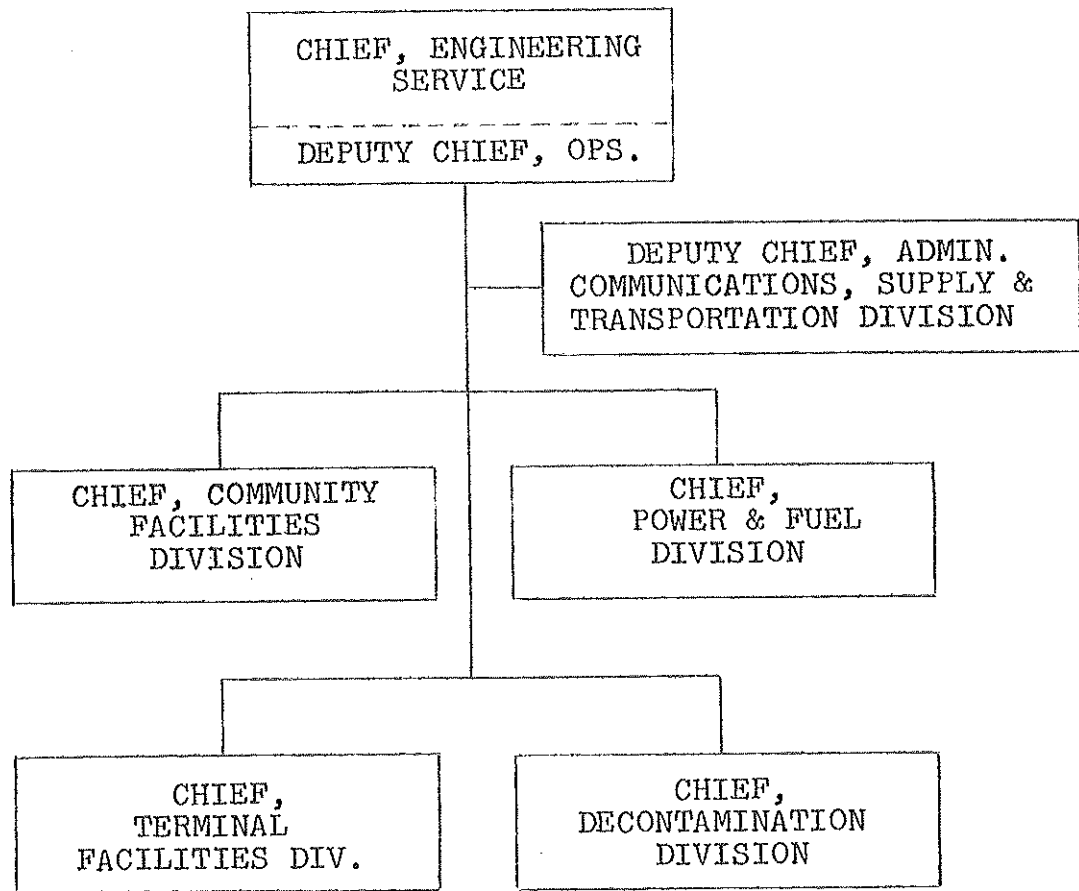
DECEMBER, 1958

LOUISA COUNTY

ANNEX F

Appendix F1

ENGINEERING SERVICE ORGANIZATION CHART



ENGINEERING SERVICERESPONSIBILITIES OF ENGINEERING SERVICE OFFICIALS1. Chief, Engineering Service.

a. The Chief of the Engineering Service is the administrative head of that Service. The Chief of the Engineering Service is responsible for the appointment of the Division Chiefs and the Deputy Chiefs and the Deputy Chiefs of the Engineering Service.

b. The Chiefs of the Engineering Service is to make reports as requested by Support Area Civil Defense Director and the County Director. These reports will include damage assessment evaluations, the operations of his service, and the pre-attack evaluation of the status of his service.

c. The Chief of the Engineering Service is responsible that the personnel of his service receive necessary training. In addition to this normal training which will be necessary to operate the Engineering Service, adequate number of key personnel of the divisions will be trained in radiological determination. This training will be coordinated with the Radiological Service.

d. Under normal situations those companies which provide public utility services to the community will be charged with the repair of their own facilities and the restoration of their service. The Chief of Engineering will aid this restoration in every way possible should the scope of required repair appear to be beyond the ability of that supplier to remedy within a reasonable period of time.

e. The Chief of Engineering shall delegate such duties as responsibilities with appropriate authority to his subordinates or other appropriate officials to accomplish his mission.

f. He will report directly to the county director.

2. Deputy Chiefs, Engineering Service

a. The Deputy Chiefs of Engineering Service will carry out the duties of the county Chief of Engineering in his absence and perform all functions that would normally be done by the State Chief.

b. The county Deputy Chiefs of the Engineering Service are responsible for maintaining adequate staff for the service, keeping personnel records, preparing and submitting requests to the proper service or agency for needed supplies, equipment and personnel.

c. The Deputy Chiefs will perform other duties as assigned by the county Chief of Engineering.

3. Chief, Community Facilities Division.

a. To make capability assessments of all water and sanitation facilities.

b. Where practicable, to repair and return to operation damaged water collection, storage and distribution systems and, where necessary, provide decontamination and water treatment.

c. Where practicable, to repair and return to operation damaged sanitation collection, treatment, and disposal systems.

d. To request and assist the Police Service to establish security for all systems.

e. To make damage assessment of all types of buildings and city streets needed by the Emergency Government, or constituting a hazard.

f. To provide street rubble clearance and repairs to facilitate traffic flow.

g. To construct, repair, or demolish buildings as requested by proper authority.

h. Provide shelters as required.

i. Accomplish other duties as assigned.

4. Chief, Power and Fuel Division.

a. To make damage assessment of all power and fuel facilities.

b. To develop plans with utility companies to insure continuous emergency distribution of power and fuel.

c. To assist in the repair of all damaged electrical generating stations, transmission and switching distribution systems.

d. To assist the Transportation Service in the repair and maintenance of all natural gas and liquid fuel transmission pumping and distribution systems.

e. Upon request, to assist the Communications Service in repairing all damaged communication land-lines.

f. To request and assist the Police Service to establish measures for the protection of all systems.

g. Accomplish other duties as assigned.

5. Chief, Terminal Facilities Division.

- a. To assess damages, to clear debris, from, and make repairs to: highways, bridges, terminals, airstrips, and railroads.
- b. To construct new facilities, where necessary.
- c. Accomplish other duties as assigned.

6. Chief, Decontamination Division.

- a. Monitor and decontaminate such facilities and equipment as may be required within the service and provide for the safe disposal of the "hot" waste products of decontamination.
- b. Accomplish other duties as assigned.

LOUISA COUNTY

ANNEX F

Appendix 3

ENGINEERING SERVICE

ENGINEERING SERVICE ACTIVITY DURING NON-ALERT CONDITIONS

- A. Progressive training of Engineering Service personnel for operational readiness.
- B. Maintaining current and complete rosters of all personnel engaged in Engineering Service programs and establishing a staffing pattern showing assigned duties for emergency operations.
- C. Maintaining current and complete inventories of actual and potential engineering facilities and equipment.
- D. Designating assembly points for engineering equipment and personnel.
- E. Maintaining plans and guides for making damage assessment estimates, and for estimating cost of repairs and rehabilitation.
- F. Recommending and continuing development of electric power, gas and fuel distribution plans to meet emergency requirements.
- G. Establishing standard Operating Procedures for originating actions required during various warning conditions.

LOUISA COUNTY

ANNEX F

Appendix 4

ENGINEERING SERVICE

ALERTING AND ADMINISTRATION PROCEDURES

A. Alerting Staff members Under Strategic Warning

1. Upon receipt of information that a Strategic Warning is in effect, the Chief of Engineering Service will alert the Deputy Chiefs of Service.

2. The Deputy Chiefs will alert the Division Chiefs.

3. Each Division Chief will contact the Branch chiefs within his division.

B. Alerting Supporting Agencies

1. The Deputy Chiefs will contact the Engineers of cities located in the county and request notification of all County Engineering Societies who support the Engineering Service.

C. Obtaining Additional Engineering Staff

1. When additional Engineering Staff is needed for operation of the control headquarters and/or other predesignated operations points, it will be the responsibility of the Deputy Chief, Administration to satisfy the requirements.

2. Additional staff and field personnel will be obtained from engineers listed on the roster of available engineering personnel, membership rosters of engineering societies, or through the Chief of the State Manpower Service and Chief of Support Area #3 Manpower Services.

D. Determining Engineering Resources

1. Inventories will be made or obtained for all heavy and light engineering equipment, and all engineering and construction supplies throughout the county.

2. Inventories will be made through the State Highway Department, the Associated General Contractors, equipment and material supply houses, and other available sources.

E. Reproducing and Relocating Vital Records

1. All vital records will be reproduced, preferably on microfilm, and will be stored in the control headquarters. If duplicate copies of maps, drawings, or other large records are

available they should be stored at a location specified by the Chief of the Engineering Service.

F. Making Reports

1. Following an attack, written reports to the Support Area #3 Chief of the Service, showing the status of manpower, materials, and equipment on hand or required, will be made by the county Chief of Engineering Service as ordered by the Support Area #3 Chief of the Service.

G. Radiological Decontamination of Engineering Facilities

1. Engineering equipment, which has been removed from a contaminated area, must be decontaminated by thorough washing and scrubbing of the equipment. Wash water must be disposed of by accepted methods so as to protect personnel. Before fixed plant facilities in a contaminated area, such as an electric power switchboard or sub-station or a gas line pressure booster station or other engineering facility can be restored to operation, radiological tests must be obtained before proceeding. The permissible length of working time in a contaminated area will be furnished by the Health Service.

H. Damage Assessment

1. Damage assessment of structures will be made at control headquarters site by the staffs of the Engineering and Industry Services. The amount of damage will be determined and recommendations will be made for the manner of restoration.

LOUISA
COUNTY

G

FIRE & RESCUE

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY
FIRE & RESCUE SERVICE

ANNEX G

I

MISSION & SITUATION

A. Mission.

1. The mission of the Fire and Rescue Service will include the following:

a. To minimize damage by fire resulting from enemy attack or by other causes during a period of emergency.

b. To rescue trapped and injured humans, including the dead, under any and all circumstances within the county and to assume responsibility for all such incapacitated persons until such time as they are turned over to proper medical authority.

c. To rescue animals and other resources immediately related to human survival.

d. To assist the Engineering Service in the emergency repair of utilities and in general clearance of debris.

e. To serve as auxiliary police subject to duty in the absence of primary responsibilities.

f. Conduct radiological monitoring and decontamination in conjunction with other operating services.

g. Conduct structure examinations for fire and structural hazards.

h. Act as auxiliary police and first aid teams as required.

B. Situation.

1. See Basic Plan, I-B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. The Fire and Rescue Service will control and coordinate all fire fighting and rescue operations within the geographical limits of the County.

a. The County will be divided into Fire and Rescue Districts, each district being a legally constituted city or town within the county.

(1) The Districts will be further divided into sectors if the size of the city is such as to dictate this division.

(2) The Fire and Rescue Districts will execute such mutual aid pacts among themselves as are required to augment the overall Fire and Rescue capability of the area. Such mutual aid pacts will be coordinated by the County Fire and Rescue Chief of Service.

2. The Fire and Rescue Service will compile and keep at all times current lists of equipment, personnel, etc. their location and be at all times prepared to accomplish their general mission in the county.

3. All echelons of the fire and rescue service will be coordinated and integrated in their activities to prevent duplicity of effort and provide for maximum utilization of equipment and personnel.

a. Fire and Rescue Service activity within any given Fire and Rescue District will be under the direction and supervision of that chief normally in charge of that district. Coordination of the overall effort will be accomplished by the County Chief of Service.

4. The Fire and Rescue service will act as auxiliary police along the evacuation routes to aid in traffic control during the evacuation of the Davenport Target Area.

a. As a collateral duty the Fire and Rescue personnel will render first aid to traffic victims as required.

5. In order to aid in the accomplishment of the overall County mission and in accordance with the basic plan the Fire and Rescue Service will be prepared to conduct extensive radiological monitoring and decontamination.

6. The Fire Chief of Wapello will be the County Chief of Service and city fire chiefs will be service chiefs of their respective echelons and fire districts or sectors.

B. Organizational Structure.

1. The Fire and Rescue Service of the Louisa County will be organized as follows:

a. Chief of Fire and Rescue Service

b. Deputy Chief, Operations

c. Deputy Chief, Administration

d. Chief, Fire and Rescue Division

e. Chief, Radiological Division

f. Chief, Structures Division

2. The Chief of the Fire and Rescue Service is appointed by the County Director and will be the Fire Chief of Wapello.

3. The Chief of the Fire and Rescue Service will appoint two deputy chiefs, operations, and administration; and three division chiefs fire and rescue, radiological, and structures.

4. The Chief of Service will also subdivide his command into fire and rescue districts -- each district being a city or town of the county. The district chiefs will be appointed by the chief of the service but will be the incumbant fire chief of that city and will automatically be named county Deputy Chiefs of Service.

a. Each echelon will provide itself a similar staff, however, the magnitude of operations at that particular echelon will determine if these divisions will be combined at that echelon.

5. Divisions will be subdivided as follows:

a. Fire and Rescue Division

(1) Fire Branch

(2) Rescue Branch

b. Radiological Division

(1) Monitoring Branch

(2) Decontamination Branch

c. Structures Division

(1) Structures Branch

(2) Damage Assessment Branch

6. All chiefs will appoint such assistants and clerical personnel as may be required for their offices.

7. The Fire and Rescue Service Chief at each echelon will modify the organizational structure, combining branches and divisions to best accomplish his mission and will largely be governed by the scope of his proposed activity.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units.

1. See Basic Plan III-A.

B. Actions to be Taken Under Warning Conditions.

1. Strategic (six hours or more)

- a. General Instructions.

- (1) See Basic Plan III, B-2.

- b. Specific Instructions.

- (1) Divisions and Districts will check and up date previously compiled data as to current disposition of vehicles, equipment and personnel throughout their command.

- (2) Service chiefs will report to the County Control Headquarters to coordinate and control the evacuation routing -- if ordered.

- (3) All rescue teams will be alerted and commence operations as required.

- (4) Volunteer elements will be alerted and a selected cadre will be called to duty.

- (5) Coordinate Fire and Rescue activities with other services ordering such persons to duty as are required by Police and Health Services. (Acting as police auxiliaries and first aid teams).

- (6) The Fire and Rescue Service will remain alert to requests for assistance by local police and health units.

- (7) District Fire and Rescue Services situated along State evacuation routes will assist in control of the evacuation stream under the supervision of the Police Service and remain alert to the need for rescue operations along such routes.

- (8) District Fire and Rescue Services not situated along State evacuation routes will assist in evacuee control along secondary routes under the supervision of the Police Service and will remain alert to the need for rescue operations along such routes.

2. Tactical (one-half to six hours)

- a. General Instructions.

(1) See Basic Plan III, B-3.

b. Specific Instructions.

(1) Radiological monitoring teams will commence operations and continually advise the service chiefs of the radioactive levels obtaining in their areas.

(2) Rescue teams will assemble and commence operations at predetermined locations.

3. Attack Imminent (less than 30 minutes)

a. General Instructions.

(1) See Basic Plan III, B-4.

b. Specific Instructions.

(1) None

4. Post-Attack.

a. General Instructions.

(1) See Basic Plan III, B-5.

b. Specific Instructions.

(1) Full scale fire fighting and rescue operations will be conducted after clearance is obtained from the radiological monitors.

(2) Liaison with all service units in the area will be maintained.

(3) Reestablish communications as required.

(4) Establish priorities of work as directed by higher authority.

(5) All Fire and Rescue personnel will remain on duty subject to call on a 24-hour basis.

(6) Limited assistance will be given to other Services in accordance with need, but without reducing the operational efficiency of the Fire and Rescue unit.

(7) Upon call, to act in the capacity of special units of the Police Service.

(8) Upon call, to assist the Engineering Service in the emergency repair of utilities and debris clearance.

(9) Upon call, or in the absence of trained

representatives of the Health Service, to administer first aid to casualties among evacuees and to assist in providing necessary transportation of casualties to medical sites.

(10) To establish fire watches at appropriate points throughout the county.

(11) The Service will respond as far as possible to calls for assistance from within the county.

IV

SUPPLY & TRANSPORTATION

A. Supply.

1. See Basic Plan IV A.

B. Transportation.

1. See Basic Plan IV B.

V

CONTROL & COMMUNICATIONS

A. Control.

1. See Basic Plan V A.

2. The Chief of the Fire and Rescue Service is appointed by and is responsible to the County Director.

a. Deputy Chiefs, District Chiefs, and Divisions Chiefs are appointed by the Chief, Fire and Rescue Service and are responsible to him.

(1) Branch Chiefs are appointed by and responsible to the Division Chiefs.

3. The sequence of succession to command at all echelons is as follows:

a. Chief, Fire and Rescue Service.

b. Deputy Chief for Operations.

c. Deputy Chief for Administration.

d. Chief, Fire and Rescue Division.

e. Chief, Radiological Division.

f. Chief, Structures Division

4. The first officer of any Division, Branch, District or Service to arrive at the Relocation Site or the rendezvous points

will assume command and commence operations until relieved by a superior official.

B. Communications.

1. See Basic Plan V B.

LOUISA COUNTY

ANNEX G

FIRE & RESCUE SERVICE

APPENDICES INDEX

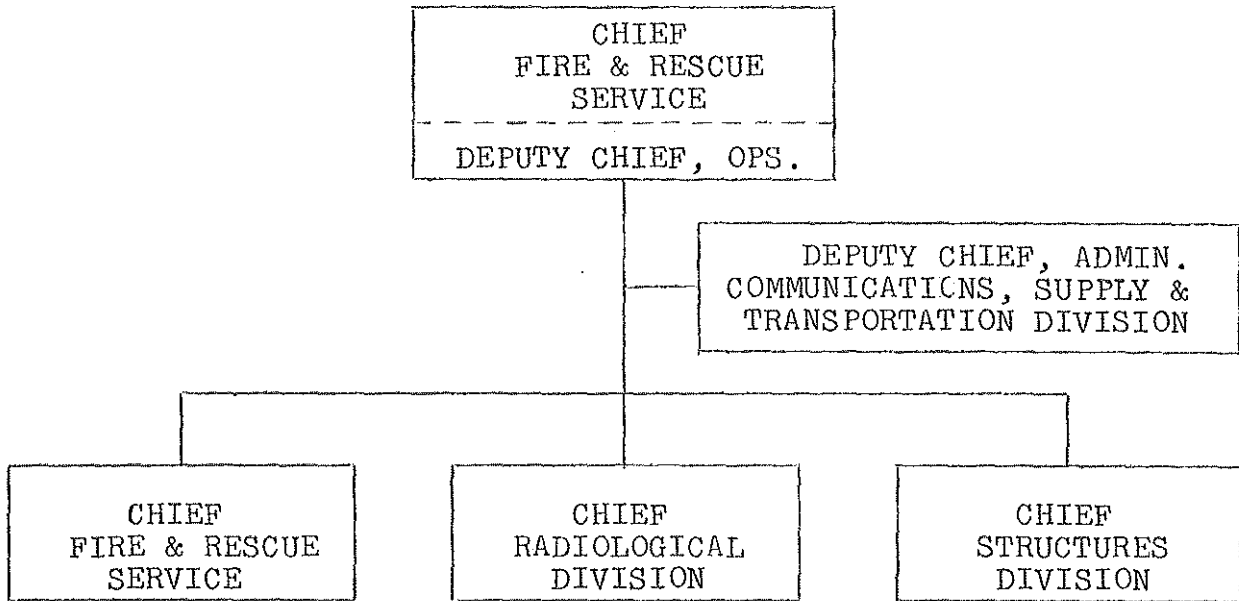
- G:1 Organization Chart, Fire and Rescue Service
- G:2 Responsibilities of Officials
- G:3 Reserve and Volunteer Fire & Rescue Personnel
- G:4 Rescue Teams

LOUISA COUNTY

ANNEX G

Appendix 1

FIRE & RESCUE SERVICE ORGANIZATION CHART



LOUISA COUNTY

ANNEX G

Appendix G:2

FIRE & RESCUE SERVICE

Responsibilities of the Fire and Rescue Service Officials:

1. Chief, Fire and Rescue Service.

a. The Chief of the Fire and Rescue Service is responsible for the appointment of the Deputy Chiefs, Division Chiefs, and administrative assistants as listed.

b. The Chief of the Fire and Rescue Service is to make reports as requested by the county Civil Defense Director. These reports include damage and fire assessment evaluations, manpower and equipment availability, the operations of the service and pre-attack evaluation status of the service.

c. The Chief of the Fire and Rescue Service is responsible for the training of his personnel at all levels. When such training involves other services, i.e. Radef; Engineering, etc. liaison will be established.

d. The Chief of the Fire and Rescue Service will be responsible for the protection of his personnel and equipment and shall insure that a comprehensive protection, relocation, and support program is established and instrumented dependent on the over-all capability of the Target Area.

e. The Chief of the Fire and Rescue Service will promote the integration of the Fire and Rescue capability of the area and will supervise the relocation and dispatch of said capabilities in accordance with the situation or directives from higher echelons.

f. To supervise the activities of the county Fire and Rescue Service.

2. Deputy Chiefs, Fire and Rescue Service

a. The Deputy Chiefs of the Fire and Rescue Service will carry out the duties of the county Chief of the Fire and Rescue Service in his absence and perform all the functions that would normally be accomplished by the Target Area Chief.

b. The county Deputy Chiefs of the Fire and Rescue Service are responsible for maintaining an adequate staff for the service, keeping personnel records, preparing and submitting requests for supplies, transportation and communications.

c. The Deputies will have direct control over the

field and office operating forces and conduct said operations in accordance with current directives and policies issued by the county Chief of Service.

d. The Deputies will also accomplish special duties and tasks as specifically assigned by the county Chief of the Fire and Rescue Service.

e. To insure continuity of operations and organization the following succession of command is established in case of disability of the county Chief of the Fire and Rescue Service:

(1) Deputy Chief, Supervisor of Field Operations

(2) Deputy Chief, Administrative Assistant

f. To serve as contacts between the Fire and Rescue Service and related services such as Engineering, Manpower, Training, Police, Supply, Transportation, and Radiological Defense.

g. To maintain proper records on all available rescue equipment throughout the Area.

3. Chief, Fire and Rescue Division.

a. To supervise the activities of the Fire and Rescue Division.

b. With the support of the Training Service, to initiate a program for the continuous training of Fire and Rescue personnel.

c. To maintain special sections in the Rescue Division for the purpose of recruiting fire and rescue equipment, vehicles, and personnel.

d. To assume responsibility for the proper evacuation and deployment of fire-fighting equipment and personnel outside the county Area during period of emergency.

e. To provide for supply fire-fighting equipment and personnel to Support Area Operations for the containment and control of fires.

f. To provide for supplying specially trained personnel including to counteract the effects of enemy employed fire devices.

g. To promote the organization of local rescue teams, particularly within adjacent counties lying either wholly or partly in the Target Areas.

h. To develop training courses for both light and heavy rescue teams and for firemen, police, and wardens.

i. To cooperate with the service chief in determining the posts of duty for rescue teams.

4. Chief, Radiological Division.

a. To arrange for RADEF personnel to assist operational units in their duties.

b. With the assistance of the Training Service, to initiate a program for the continuous radiological training of fire departments and fire fighting reserves and/or auxiliaries in the periods before and after attack.

c. Supervise the operations of the Radiological monitoring and decontamination operations of the Fire and Rescue Service.

d. Maintain liaison with other services in radiological conditions in the county.

e. Report radiological conditions to the RADEF Service for plotting on the RADEF Station Map.

5. Chief, Structures Division

a. Conduct pre attack structure examinations as fire prevention means.

b. Conduct post attack structure examinations to ascertain whether repair or destruction will be accomplished.

LOUISA COUNTY

ANNEX G

FIRE & RESCUE SERVICE

Reserve and Volunteer Fire and Rescue Personnel.

A. To meet the extreme fire conditions which will result from an enemy attack it will be necessary to train a large number of reserve and volunteer fire and rescue personnel. Training programs should be carried on in all cities and towns in Louisa County. Reserve personnel can be used in communities for local protection when detachments from the regular forces are dispatched elsewhere.

Reserve training will necessarily be conducted by the several departments. Instruction should be provided in both basic and special fire-fighting techniques. Reserve firemen should not exercise command function in any capacity. The number of reserve firemen which should be trained will depend upon the needs of each community. A conservative figure would be one reserve for each member of the regular force.

Consideration should also be given to the training of fire wardens whose duty it is to organize self-protection against fire in those areas or blocks where people live, assemble or work. Fire brigades are essential in each major industrial plant.

LOUISA COUNTY

ANNEX G

FIRE & RESCUE SERVICE

Rescue Teams

Rescue Teams will be recruited from persons living in Louisa County. The desirable size of a rescue team is 8 men, including a leader, an assistant leader, and a driver. Since 3 teams are necessary for continuous operations a rescue squad, using one unit of organizational equipment, will consist of 24 men. At least one member of such team must be a radiological detection specialist.

Rescue teams should include able-bodied men with experience in the building trades who are familiar with construction, mechanical equipment and tools, supplemented by manual laborers. Each membershould have first-aid training. Wherever possible the teams should complete training courses in light or heavy rescue work and also conduct training exercises.

Instruction in rescue techniques should also be afforded personnel in the Fire Branch and in the Police and Engineering Services.

Large industrial plants should provide rescue squads from their personnel for duty in their immediate vicinity.

All teams will be assigned duty stations to be manned during the Tactical Warning Period. Such stations will be located and determined by the county Director. Rescue equipment usually consists of hand tools. Occasional needs of rescue teams for heavy construction equipment and material will be met by the Engineering Service. For best operation rescue teams should be provided with fully equipped rescue trucks.

One suggested complement for a city of 100,000 is one rescue squad for each 10,000 people. It is recognized that in Davenport with many multi-storied buildings the ratio might be one squad for each 5,000 people. Problems relating to organization, equipping, and training are factors limiting the number of squads.

LOUISA
COUNTY

H

FISCAL

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December, 1958

LOUISA COUNTY

ANNEX H

FISCAL SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the Fiscal Service shall be to provide advice to the County Civil Defense Director on all fiscal matters; to maintain records of financial accountability, disbursement and control of all funds available to the County Civil Defense Director. The Fiscal Service will handle all fiscal matters for each Service of the County Civil Defense command.

B. Situation. See Basic Plan, paragraph B, Section I.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The policies which must be followed by the Service will be within the State law concerning all funds made available to the County for Civil Defense purposes. Funds will be used in accordance to the laws applying to the use of such funds. (See Appendix H 3)

2. The Chief of the County Fiscal Service will supervise the execution of the Fiscal Service plan during emergencies which includes:

a. Securing funds and maintaining control of those funds made available to the County from State and local governments for Civil Defense purposes.

b. Prepare and certify vouchers for payment, processing of claims, etc. of legal obligations in an expeditious manner during Civil Defense emergencies.

c. Prepare initial, periodic, and special reports of the Fiscal Service as required.

d. Maintain all required accounting records and perform all necessary audit functions necessary in controlling costs as directed by the County Civil Defense Director.

e. Provide radiological defense capability as outlined in paragraph B 6, Section I, Basic Plan.

f. Maintaining liaison with such services, offices, agencies and vendors as deemed necessary so as to render the most efficient and effective service.

B. Organizational Structure

1. The duly elected County Auditor will be the Chief of the County Civil Defense Fiscal Service and will hold the title of Chief, Fiscal Service, Louisa County.

2. The Chief of Fiscal Service will appoint a Deputy, upon approval by the County Civil Defense Director, and Chiefs for the following Divisions:

- a. Chief, Fund Control Division
- b. Chief, Fiscal Accounting Division
- c. Chief, Commercial Voucher Division

3. In the interest of efficiency and economies of operation the Fiscal Service may be established and organized as a division in conjunction with the County Civil Defense Administration Service. (See paragraph B 3, Section II, Annex A, Administration Service)

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See paragraph A, Section III, Basic Plan.

B. Actions to be Taken Under Warning Conditions.

1. Pre-Attack. See paragraph B 1, Section III, Basic Plan.
2. Strategic Warning (six hours or more). See paragraph B 2, Section III, Basic Plan.
3. Tactical Warning (one half to six hours). See paragraph B 3, Section III, Basic Plan.
4. Attack Imminent (one half hour or less). See paragraph B 4, Section III, Basic Plan. All personnel will take best available cover until told it is safe to continue operations.
5. Post-Attack. See paragraph B 5, Section III, Basic Plan.

IV

SUPPLY & TRANSPORTATION

A. Supply. See paragraph A, Section IV, Basic Plan.

B. Transportation. See paragraph B, Section IV, Basic Plan.

CONTROL & COMMUNICATIONSA. Control

The Chief, Fiscal Service, Louisa County will be responsible to the County Civil Defense Director of Louisa County. The sequence of command in the Fiscal Service will be as follows:

1. Deputy Chief, Fiscal Service
2. Chief, Fund Control Division
3. Chief, Fiscal Accounting Division
4. Chief, Commercial Voucher Division

B. Communications. See paragraph B, Section V, Basic Plan.

LOUISA COUNTY

ANNEX H

FISCAL SERVICE

APPENDICES FISCAL SERVICE

- Appendix H-1 Fiscal Service Organization Chart
- Appendix H-2 Initial Report
- Appendix H-3 References to Code of Iowa for Budgeting and Expenditure of Funds
- Appendix H-4 Duties of Chief, Fund Control Division
- Appendix H-5 Duties of Chief, Fiscal Accounting Division
- Appendix H-6 Duties of Chief, Commercial Voucher Division

DECEMBER 1958

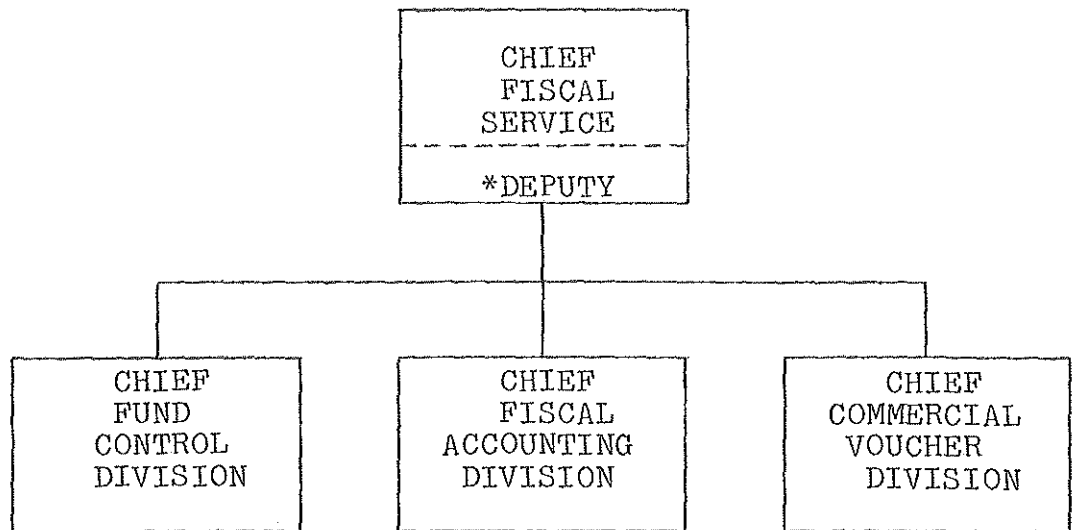
LOUISA COUNTY

ANNEX H

Appendix 1

FISCAL SERVICE

ORGANIZATION CHART



Note: *When approved by the County Civil Defense Director.

LOUISA COUNTY

ANNEX H

Appendix 2

FISCAL SERVICE

INITIAL REPORT

OFFICE OF THE CHIEF, FISCAL SERVICE _____
(Location)

A. Manpower Situation: (Number Available)

1. Chief, Fiscal Service _____

2. Deputy Chief _____

3. Chiefs of Division _____ Other operating personnel

B. Communications Ability: Good _____ Fair _____ Poor _____

Completely out _____ Partially out _____

C. Immediate Needs for Continued Operation:

D. Estimate of Over-all Situation:

E. Time _____ Date- _____ of Report

NOTE: In so far as communications permit, reports will be made to the next higher organizational level by all Chiefs of Fiscal Service, in accordance with the following schedule:

a. Initial. - As soon as communications can be established. The initial report will include, but not limited to, readiness for operation.

b. Periodic. - As directed.

c. Special. - As directed.

LOUISA COUNTY

ANNEX H

Appendix 3

FISCAL SERVICE

REFERENCE CODE OF IOWA FOR BUDGETING AND EXPENDITURE OF FUNDS

1. Title II - Executive Department
2. Title XIV - County and Township Government
3. Title XV - City and Town Government
4. Title XVI - Taxation

Iowa does not now have an emergency Civil Defense Statute. For planning purposes it is assumed that the Iowa Legislature will in the near future enact emergency Civil Defense legislation to provide adequate Civil Defense measures, at all levels of government, to authorize necessary funds and to speed up payment of obligations during a period of emergency.

LOUISA COUNTY

ANNEX H

Appendix 4

FISCAL SERVICE

DUTIES OF CHIEF, FUND CONTROL DIVISION

A. The Chief, Fund Control Division shall have operational responsibility and will:

1. Determine fund requirements for Civil Defense emergency in collaboration with responsible officials.

2. Scrutinize and determine applicability and availability of funds of each expenditure under the appropriation and allotment available.

3. Secure funds required for Civil Defense emergency and prepare any related budgetary estimates.

4. Issue sub-allotments as required.

5. Process all commercial vouchers, claims, etc. for payment.

6. Assist in controlling overhead operating costs to the extent directed and render such analytical reports in respect thereto as may be useful to the County Civil Defense Director.

7. Serve as liaison representative on matters pertaining to the division to include exchanging ideas with other services, offices, and divisions to expedite the fulfillment of the overall mission.

LOUISA COUNTY

ANNEX H

Appendix 5

FISCAL SERVICE

DUTIES OF CHIEF, FISCAL ACCOUNTING DIVISION

A. The Chief, Fiscal Accounting Division shall have operational responsibility and will:

1. Maintain fiscal accounting records pertaining to funds available to the County Civil Defense Director for use in connection with Civil Defense emergencies.

2. Prepare required reports on the status of funds available.

3. Perform audit functions as required.

4. Serve as liaison representative on matters pertaining to the division to include exchanging ideas with other services, offices and divisions to expedite the fulfillment of the overall mission.

LOUISA COUNTY

ANNEX H

Appendix 6

FISCAL SERVICE

DUTIES OF CHIEF, COMMERCIAL VOUCHER DIVISION

A. The Chief, Commercial Voucher Division shall have operational responsibility and will:

1. Receive supporting papers required for the preparation of commercial vouchers, including obligation documents, invoices and related payment vouchers.

2. Examine all such documents as to propriety, mathematical accuracy and accounting classification.

3. Prepare, certify and transmit vouchers for payment.

4. Serve as liaison representative on matters pertaining to the division to include exchanging ideas with vendors, other services, offices, and divisions to expedite the fulfillment of the over-all mission.

LOUISA
COUNTY

I

HEALTH

Prepared by
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LOUISA COUNTY

ANNEX I

HEALTH SERVICE

I

MISSION & SITUATION

A. Mission. In the event of disaster to provide emergency care and treatment for civilian casualties and surviving non-casualty populations in the local area; preventive and remedial measures to minimize the effects of chemical, biological and radiological warfare, and provide public health services required under disaster conditions.

B. Situation. See Basic Plan Paragraph I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The County Chief of the Health Service will serve as staff advisor to the county Civil Defense Director and will direct and coordinate all Health Service activities within the county.

2. The County Health Chief will at his discretion combine certain Sections, Branches and Divisions and otherwise modify the organization to best suit the purposes and objectives in carrying out the health mission.

3. The county will be divided into Health Districts to coincide with the municipalities of the county. Municipal (or district.) Health Chiefs will be appointed by the County Health Chief and will be the municipal health officer or, if not exists, will be selected from a list provided by the Interprofessional Association. Each municipal Health Chief will in addition, serve as a deputy to the County Chief.

4. Operational support will be derived by pre-arranged agreements with Target Area Directors and Support Area Directors concerning use of their personnel and equipment

5. Provision for Mobile Support, Mutual Aid and use of pre-positioned emergency resources will be coordinated with Support Area No.3, the State Health Service and Federal Regional Office VI of OCDM. Technical assistance and advice will be received from the State Health Chief.

6. Medical care will be administered in compliance with directives which may be issued.

7. Radiological defense capabilities. See Basic Plan paragraph I B 6, and Annex O, Radiological Defense.

8. An estimate of unhospitalized sick and injured will be provided to the Welfare Service in order to obtain through them suitable facilities in which medical service could be provided for the hospital overflow.

9. Upon notification of a state of emergency by the Louisa County Civil Defense Director, the Health Chief will activate the County Health Service. The County Health Service will operate as a coordinated unit of Support Area No.3, or in event of breakdown of communications will operate independently to provide the following services:

a. Emergency medical care and treatment for evacuees from Target Areas entering or passing through Louisa County will be provided by:

(1) The expansion of medical facilities within the county to provide maximum hospital in-patient and out patient service.

(2) Establishment and operation of emergency treatment stations and their concomitant out-patient medical care facilities.

(3) Reception of evacuees who have been moved from Target Area hospitals, under the site to site evacuation plan.

(4) Use of medical and paramedical personnel from the Target Area as per prior agreement with Target Area Director. See Appendices I, 3-9.

(5) Expansion of facilities to provide for burial of the dead,

b. All the Health Services required by the resident population plus evacuees billeted with the county.

c. In the event of re-entry into a Target Area, medical care and treatment will be given to persons passing through the county.

d. In the event of evacuation of all or part of Louisa County the Health Service will provide:

(1) Medical care to casualties during the evacuation.

(2) Transportation and care for patients in hospitals or other health institutions in accordance with the respective hospitals' evacuation plans.

(3) Movement of medical equipment, supplies and essential records.

(4) Advice on and supervision of the evacuation of such resources as may be important to the health of the surviving publ

B. Organizational Structure

1. County echelon

The county Health officer will be appointed county Health Chief by the County Civil Defense Director. If no county health office exists, the appointment will be made from an approved list of medical men submitted by the Iowa Interprofessional Association. The county Health Chief will appoint his deputies and staff from a similar list.

a. The Louisa County Health Service will consist of a Chief, Deputy Chiefs (2) and the following divisions:

Medical Care Division
Health Protection Division
Mortuary Division

For further details see Organization chart Appendix I-1.
For responsibilities of officials see Appendix I-2.
For functions of each division see Appendix I-3.

b. Liaison officers will be utilized for coordination of the service.

c. The Administration Section will maintain records of available medical supplies under control of the Health Services and will provide for the general administrative needs of the service.

d. A medical supply coordinator will assist in controlling supplies throughout the service.

e. An advisory committee consisting of members of the Medical and Allied professions for advice and assistance on matters pertaining to their specialized fields. This Committee has been appointed by the Iowa Interprofessional Association and is presently functioning in its designated capacity. See Appendix I-9.

2. Municipal echelon. Each municipality in Louisa County will have a Health Service organization similar to the county organization modified by resources and anticipated needs.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan paragraph III A.

B. Actions to be Taken Under Warning Conditions

1. Strategic Warning (six hours or more)

a. See Basic Plan Paragraph III B 2.

b. The Health Service will:

(1) Mobilize the Chief, Deputy Chief and Advisory Committee at the County Control Center.

(2) Prepare an estimate of the pre-attack situation based on personnel and material available. Prepare reports for transmittal to higher echelons based on this estimate of the situation. These reports will include estimates of surpluses and anticipated needs. See Appendix I-4.

(3) Establish the internal operating procedure of the Service according to the prepared plans and S.O.P.'s.

c. The Medical Care Division Will:

(1) Expand the medical care facilities in the county to provide hospital and dispensary care in accordance with the prepared hospital expansion plan. See Appendix I-5.

(2) Initiate actions necessary for the reception of the designated evacuation area hospitals' equipment, staffs and patients. See Appendix I-5 and Appendix I-8. These relocated facilities shall function under the command and control of the T.A. Director but will be coordinated with the Civil Defense organization of the community in which the relocation is accomplished.

(3) Establish and prepare to operate any designated or ordered emergency treatment stations and outpatient medical care facilities. See Appendix I-6.

(4) Establish and prepare to operate outpatient medical care services where required and no other medical care facility exists.

(5) Furnish information necessary to the Welfare Service, Registration and Inquiry Division for the registration of patients admitted to or transferred or discharged from inpatient medical care facilities when the division is activated. See Appendix I-7 and refer to TM-11-1, Part III, Medical Records for Casualties.

(6) Insure that facilities are available to collect, process, type, store and distribute whole blood.

(7) Provide nursing care services for the medical care programs utilizing registered nurses, licensed practical nurses, nurses aides, etc.

(8) Supervise patient transfers between emergency treatment stations and expanded hospitals.

(9) Prepare any 200 bed Civil Defense emergency hospitals in the county for operation on orders from higher headquarters.

(10) Provide essential medical care required by evacuees at any evacuee distribution point and during any required holding period until the evacuees can be routed on to the municipal reception centers.

(11) Determine number of medical care personnel, by category, in county.

d. The Health Protection Division will:

(1) Provide public health nursing services.
(2) Protect purity of materials for human consumption and preparations for radiological monitoring of food and drinking water.

(3) Institute emergency environmental health measures for:

(a) Safety of water supply and sewage and waste disposal.

(b) Insect and rodent control.

(c) Prevention and control of communicable disease.

(4) Institute plant and animal biological warfare defense measures for:

(a) Detecting disease or suspected disease in humans, animals and plants spread by plant and animal biological warfare agents.

(b) Reporting the plant and animal biological agents suspected.

(c) Determining counter measures to be taken, and implementation of necessary actions in coordination with other service.

(5) Establish chemical warfare defense measures for:

(a) Detecting suspected chemical warfare agents.

(b) Providing protective clothing, boots, rubber gloves and masks in conjunction with the Supply Service

(c) Determining counter measures to be taken, and implementation of necessary actions in coordination with other services.

e. The Mortuary Division will prepare to institute emergency measures for disposal of the dead.

f. The Medical Supply-Liaison Sections will:

(1) Develop and maintain a current inventory record medical supplies and equipment under control of the service.

(2) Coordinate the supply needs of the Service and requisition them from Supply Service.

(3) Maintain a directory of service personnel.

2. Tactical Warning (thirty minutes to six hours). See Basic Plan Paragraph III B 3.

g. The Health Service will:

(1) Initiate all actions required under Strategic Warning.

(2) Initiate those service actions pertaining to radiological protection and decontamination of personnel, equipment and patients. See Basic Plan Paragraph I B 6.

3. Attack Imminent (thirty minutes or less)

a. See Basic Plan Paragraph III B 4.

b. Service personnel who have reported to their duty posts will continue to carry out service actions unless ordered by the County Chief to take the best available cover.

4. Post Attack

a. See Basic Plan III B 5.

b. The service will initiate all actions required under previous warning and;

(1) Furnish available mobil medical support to any point in the state, or elsewhere, upon orders from higher headquarters.

(2) Direct the reception of any mobil medical support for any point in the county.

IV

SUPPLY & TRANSPORTATION

A. Supply

1. See Basic Plan Paragraph IV A.

2. All medical supplies and equipment in the county in hospitals, clinics and drug stores immediately prior to the emergency are hereby assigned to the control of the Health Service and shall be utilized before requisitioning additional needs from Supply Service.

3. See Annex O Supply Service.

B. Transportation

1. See Basic Plan Paragraph IV B.

2. All special service medical vehicles (except those under the pre-emergency control of a Public Safety Unit) are hereby assigned to the control of the Health Service; and the service has priority for vehicles which can be converted for the service's use. Such vehicles can be obtained by requisitioning Transportation Service. See Annex S.

V

CONTROL & COMMUNICATIONS

A. Control

1. The initial line of succession to responsibility for service operation is:

Chief, Health Service
Deputy Chief
Chief, Health Protection Division
Chief, Medical Care Division
Chief, Medical Treatment Branch

2. Reports. See Appendix I 3.

3. On professional policies and procedures the County Health Chief is directly responsible to the State Health Chief.

4. In any emergency the first official to reach any duty station will assume command until relieved by proper authority.

B. Communications. See Basic Plan V B.

LOUISA COUNTY

ANNEX I

LIST OF APPENDICES

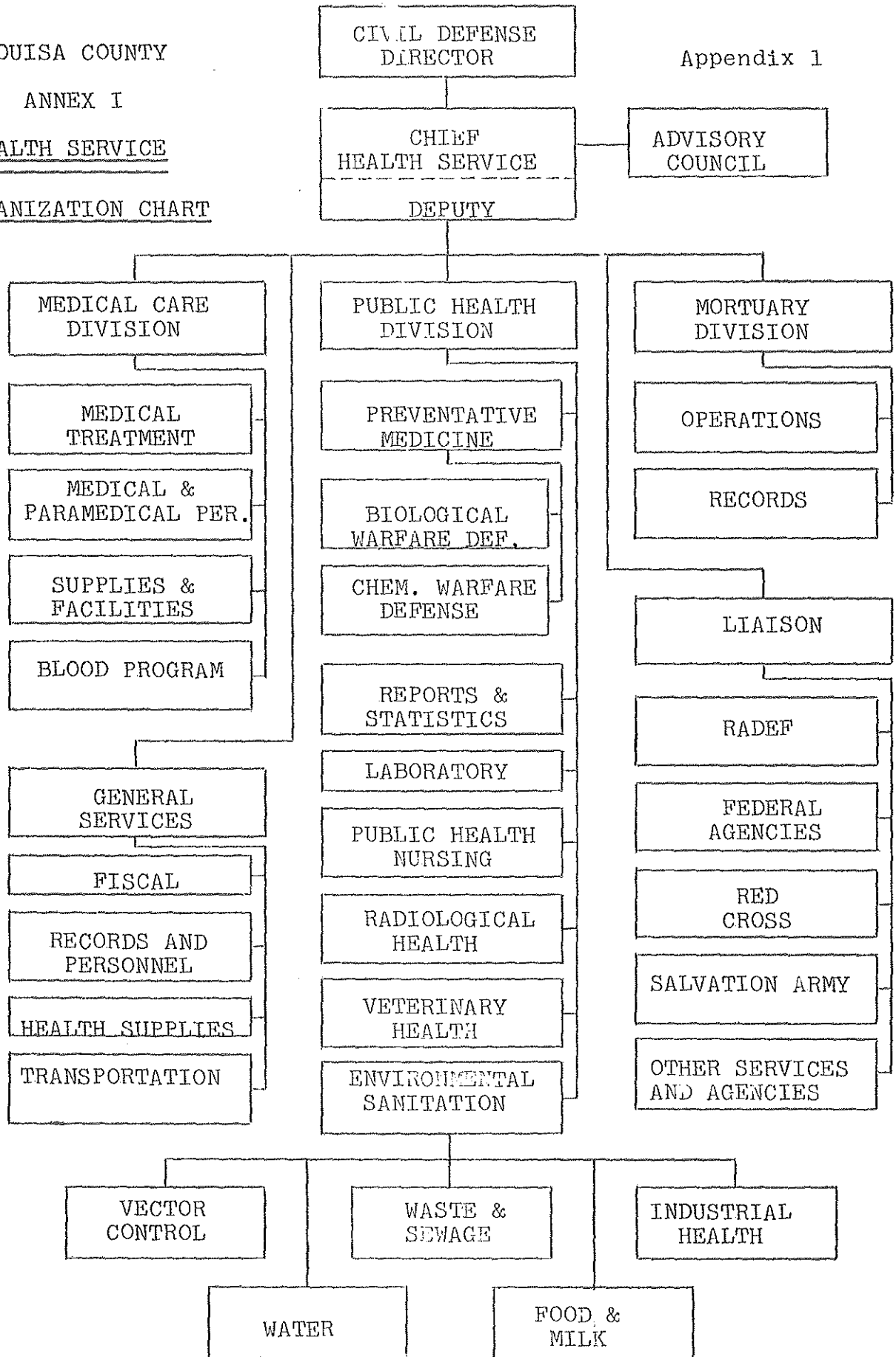
The appendices listed below include charts, standard operational procedures and sample health forms. They are to be used by various echelons of the Health Service when applicable to that echelon:

- I-1 Organization Chart
- I-2 Responsibilities of Officials
- I-3 Functional Chart
- I-4 Estimate of Situation Report
- I-5 Hospital Expansion S.O.P.'s.
- I-6 Emergency Treatment Stations S.O.P.'s
- I-7 Hospital Admission and Disposition Form
- I-8 Hospital site to site relocation S.O.P.'s
- I-9 Interprofessional Association Civil Defense
and Disaster Committees.

DECEMBER, 1958

LOUISA COUNTY
ANNEX I
HEALTH SERVICE
ORGANIZATION CHART

Appendix 1



LOUISA COUNTY

ANNEX I

Appendix 2

HEALTH SERVICE

RESPONSIBILITIES OF OFFICIALS

1. Chief of Health Service

a. To serve as a staff advisor to the County Civil Defense Director.

b. To direct and coordinate the development and maintenance of the operational capabilities of the County Health Service, to support the County Civil Defense mission in survival operations.

c. To coordinate the Health Services with all government agencies and with the statewide Health Services.

2. Deputy Health Chief. To assist the Health Chief and act in his place in the event of his absence or incapacity.

3. Chief, Medical Care Division. To direct and coordinate the activities concerning;

a. Medical treatment.

b. Assignment of medical and paramedical personnel.

c. Disposition of facilities and supplies, and assignment of patient responsibilities.

d. Operation of a blood program coordinated with the Red Cross blood program.

4. Chief, Health Protection Division. To direct and coordinate the activities concerning;

a. Maintenance of public health under disaster conditions.

b. Detection of C.B.R. warfare as it relates to human, livestock and crops.

5. Chief, Mortuary Division. To direct and coordinate activities concerning burial of dead humans and disposal of dead animals.

LOUISA COUNTY

ANNEX I

Appendix 3

HEALTH SERVICE

FUNCTIONAL CHART

A. Medical Care Division

1. Provide all medical care to the general public and operating personnel.
2. Provide Hospital and Dispensary Care.
3. Establish and/or operate Emergency Treatment Stations and Outpatient Medical Care facilities.
4. Furnish admissions and disposition data to Welfare Service Registration and Inquiry Division.
5. Transfer patients between Emergency Treatment Stations and Hospitals.
6. Operate a Blood Program.
7. Provide nursing care services.
8. Utilize personnel and equipment in all branches of medical care and allied sciences; physicians, osteopaths, dentists, nurses, teachers, first aiders, etc.

B. Health Protection Division

Provide public health nursing services.

Provide operations to insure purity of materials for human consumption.

Provide operations to insure adequate environmental health in facilities for human habitation.

Provide emergency environmental health measures for:

- a. Protection against chemical, plant and animal biological agents.
- b. Safe water supply and sewage waste disposal.
- c. Radiological decontamination procedures for humans and detection of radiological hazards to and decontamination of Service staff, equipment, facilities and patients.
- d. Insect and rodent control.

- e. Sanitary disposition of dead humans and animals.
- f. Prevention and control of communicable disease.

C. Mortuary Division

- 1. Supervise Recovery of the Dead.
- 2. Establish proof of death
- 3. Identify the dead and preserve personal effects.
- 4. Supervise disposal of the dead.

D. Medical Supply - Liaison Branches.

- 1. Maintain an inventory of medical supplies and equipment under control of the Service.
- 2. Determine supply needs of the Service and requisition same from Supply Service.
- 3. Maintain a current directory of all Service personnel.
- 4. Establish and maintain liaison with Supply Service.

ESTIMATE OF SITUATION REPORTSTANDING OPERATIONS PROCEDURE

An "Estimate of Situation Report" will be completed by each Service echelon below the State level immediately after the activation of the Health Service at each control center. Subsequent reports will be submitted as indicated or upon orders from higher headquarters. After completion, the report will be submitted to the next higher Headquarters through the chain of command.

Each echelon's report will include:

1. Number of injured, by kind.
 - a. Blast
 - b. Burn
 - c. Radiation
2. Number of dead
3. Bed Status
 - a. Number existing
 - b. Number available in 24 hours, estimate
 - c. Number occupied
 - d. Number additional beds required now
 - e. Number additional beds required in 24 hours, estimate
4. Personnel, by category
 - a. Number, by category, required now
 - b. Number, by category, required in 24 hours, estimate
 - c. Number, by category, in surplus
5. Equipment, by item
 - a. Equipment, by item needed now
 - b. Equipment, by item, needed in 24 hours, estimate.
 - c. Equipment, by item, in surplus
6. Supply, by item
 - a. Supplies, by item, needed now
 - b. Supplies, by item, needed in 24 hours, estimate
 - c. Supplies, by item, in surplus.

HEALTH SERVICE

HOSPITAL EXPANSION

STANDING OPERATIONS PROCEDURE

All hospitals in Support Areas and possibly in Target Areas (but only in the event of interrupted evacuation or re-entry into a Target Area will prepare to expand their facilities by ten times their licensed bed capacity. This expansion factor may require individual modification, with the approval of the Area Director, to reflect the varying difficulty of expanding a 10-bed hospital and a 1500 - bed hospital each by ten times. Any community assigned an Emergency Treatment Station and having a hospital to be expanded will accomplish the hospital expansion after the ETS function is terminated.

The hospitals which will expand their facilities during a postattack operation are:

HOSPITAL	LOCATION	LICENSED BEDS

The following procedures and policies will be used to accomplish the expansion of the hospitals:

TRAFFIC PLAN AND MAP

Route to Emergency Treatment Stations and expanded Hospital facilities.

The Health Service will coordinate with the Police Service for the marking of the above route and for the necessary traffic control.

THE SORTING AND RECEIVING STATION

Because most of the casualties assigned to _____ will arrive with little sorting and examination as to the extent of their injuries, a Sorting and Receiving Station has been organized. This Sorting and Receiving Station has been located in the _____ Building, Located at _____.

(See Traffic Map.) No. _____.

Assigned to the Sorting and Receiving Station will be

Dr. _____ and the following medical personnel:

Nurse _____

Nurse _____

Nurse _____

Nurse _____

Nurse _____

Nurse _____

Also assigned to this Sorting and Receiving Station will be two or more clerks under the direction of Mr. _____, whose duty it will be to indicate disposition of the case (which Hospital Unit patient will transfer to) and enter other pertinent data on the Hospital Admission- Disposition Form at the direction of Dr. _____.

Assigned to the Sorting and Receiving Station, at the direction of Mr. _____, Chief of Transportation, will be sufficient vehicles to serve as emergency ambulances to transport the casualties to the proper Hospital Unit, and from the railway station to the Sorting and Receiving Station.

Stretcher Bearers for the Sorting and Receiving Station and ambulances will be recruited from junior and senior high school males under the direction of Mr. _____, High School Superintendent.

Maintenance and engineering services of the buildings used as Sorting and Receiving Station will be under the direction of those normally in charge of these functions, augmented by such additional help recruited for the emergency by the Personnel Procurement Officer, Mr. _____, as the situation demands.

ACUTE GENERAL SURGICAL SERVICE

On arrival at our Sorting and Receiving Station, a number of casualties will be found to be in need of immediate surgery or urgent medical attention.

These patients will be transported at once from the Sorting and Receiving Station to one of the regular hospitals which have been designated for Acute General Surgical Service. The following hospitals are designated:

"	_____
"	_____
"	_____
"	_____
"	_____
"	_____
"	_____
"	_____
"	_____

(See Traffic Control Map.)

Assigned to Acute General Surgical Service will be:

Dr.	_____	Hospital
"	_____	"
Dr.	_____	"
"	_____	"
Dr.	_____	"
"	_____	"
Dr.	_____	"
"	_____	"
Dr.	_____	"
"	_____	"
Dr.	_____	"
"	_____	"
Dr.	_____	"
"	_____	"
Dr.	_____	"
"	_____	"

ACUTE GENERAL SURGICAL SERVICE (Con't.)

The preparation of food and diets for patients in the hospitals designated as Acute General Surgical Service will be under the direction of the regular hospital dietician and her existing staff, who will select from the following organizations volunteers to assist in preparation of food for the patients:

The engineering and maintenance work for the Acute General Surgical Service will be accomplished by the regular staff, augmented as need be by personnel recruited under the direction of Mr. _____, Personnel Procurement Officer for the _____ Organization.

The Acute General Surgical Service will require a number of competent people to serve under the direction of the assigned medical personnel as nurses aides and ward attendants. These people will be recruited by Mr. _____, Personnel Procurement Officer.

Assigned to the Acute General Surgical Service under the direction of Mr. _____, in charge of Medical Records, will be a team of three to six people. They will prepare in quadruplicate the Hospital Admission and Disposition Form (See Annex I-Appendix 7.)

CLINICAL UNIT FOR WALKING WOUNDED
(Outpatient Clinic)

A number of medical evacuees will come under the classification of "walking wounded," or ambulatory, who will be able to help themselves to some extent.

The Facility to be used as the outpatient clinic for patients in this category will be _____.

On duty as medical officer at the clinic will be Dr. _____.

Nurses or aides assigned to the clinic will be:

Nurse _____

Nurse _____

Nurse _____

The following buildings will be used for housing ambulatory or Walking patients:

_____	Building
_____	Building
_____	Building
_____	Building
_____	Building
_____	Building

Assigned to these buildings will be the following nurses aides and ward attendants:

Nurses Aide _____	Building
Nurses Aide _____	Building
Nurses Aide _____	Building
Nurses Aide _____	Building
Nurses Aide _____	Building

THE CONVALESCENT UNIT

The Convalescent Unit of our Emergency Hospital will receive patients from the Acute General Surgical Service when they are in condition to be transferred. The Convalescent Unit will also receive patients from the Shock Unit

Doctors assigned to the Convalescent Unit will Be:

Dr. _____ Building

Dr. _____ Building

Nurses assigned to the Convalescent Unit will be:

Nurse _____ Building

Nurse _____ Building

Nurse _____ Building

Nurse _____ Building

Nurse _____ Building

Nurse _____ Building

Nurses Aide _____ Building

Ward Attendant _____ Building

Buildings which will comprise the Convalescent Unit will be:

_____ Building

_____ Building

_____ Building

_____ Building

_____ Building

THE CONVALESCENT UNIT (Con't.)

The feeding of the patients domiciled in the buildings listed as Convalescent Units will be the responsibility of the following organizations Under the direction of the following people:

Organization	Person In Charge	Building

The heaviest portion of the registration will be made in the Convalescent Unit, because the patient by this time will be sufficiently recovered to give active cooperation to the Registration Team in the preparation of his history. The Registration Chief, Mr. _____, will appoint a registration leader for the Convalescent Unit who will in turn appoint six people to act as clerks for the registration of convalescent patients. It may be necessary to augment this force at a later date by having clerks of the original group assume team leaders' duties and train additional help.

The engineering and maintenance services will be under the direction of those normally in charge of those functions, augmented by additional help recruited as needed by the Personnel Procurement Officer, Mr. _____.

THE SHOCK UNIT

A number of evacuees will arrive in our community in a state of shock. Special provisions must be made for the care of people in this condition until such time as they can be transferred either to the Acute General Surgical Service for further medical treatment and surgery or to the Convalescent Units as the situation demands.

Dr. _____ will be in charge of the Shock Unit.

Other medical personnel assigned to the Shock Unit will be:

Dr. _____	_____	Building
Nurse _____	_____	Building
Nurse _____	_____	Building
Nurse _____	_____	Building
Nurse _____	_____	Building
Nurse _____	_____	Building
Nurse _____	_____	Building

The preparation of food for patients in the buildings comprising the Shock Unit will be the responsibility of the following organizations under the following leaders:

Organization	Person In Charge	Building
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

THE SHOCK UNIT (Con't)

The recruitment of ward personnel to aid and assist the medical personnel assigned to these buildings will be the Personnel Procurement Officer, Mr. _____.

A leader for the Records and Registration Team for the Shock Unit will be appointed by _____, Chief of Registration. The work of this team will be for the most part confined to medical records as the patients generally will not be in condition to give the information in a coherent manner for the registration records. Most of the registration will have to be accomplished when patients are in the Convalescent Unit.

THE IMPROVISED MATERNITY UNIT

When we must place our Emergency Hospital Plan in operation, we will still have the normal number of births occurring in the area serviced by our regular hospital, plus a number of births occurring to women evacuees.

The enormous demand for doctors in our Acute General Surgical Service and Shock Unit will make it necessary to assign the operation of this Unit to midwives and nurses, with such help from the regular doctors as may be required for very severe cases.

The buildings designated for the Improvised Maternity Unit are:

_____ Building

_____ Building

Midwives and nurses assigned to the Unit are:

Nurse _____

Nurse _____

Nurse _____

Midwife _____

Midwife _____

Midwife _____

The preparation of food for maternity patients will be the responsibility of the following organizations under the following leaders:

THE IMPROVISED MATERNITY UNIT (Con't)

Organization	Person in Charge	Building

It is not felt that a special Registration Team is necessary for the Improvised Maternity Unit. Mr. _____, will assign an individual from his staff to register the maternity patients as the situation demands.

The recruitment of additional personnel to serve under the direction of the medical personnel assigned to the Improvised Maternity Unit will be the responsibility of the Personnel Procurement Officer, Mr. _____. He will also be responsible for additional help for the regular maintenance crews, if such are needed.

HEALTH SERVICEEMERGENCY TREATMENT STATIONS (ETS)STANDING OPERATIONS PROCEDURE

The Medical Care Division of the Health Service will coordinate the support for and activation of Emergency Treatment Stations (ETS). An ETS will be located on each evacuation route in the first community beyond the "D" ring possessing sufficient resources to furnish the required facilities; i.e., buildings, housing for personnel, etc. It may be necessary to change the location of the ETS in relationship to the actual location of ground zero because of fallout, etc. It is essentially a mobil unit. It is a 128 - litter hospital with 100 liters for holding. The service will establish and/or operate Emergency Treatment Stations at: _____.

The personnel requirements of the ETS include the ETS group and two forward aid groups consisting of litter bearer teams of 96 first aid technicians and ambulance groups of 20 first aid technicians. (See attached List No. 2).

The ETS will provide lifesaving, emergency medical care for casualties removed from the target area by the forward aid groups, casualties who make their own way out of the target area and the resident population of the community in which the ETS is located. Those patients in need of further care will be transferred to improvised or expanded hospital facilities. The function of an ETS is lifesaving medical and surgical care for hemorrhage, shock, asphyxia, etc.

Surgery will be limited to procedure of short duration. Guillotine amputation of mangled limbs may be necessary. Blood will not likely be available but blood substitutes are expected-- first aid treatment, splints and dressings supplementing those of the forward aid team will be done. The ETS will not have a clinical laboratory nor X-ray facilities unless already present at the ETS location. It is anticipated that the ETS will function up to three weeks, the first week around the clock.

The ETS will be commanded by a Chief, with a Deputy for the ETS group and the forward aid groups. The Civil Defense Director of the selected ETS community and the Health Service Chief of the community are responsible for coordinating the recruiting and organizing the staff of the ETS.

Total staffing of an ETS for 24-hour capability is 370 including forward aid personnel. Of the total, eight physicians and six dentists and/or veterinarians will be recruited from the target area or other areas. The remainder of the staffing needs will be recruited from the community in which the ETS is located and, if necessary, from nearby communities.

Necessary supplies and equipment for the operation of an ETS for 500-patients, which is the estimated casualty capacity for the first eight hours of operation, are shown in FCDA TM-11-1, pages 24, 25 and 26. Each forward aid litter bearer team will be provided with a portable first aid kit. (See TM-11-1, page 31.) Each ambulance forward aid group will be provided with a portable first aid kit, as above, and additional needed supplies and equipment. (See TM-11-1, page 41.) All supplies will be requisitioned through the Medical Supply Liaison Officer of the Health Service. Upon a Strategic Warning, the ETS will be activated on a skeleton basis under the direction of a local, preassigned medical doctor.

The Target Area supporting ETS's will be under the command and control of the Target Area Civil Defense organization, both prior to and after the attack.

The Health Chiefs will order any required relocation of their supporting ETS's in the postattack period.

LIST NO. 2 TRAINING TABLE
ETS
CIVIL DEFENSE EMERGENCY TREATMENT STATION
RECOMMENDED STAFFING PATTERN

AREA	MONITORING AND DECONTAMINATION	RECEIVING	FIRST AID	ADMISSION AND DISCHARGE	SURGERY	HOLDING	SUPPLY	HOUR SHIFT	REQUIRE 24 HOUR
PHYSICIANS		1 CHIEF OF STAFF 1 ASSISTANT			1 SURGEON	1 MEDICAL		4	8
DENTISTS AND VETERINARIANS		1			2			3	6
PROFESSIONAL NURSES		1	1	1	1	2		6	12
HOSPITAL ADMINISTRATORS			2					2	4
TRAINED AID	1 MONITOR 5 DECONTAM	2	2		2 OP. RAT. AREA 3 CENTRAL STERILE SUP.	50		65	130
FIRST AID TECHNICIANS			5					5	10
CLERKS			2	2 ADMISSION 1 DISCHARGE			1	6	12
MESSENGERS		1	1	2	1	2	1	8	16
HELPERS (Labor)	2	16 LITTER BEARERS	2	1	1	1	2	28	56
TOTAL	8	23	15	7	11	59	4	127	254

FORWARD AID GROUPS ATTACHED TO THE ETS

1. Litter bearer teams of first aid technicians
2. Ambulance group of first aid technicians

12 teams of 4 men (FAT) 12 hours	48	96
5 teams of 2 men (FAT) 12 hours	10	20

HEALTH SERVICEHOSPITAL ADMISSION AND DISPOSITION FORMSTANDING OPERATIONS PROCEDURE

The Hospital Admission and Disposition form will be produced locally through the facilities of a printing shop, weekly newspaper, etc. It is essential that the form be reproduced exactly as shown and on a good grade of heavy weight paper stock. For the successful use of the form, it is also essential that it be exactly five inches in height and eight inches in width. The form should be bound in sets of four, self-carboned, if possible.

A Hospital Admission and Disposition form, items 1 through 13, will be completed in quadruplicate for each patient upon admission to any hospital facility. The original copy of the form will be filed in the hospital office records. One will be used as the start of the patient's chart by use of the reverse side. Two copies of the form will be sent to the Welfare Service Registration and Inquiry Office.

When a patient dies, is transferred to another hospital facility or is discharged, the hospital will complete items 14 and 15 of its copies of the Hospital Admission and Disposition form. The hospital also will complete items 1 through 5 and 14 and 15 of the Hospital Admission and Disposition form in duplicate and send both copies to the Welfare Service Registration and Inquiry Office of the county.

HEALTH SERVICE

HOSPITAL ADMISSION AND DISPOSITION FORM

				Form G-2	
1. Last Name	First Name	Middle Name	2. Bldg.-Room		
3. Pre-emergency address				4. E.M. Tag No.	
5. Date of birth	6. Age	7. Sex	8. Race	9. Religion	
10. Person to be notified (name, address, telephone no.)					
11. Source of admission		12. Date admitted		AM PM	
13. Admitted for (check one or more) <input type="checkbox"/> Shock <input type="checkbox"/> Hemorrhage <input type="checkbox"/> Mech. Trauma, (injury) <input type="checkbox"/> Burns <input type="checkbox"/> Radia. Sick <input type="checkbox"/> Other					
14. Disposition of case <input type="checkbox"/> Home <input type="checkbox"/> Transfer to other hospital <input type="checkbox"/> Died <input type="checkbox"/> Other If deceased, list primary and contributing causes: (Insert destination of hospital, or home and street and city address.)					
15. Date and hour of disposition					
				M.D. Hospital	
Signature					

DAVENPORT TARGET AREA

ANNEX I

Appendix 8

HOSPITAL SITE TO SITE RELOCATION

STANDARD OPERATIONAL PROCEDURE

1. The Medical care division of the Health Service will accomplish the site to site relocation of all hospitals and other health institutions within the Target Area.
2. Upon declaration of a Strategic Warning and upon decision of the Target Area Director each Health institution, within the limitations of time, will activate the individual institution's evacuation plan.
3. All available vehicles will be filled to capacity and proceed out of the Target Area on the nearest established evacuation route to the relocation site. Medical staff not at the hospital at the time will report to the relocation hospital site as soon as possible.
4. Included in the site to site relocation will be:
 - a. Professional Staff
 - b. Auxiliary personnel
 - c. Movable equipment, supplies, and essential records.

(1) Supplies to which first consideration will be given:

Surgical Instruments
Nariotics
Antibiotics
Materials for treating burns and fractures
Insulin

The Medical Care Division of the Health Service will accomplish the reception of evacuation area hospitals at the following communities: _____, _____ and _____.

Upon declaration of a Strategic Warning, and upon the decision to evacuate each evacuation area hospital within the limitations of time will, according to the individual hospital's evacuation plan, relocate its facilities, including:

Professional staff
Auxiliary personnel
Drugs and supplies.

Upon declaration of a Strategic Warning or the receiving community's Health Service will initiate actions necessary for the evacuation area hospital, assigned staff, personnel, equipment and patients. These actions will include notification to all physicians assigned to the site-to-site reception operation and notification to the local hospital and other relocation site facility.

DECEMBER, 1958

I8-1

HEALTH SERVICE

IOWA INTERPROFESSIONAL ASSOCIATION

CIVIL DEFENSE AND DISASTER COMMITTEES

The following is a list of the committees of six who have been appointed by their respective organizations to serve as advisory committees to the Support Area and County Health Services. The physician member is the chairman of each committee

<u>DISTRICT</u>	<u>Name and Address</u>
Iowa State Medical Society	_____
Iowa Pharmaceutical Association	_____
Iowa Dental Society	_____
Iowa Hospital Association	_____
Iowa Veterinary Medicine Association	_____
Iowa State Nurses Association	_____
<u>COUNTY</u>	_____
Iowa State Medical Association	_____
Iowa Pharmaceutical Association	_____
Iowa Dental Society	_____
Iowa Hospital Association	_____
Iowa Veterinary Medicine Association	_____
Iowa Nurses Association	_____

SELECTED REFERENCES

A. Maps.

1. Evacuation Routes

B. References. (OCDM Publications)

A.G. 11-1 Health Services and Special Weapons Defense H. 3498
Outling guide Sanitation, aspects of Mass Evacuation TM 18-2
Auxiliaries and Volunteers - TM 8-1 Urban Analysis - TM 27-1 & 2
Traffic Movement Studies

State of Iowa Preliminary Operational Survival Plan appendices 2-
15.

LOUISA
COUNTY

J

INDUSTRIES &
INSTITUTIONS

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX J

INDUSTRIES & INSTITUTIONS SERVICE

INDUSTRIES

I

MISSION & SITUATION

- A. Mission The mission of the county Industries Service is to assist and advise industries in preparing Civil Defense plans for protection against fallout and a possible bomb drop in the rural areas, to provide information on the status of industries, plants, equipment, and materials, to make recommendations on the conversion of local plants from the production of nonessential to essential supplies, to recommend construction of new plants or expansion of existing plants for production of essential goods.
- B. Situation. See Basic Plan I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. Louisa County does not contain any major manufacturing industry, but is an agricultural county. However, agricultural production and the industry processing agricultural products becomes an essential industry in supporting civil defense. These industries must have civil defense plans to enable them to continue production for civil defense needs.
2. The greatest danger to industry in the area is radioactive fallout. The problem facing agricultural processing industries is the protection of supplies in the county. This is the responsibility of the industries as well as the farmers who stocks of supplies and livestock on their farm.
3. Key personnel of the service will be trained in radiology detection and decontamination as prescribed in Basic Plan I B 6
4. The enemy has the potential of delivering an attack upon industry by sabotage and espionage. Each industry will establish such protective measures as needed to prevent such enemy action

B. Organizational Structure

1. The Chief of the County Industries Service directs the execution of the Industries Service plan in the name of the County

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Civil Defense Director. Operations of the County Industries Service is through the Civil Defense chain of command from the State Civil Defense Director to the Support Area Civil Defense Director to County Civil Defense Director to City Civil Defense Director. The Chief of the Industries Service will maintain a plan and make necessary revisions as conditions dictate.

2. The Chief of Industries Service is appointed by the County Civil Defense Director with the approval of the County Board of Supervisors. The Chief of Industries will appoint a staff to operate the service.

3. Since the scope of Industries Service operations will vary with the number and type of industries in a county it may not be necessary to staff all divisions of the Industries Service. The following is the complete staff organization for the Industries Service:

- a. Chief of Industries
- b. Deputy Chief of Industries
- c. Chief of Evacuation of Personnel and Resources Division
- d. Chief of Continuity and Mutual Aid Division
- e. Chief of Plant Protection Division
- f. Chief of Plant Relocation and Restoration Division
- g. Chief of Liaison Division

See organizational chart, Appendix 1.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

- A. Missions of Subordinate Units. See Basic Plan III A.
- B. Actions to be Taken Under Warning Conditions.
 1. Strategic Warning (six hours or more)
 - a. General instructions. See Basic Plan III B 2.
 - b. Specific instructions. All industry will be alerted to activate individual plans.
 2. Tactical Warning (one-half to six hours)
 - a. General instructions. See Basic Plan III B 3.

b. Specific instructions. Industries in the county will be notified to activate their individual Civil Defense plans.

3. Attack Imminent (one-half hour or less)

a. All Industries Service personnel will take best available cover until advised that it is safe to commence operations.

b. Industries will send their personnel to their homes if time permits until fallout danger is determined. If time is not available all personnel will take best available cover until notified that they can move.

4. Post Attack

a. General instructions. See Basic Plan III 5.

b. Specific instructions

(1) An inventory and status report of essential and critical production facilities will be prepared and reported to the Chief of the Service.

(2) Estimates and recommendations will be made to the Civil Defense Director regarding the allocation of materials needed to maintain or increase the capacity of industrial facilities or to erect necessary new plants.

(3) In conjunction with the Supply Service estimates will be made of raw food stocks in the county.

(4) As far as possible, all industrial facilities in the county will be utilized to produce essential goods.

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan IV A.

B. Transportation. See Basic Plan IV B.

V

CONTROL & COMMUNICATIONS

A. Control. In the event of the disability to the Chief and Deputy Chief of Industries Service the following succession of command is established to insure continuity of operations:

1. Chief of Evacuation of Personnel and Resources Division

2. Chief of Continuity and Mutual Aid Division
3. Chief of Plant Protection Division
4. Chief of Plant Relocation and Restoration Division
5. Chief of Liaison.

B. Communications. See Basic Plan V B.

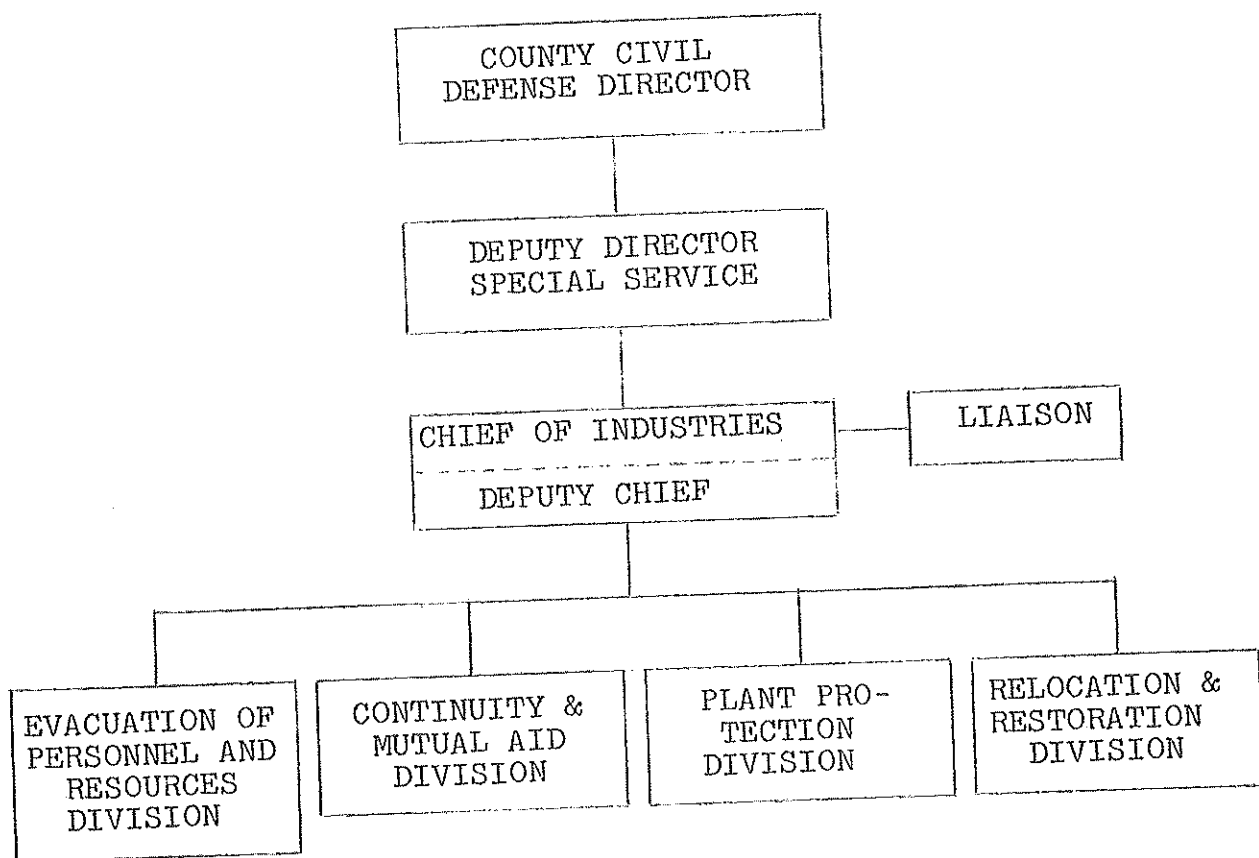
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LOUISA COUNTY

ANNEX J

Appendix 1

INDUSTRIES ORGANIZATION CHART



LOUISA COUNTY

ANNEX J

Appendix 2

INDUSTRIES & INSTITUTIONS SERVICE

INDUSTRIES

DUTIES OF CHIEF AND DEPUTY CHIEF OF INDUSTRIES SERVICE

I

CHIEF OF SERVICE

A. Responsibilities

1. The Chief of the Industries Service is responsible for the appointment of personnel to staff his service.

2. The Chief of the Industries Service is to make reports as requested by the County Civil Defense Director. These reports include damage assessment evaluations, the operations of his service, and the pre-attack evaluation of the status of his service.

3. The Chief of the Industries Service is responsible for insuring that the personnel of the service receive the necessary training.

4. Industries in the county will plan for their own protection and restoration of plant facilities within their capabilities. When capabilities are lacking, industries, through the Industries Service will request the necessary aid from Civil Defense to protect and restore facilities.

II

DEPUTY CHIEF

A. Responsibilities

1. The Deputy Chief of the Industries Service will carry out the duties of the County Chief of Industries Service in his absence and perform all functions that would normally be done by the Chief. The Deputy Chief of Industries Service will perform other duties as assigned by the Chief of Industries Service.

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LOUISA COUNTY

ANNEX J

Appendix 3

INDUSTRIES & INSTITUTIONS SERVICE

INDUSTRIES

LIST OF INDUSTRIES IN LOUISA COUNTY

Columbus City

Columbus City Concrete Products

Columbus Junction

Columbus Canning Co.

Columbus Gazette

Muscatine Pearl Works

Nana Paxton Ceramics

Schramm & Schmieg

Smithcraft

Weber & Huston, Inc.

Morning Sun

Hawkeye Concrete Products Co.

Morning Sun Creamery

Morning Sun News Herald

Morning Sun Rendering Works

Consolidated Engineering Co.

Wapello

Baker Poultry Equipment Co.

Jackson, Otto

Louisa Publishing Co.

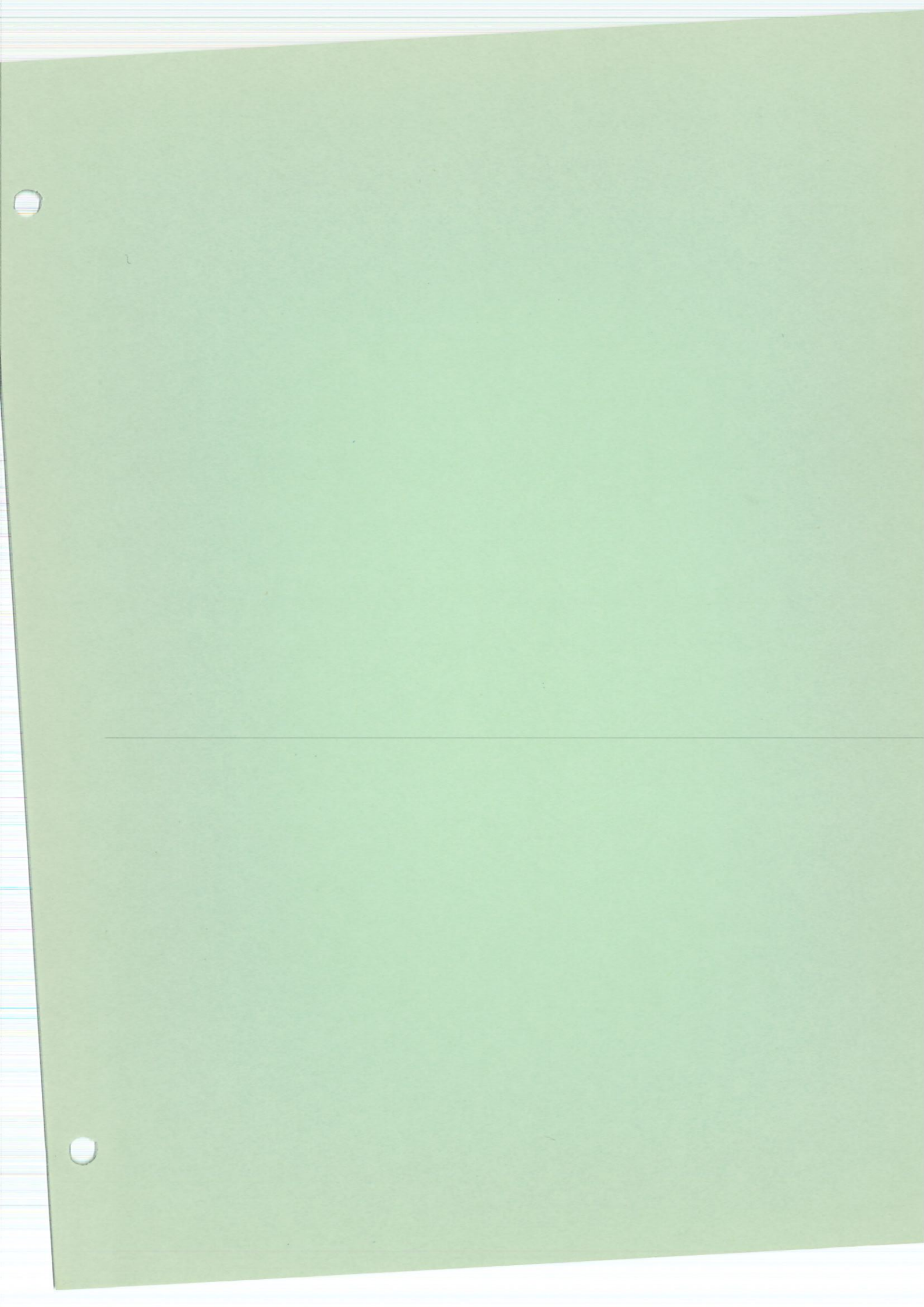
Plumb & Lean Co.

Siline & Jolinson

Wapello Creamery

Farmers Elevator and Exchange

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LOUISA COUNTY

ANNEX J

INDUSTRIES & INSTITUTIONS SERVICE

INSTITUTIONS

I. MISSION & SITUATION

A. Mission. The mission of the County Institutions Service is to minimize loss of personnel and property, to establish relocation centers, to provide for post-attack care for inmates or patients that require supervision under normal peacetime conditions.

B. Situation. See Basic Plan I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. The greatest hazard against which the institutions of a county must plan is for the protection against radioactive fallout. If fallout becomes serious enough it will be necessary to relocate the institution.

2. In planning for relocation of institutions each institution will need to provide for such supervision as needed for the transfer of patients or inmates.

3. Each institution will plan for its own welfare within its capabilities. When capabilities are lacking, the institutions, through the Institutions Service, will request aid of the Welfare Service.

4. Key personnel will be trained in radiological detection and decontamination as prescribed in Basic Plan I B 6 c.

B. Organizational Structure

1. The Chief of the County Institutions Service directs the execution of the County Institutions Plan in the name of the County Civil Defense Director. The operation of Institutions Service will be through the Civil Defense chain of command from the State Civil Defense Director to Support Area Civil Defense Director to County Civil Defense Director to City Defense Director. The Chief of Institutions Service will maintain a plan and make revisions as conditions dictate.

2. The Chief of the Institutions Service will be appointed by the County Civil Defense Director and approved by the County Board of Supervisors.

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3. Inasmuch as there is no Board of Control or Board of Regents institution in Louisa County these divisions are not needed. The Institutions Service is organized as follows:

- a. Chief of Institutions Service
- b. Deputy Chief of Institutions Service

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III A.

B. Actions to be Taken Under Warning Conditions

1. Strategic Warning (six hours or more)

a. General instructions. See Basic Plan III B 2

b. Specific instructions. All institutions will be alerted to activate individual plans.

2. Tactical Warning (one-half to six hours)

a. General instructions. See Basic Plan III B 3

b. Specific instructions. Institutions in the county will be notified to carry out their plans.

3. Attack Imminent (one-half hour or less) All personnel will take available cover until advised it is safe to proceed with plans.

4. Post-Attack

a. General instructions. See Basic Plan III B 5.

b. Specific instructions. Estimate damage assessments and report to the County Civil Defense Director losses of institutional resources.

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan IV A.

B. Transportation. See Basic Plan IV B

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CONTROL & COMMUNICATIONS

- A. Control. In the event of disability to the Chief and Deputy Chief of Institutions a succession of command will be established to insure continuity of operations. This requires a new Chief of Institutions to be appointed.
- B. Communications. See Basic Plan V B.

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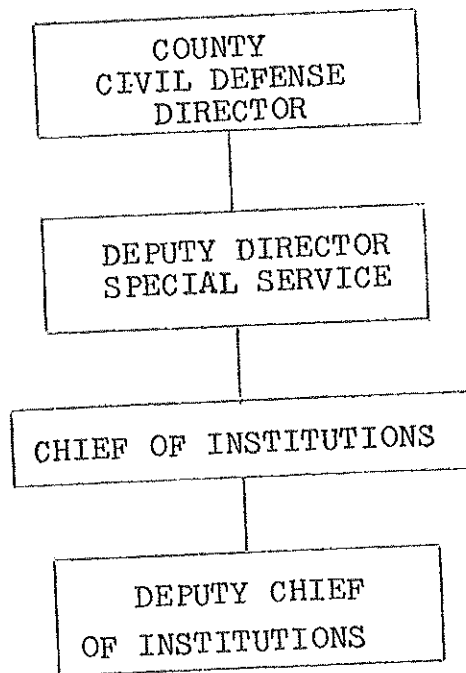
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LOUISA COUNTY

ANNEX J

Appendix 1

INSTITUTIONS SERVICE ORGANIZATION CHART



LOUISA COUNTY

ANNEX J

Appendix 2

INDUSTRIES & INSTITUTIONS SERVICE

INSTITUTIONS

CHIEF OF INSTITUTIONS SERVICE

A. Responsibilities

1. The Chief of the service is responsible that a staff is appointed to operate the Division.

2. The Chief of the Institutions Service is to make reports as requested by the County Civil Defense Director. These reports include damage assessments, evaluations, the operations of his service, and pre-attack evaluation of his service.

3. The Chief of the Institutions Service is responsible that the personnel of his service receive the necessary training. In addition to normal training which will be required to operate the Institutions Service, key personnel of the Service will be trained in radiological detection and decontamination. This training will be coordinated with the Radiological Defense Service, Annex O.

II

DEPUTY CHIEF OF INSTITUTIONS SERVICE

A. Responsibilities. The Deputy Chief of Institutions Service will carry out the duties of the State Chief of Institutions in his absence and perform all functions that would normally be done by the County Chief. The Deputy Chief will perform other duties as assigned by the Chief of the Service.

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LOUISA
COUNTY

K

INTELLIGENCE

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX K

INTELLIGENCE SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the County Intelligence Service is to collect, evaluate, and summarize information bearing on timely decisions to be made by the County Director of Civil Defense.

B. Situation. See Basic Plan, I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The Chief of the County Intelligence Service will not exercise command authority over his counterpart in any subordinate organization but will advise and assist the County Director in the exercise of his command authority by active staff supervision.

2. The Intelligence Service will not employ field investigators, but will rely upon the collection of information by other services.

3. The information which the County Intelligence Service will collect and summarize includes:

- a. Status of operational readiness in the County.
- b. Fallout probability and weather conditions.
- c. Progress of evacuee movement to and through the county.
- d. Estimate of number of persons who have reached refuge.
- e. Property damage in county.
- f. Conditions of communications, hospital and feeding facilities.
- g. Critical supplies and equipment available in the county.
- h. If rural burst occurs, the dimensions of attack, estimate of ground zero and area of damage.

4. A current intelligence operations information center -- situation map room will be maintained.

5. Personnel of the Intelligence Service will be trained in radiological detection and decontamination; see Basic Plan I B, 6 c.

B. Organizational Structure

1. The County Director will appoint a Chief of the County Intelligence Service after consultation with the head of the county governmental agency responsible for the Intelligence Service and with the approval of the County Board of Supervisors.

2. A Deputy Chief of the Intelligence Service will be appointed by the Chief with the approval of the County Director.

3. The County Intelligence Service is organized as follows:

- a. Chief of Intelligence
- b. Deputy Chief of Intelligence
- c. Chief of Radiological Fallout and Weather Division
- d. Chief of Intelligence Analysis Division
- e. Chief of Damage Assessment Division
- f. Chief of Summary and Reports Division
- g. Chief of Plotting and Situation Map Division

See organization chart, Appendix 1.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III, B. A.

B. Actions to be Taken Under Warning Conditions

1. Strategic Warning (six hours or more)

a. General Instructions. See Basic Plan III, B 2.

b. Specific Instructions

(1) The Chief of the Intelligence Service and his staff will report immediately to the County Control Center at Wapello and prepare to commence operations on a twenty-four hour basis.

(2) Summaries of operational readiness of all services will be compiled and presented to the County Director of Civil Defense.

(3) The county's condition of readiness will be plotted graphically on a master intelligence map (or maps).

(4) Liaison with the Radiological Defense service will be maintained.

2. Tactical Warning (thirty minutes to six hours)

a. General Instructions. See Basic Plan III, B 4.

b. Specific Instructions

(1) None.

3. Attack Imminent (thirty minutes or less). Service personnel will seek best available refuge until fallout is not considered a hazard.

4. Post-Attack

a. General Instructions. See Basic Plan III, B 5.

b. Specific Instructions

(1) Fallout reports will be compiled and presented as soon as possible.

(2) Movement of evacuees through the county will be plotted on an intelligence map.

(3) Analysis and summaries of the medical care situation will be prepared.

(4) Up-to-date casualty reports will be maintained.

(5) Analysis and summaries of the food situation will be prepared.

(6) Periodic summaries of the entire county situation will be presented to the County Director of Civil Defense.

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan IV A.

B. Transportation. See Basic Plan IV B.

V

CONTROL & COMMUNICATIONS

A. Control

1. The succession of command within the Intelligence Service

will be as follows:

Chief, Intelligence Service
Deputy Chief, Intelligence Service
Assistants, as designated by the Chief

2. At the County Control Center the senior Intelligence Service officer present will be in charge until the arrival of a superior.

B. Communications. See Basic Plan IV B.

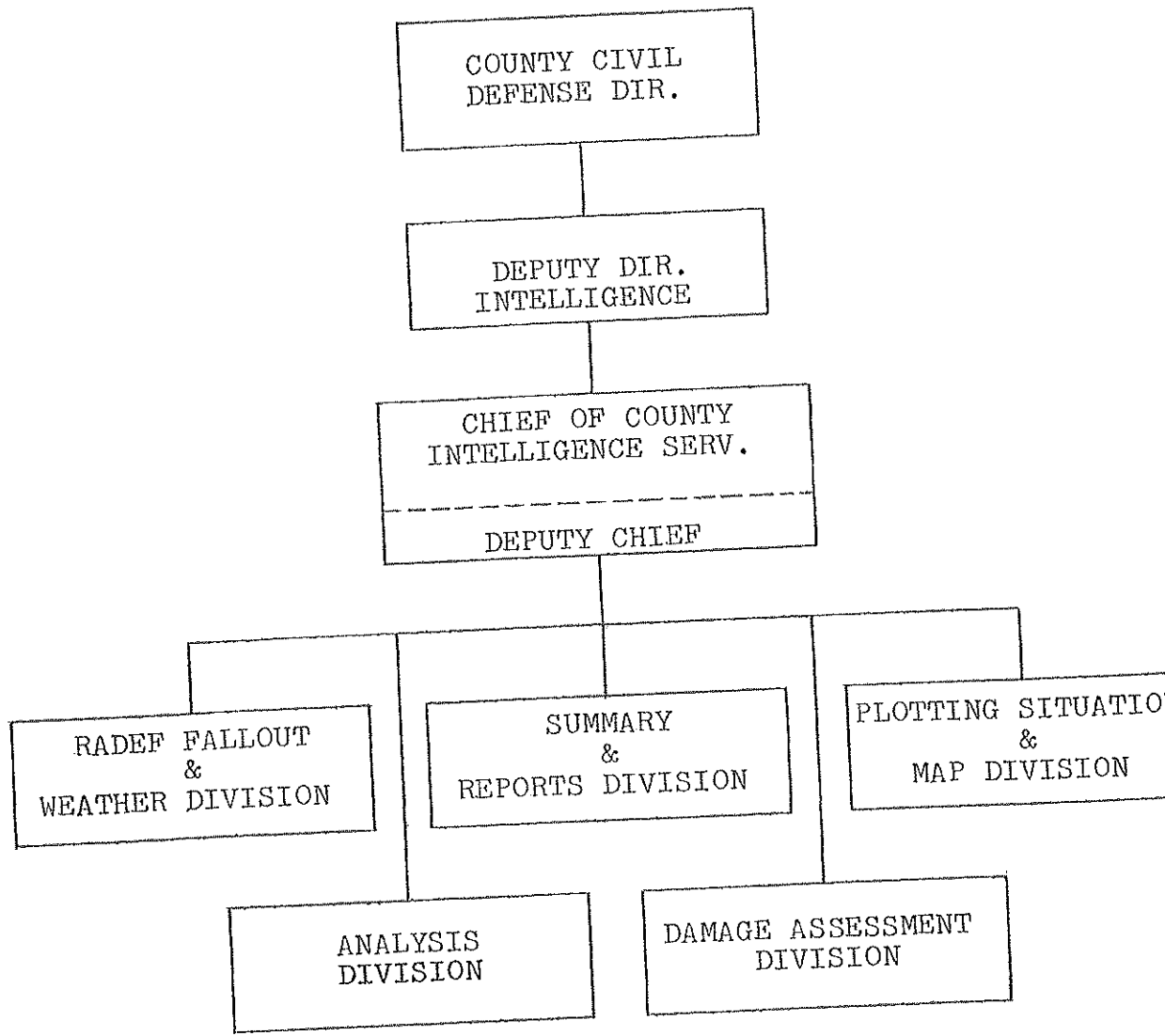
LOUISA COUNTY

ANNEX K

Appendix 1

INTELLIGENCE SERVICE

ORGANIZATION CHART INTELLIGENCE SERVICE



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LOUISA COUNTY

ANNEX K

Appendix 2

INTELLIGENCE SERVICE

STANDARD OPERATING PROCEDURES FOR INTELLIGENCE

SERVICE

I

SECTION FUNCTIONS

A. The Intelligence Radiological Fallout and Weather Section will establish and maintain close liaison at all times with the Radiological Defense Service (See Annex O). The Intelligence Radiological Fallout and Weather Section will:

1. Collect and evaluate weather data as it may effect radiological fallout.

2. Receive evaluated radiological fallout data from the Radiological Defense Service, supervise the plotting of such information on the Intelligence Situation Map, and prepare the Radiological Fallout paragraph of Intelligence Summaries and Reports.

B. The Intelligence Analysis Section will:

1. Analyze and evaluate all incoming messages at the Civil Defense Control Center and all information pertaining to the Civil Defense mission from all sources (except Radiological Fallout, Weather and Damage Assessment).

2. Analyze all outgoing messages and revise, if necessary, prior to transmission.

3. Evaluate all information (except Radiological Fallout and Weather) pertaining to the results of thermonuclear attack as to reasonableness, accuracy and authenticity.

4. Relay the resulting intelligence to the Plotting and Situation Map Section and to the Summary and Reports Section in that order.

C. The Intelligence Plotting and Situation Map Section will:

1. Receive evaluated information (intelligence) from the Intelligence Analysis Section and plot data on the Intelligence Situation Map and the Control Center Information boards.

2. Receive evaluated information (intelligence) from the Damage Assessment Officer and plot same on Intelligence Situation Map.

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D. The Intelligence Damage Assessment Section will:

1. Assess and evaluate information pertaining to:

- a. Number of persons killed and injured.
- b. Number and whereabouts of displaced-persons groups.
- c. Location and extent of property damage (real and personal).

2. Relay evaluated information to the Intelligence Plotting and Situation Map Officer.

E. The Intelligence Summary and Reports Section will:

1. Receive copies of all incoming and outgoing messages at the Control Center, reporting, recording and/or filing such information as required.

2. Compile periodic summaries and reports as required by the Director of Civil Defense and the Deputy Director for Intelligence.

3. Establish and be responsible for the message and intelligence filing system.

4. Reproduce such messages, reports and summaries as are required for distribution within the Control Center.

5. Coordinate and collaborate with the Emergency Public Information Service as to the release of evaluated Civil Defense Information to the press and public.

6. Coordinate with the Intelligence Damage Assessment Section in the preparation of reports concerning the extent of damage resulting from enemy attack.

F. The File Clerk will establish an Intelligence File and file all intelligence copies of incoming and outgoing messages and type all outgoing messages, summaries and reports.

G. The Journal and Worksheet Clerk will keep the Intelligence Journal and the Intelligence Worksheet.

H. The Map Clerk will post all data on the Intelligence Situation Map under the direction of the Radiological Fallout and Weather Officer and the Plotting and Situation Map Officer.

II

LAYOUT OF INTELLIGENCE DIVISION OFFICE

A. Because of the distinctive nature and responsibilities of the Intelligence Division it should be separate and apart from the other divisions of the Civil Defense Director's General Staff but within the main control center.

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- B. The Intelligence Division should be located near the Civil Defense Message Center and adjacent to the Operations Division.
- C. Messengers should be available at all times to hand-carry urgent messages to and from the Intelligence Division.
- D. The File and Journal Clerk should be close to the desk of the Assistant Director for Intelligence.
- E. The Worksheet Clerk should be opposite from the Assistant Director for Intelligence.

III

OFFICE PROCEDURES AND RESPONSIBILITIES

- A. All incoming messages are delivered initially to the Journal Clerk who records the sources, serial numbers, brief description of contents and exact time of arrival. He then passes the messages to the Deputy Director of Intelligence.
- B. The Deputy Director for Intelligence reads the message for a quick grasp of the contents and marks it with a symbol to indicate disposition and passes it on to either the Radiological Fallout and Weather Office, the Analysis Officer or the Damage Assessment Officer according to its contents.
- C. The Radiological Fallout and Weather Office, the Analysis Officer and the Damage Assessment Officer evaluate the information and pass the message on to the Plotting and Situation Map Officer who then gives directions as to posting on the Situation Map to the Map Clerk.
- D. The Map Clerk then passes the message to the Worksheet Clerk who extracts pertinent information for the Intelligence Worksheet. The Worksheet Clerk then passes the message to the File and Journal Clerk.
- E. The File and Journal Clerk notes disposition in the "out" column of the Journal. He then either files the message or hands it to a messenger for delivery in accordance with the symbol placed on the message by the Deputy Director for Intelligence.
- F. Simple symbols or abbreviations are used to denote the disposition of message and priority of handling. For example, when a message is marked "U" (for urgent) it should receive attention ahead of any others on hand.
- G. At the times for scheduled or special reports the Summary and Reports Officer normally takes the worksheets and Situation Map overlay to his desk and after consultation with the Deputy Director for Intelligence prepares the written summaries or reports. If the Director of Civil Defense requires an immediate or urgent summary or report the Deputy Director for Intelligence will take the Intelligence Worksheet and Situation Map overlay to the Director's Office or the Operations Desk and give a rapid oral

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summary of available information. The Worksheet Clerk will keep an eye on all incoming messages so that urgent ones can be immediately handed to the Deputy Director for Intelligence during the oral presentation. Upon concluding such oral report the Deputy Director for Intelligence reads and disposes of any accumulated messages.

H. A general intelligence report for distribution within the Civil Defense Control Center should be prepared every thirty minutes or as the Civil Defense Director or Deputy Director for Intelligence may direct. Urgent fragmentary reports to be prepared as the situation demands. Reports on information of a specific nature of particular interest to individual services must be disseminated to those services immediately.

I. Outgoing messages will be given to the Analysis Officer for analysis and review prior to transmission--if necessary.

J. A major attack may involve continuous operation on a twenty-four hour basis for many hours. Relief teams must be trained for each position in the Intelligence Division.

IV

ESSENTIAL ELEMENTS OF INFORMATION

To be of any intelligence value, information should answer the questions, "Who", "What", "When", "Where" and sometimes "Why". The significance of the information is often found in answer to the "Why". To be of greatest value, information must be specific about time and place especially. Examples of elements of information that may be essential are contained in the following list:

- A. What special weather conditions are expected in the next seventy-two hours? (Rain, cold, conditions conducive to fire-storm, radioactive fallout and other?)
- B. Where was "ground zero"?
- C. How many detonations? What yield? Air, water or ground burst?
- D. Where are the perimeters of total destruction and serious damage?
- E. Where can fire be stopped?
- F. How many killed, injured, trapped? How many of the trapped can be rescued?
- G. How many emergency operating units are out of action?
- H. How soon and in what strength can operational units be expected from mutual aid or mobile support areas?
- I. What roads are blocked? How soon can they be opened?

J. What fixed installations were destroyed, damaged? How badly? (For example, hospitals, schools, fire stations, police stations)

K. Are there any panic areas? Where? How many people involved? How soon can panic be controlled in each area? By what means?

L. Where are there large numbers of people to be evacuated? How soon can they be evacuated? Where can they be taken?

M. Where is mass feeding necessary? How many people? How soon? For how long?

N. What stocks of critical supplies and equipment were destroyed? What stocks are presently available, and in what quantity?

V

THE INFORMATION COLLECTION PLAN

A. To be effective all information must be collected according to a plan. This plan should be in the form of an Intelligence Annex to the Civil Defense Operational Order.

B. The individual elements of required information will be assigned to the Civil Defense services or normal governmental agencies best able to report concerning them. All sources of information will have the secondary responsibility of reporting on the entire list of Essential Element of Information.

C. The plan must be specific as to the point to which information is to be sent. Ordinarily the message will be sent to the Civil Defense Control Center and either the message itself or a copy routed directly to the Intelligence Journal Clerk.

VI

VERIFICATION OF INFORMATION

A. All information must be examined for accuracy. This can be either formal or informal action.

B. Informal verification is the simplest but the least reliable. It necessarily is based on incomplete information, curb stone judgment, lack of familiarity with the subject matter and usually rough unintentionally some personal bias. Informal verification is essentially an attempt to quickly answer the question "Do I consider this report to be true?"

C. Formal evaluation is written and classifies sources of report into categories with respect to probable credibility. These categories are usually denoted by capital letters as shown in the column on the left below. The accuracy of information (as distinguished from credibility of source) is usually indicated by arabic numerals as shown in the column on the right below.

<u>Category</u>	<u>Credibility of Source</u>	<u>Grade</u>	<u>Accuracy of Report</u>
A	Completely reliable	1	Confirmed by other sources
B	Usually reliable	2	Probably true
C	Fairly reliable	3	Possibly true
D	Not usually reliable	4	Doubtful as to truth
E	Unreliable	5	Improbable
F	Reliability cannot be judged	6	Truth cannot be judged

D. Regardless of classification, no report should be disregarded.
 A low rating may be a strong indication that further intelligence action is necessary in a particular situation.

VII

ESTIMATES OF THE SITUATION

A. Every chief of services within the Civil Defense organization and all echelons of the State and local Civil Defense will be responsible for developing continuing estimates of their own particular situation. Such estimates will include basically, the availability and capability of emergency action personnel, organizational units and material resources in relation to requirements of the various missions.

B. The combined estimates from the various services and echelons will provide the Director of Civil Defense with an estimate of the over-all situation. Written estimates are essential in pre-attack situations for presentation of basic facts needed in developing emergency action operational plans. After an attack estimates of the situation will usually have to be given verbally.

C. All estimates, or a copy thereof, that are received by the Director of Civil Defense must be made available to the Deputy Director for Intelligence.

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LOUISA
COUNTY

L

LEGAL

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX L

LEGAL SERVICE

I

MISSION & SITUATION

- A. Mission. The mission of the County Legal Service is to:
1. Give legal advice and counsel to the County Director of Civil Defense and his staff organization.
 2. Prosecute all violators of Civil Defense laws, rules and regulations (in his capacity as the duly elected County Attorney or his designate).
 3. To defend the County Director and his staff in any action arising out of the performance of their official duties.
 4. Assist in the preparation of County Civil Defense orders, rulings and directives.
- B. Situation. See Basic Plan I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The duly elected County Attorney as the statutory legal officer of the counties will ex-officio be the Chief of the County Civil Defense Legal Service. If the situation in the county warrants such action the County Attorney with the approval of the Board of Supervisors will appoint a Special Assistant and assign such Special Assistant or Assistants specifically to Civil Defense duty.

2. Personnel of the Legal Service will be trained in Radiological detection and decontamination. See Basic Plan I B 6 C.

B. Organizational Structure

1. The County Chief of the Legal Service is the County Attorney.

2. The County Chief will appoint a Deputy County Chief and such other assistants as needed.

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III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III A.

B. Actions to Be Taken Under Warning Conditions.

1. Strategic Warning (Six hours or more)

a. General Instructions. See Basic Plan III B2.

b. Specific Instructions.

(1) Potential problems will be examined and tentative decisions made.

(2) Emergency rulings and ordinances will be prepared.

2. Tactical Warning (thirty minutes to six hours)

a. General Instructions. See Basic Plan B3.

b. Specific Instructions.

(1) Rulings and ordinances will be reviewed.

(2) Legal advice, as needed, will be provided officials.

3. Attack Imminent (thirty minutes or less). County Legal Service personnel will seek the best available refuge until advised there is no danger from fallout.

4. Post-Attack

a. General Instructions. See Basic Plan III B 5.

b. Specific Instructions

(1) Prosecute violations of Civil Defense laws, rules and regulations (in his capacity as County Attorney).

(2) Defend County Civil Defense personnel in performance of their official duties.

IV

SUPPLY & TRANSPORTATION

- A. Supply. See Basic Plan IV A.
- B. Transportation. See Basic Plan IV B.

V

CONTROL & COMMUNICATION

A. Control

1. The County Chief of the Legal Service will report to the County Director of Civil Defense.

2. The sequence of command in the County Legal Service will be:

- a. Chief of the County Legal Service.
- b. Deputy County Chief.

The Chief of the County Legal Service will determine further sequence of command.

3. The first Official to reach headquarters will assume charge of operations until the arrival of a superior.

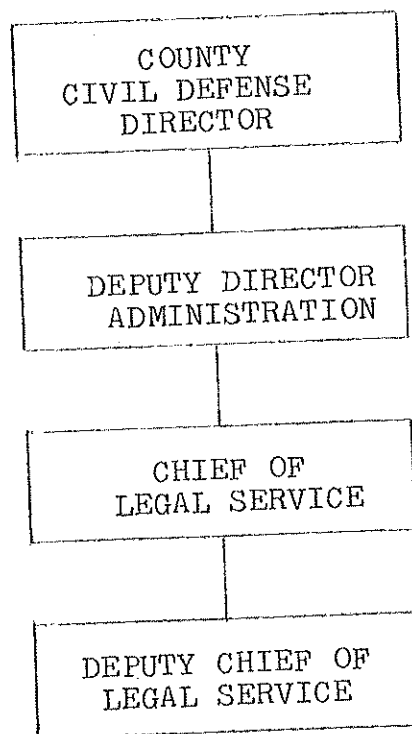
- B. Communication. See Basic Plan V B.

LOUISA COUNTY

ANNEX L

Appendix 1

LEGAL SERVICE ORGANIZATION CHART



LOUISA
COUNTY

M

MANPOWER

Prepared by
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Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX M

MANPOWER SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the County Manpower Service is to provide control of utilization of manpower in the county; to provide coordination to the Support Area Civil Defense Headquarters in the recruitment of manpower in the county; to recruit an inventory of manpower in the County for Civil Defense needs.

B. Situation. See Basic Plan I B

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The manpower function of Louisa County is carried out in coordination with an assigned team from the Support Area Headquarters. This team will come from the Muscatine Employment Security Office. This team will operate under the direction of Support Area #3 Manpower Headquarters.

2. The County Manpower Service is to provide manpower to the county Civil Defense services as requested and within the capabilities of its resources. If adequate manpower is not available the Chief of the County Manpower Service through the County Civil Defense Director will request aid from the Support Area Manpower Team assigned to the county.

3. Personnel will be trained in Radiological detection and decontamination as prescribed in basic plan I B 6.

B. Organizational Structure

1. The Chief of the County Manpower Service directs the execution of the manpower Service plan in the name of the County Civil Defense Director. Operation of the County Manpower Service is through the Civil Defense chain of command from the State Civil Defense Director to Support Area Civil Defense Director, County Civil Defense Director. The Chief of the County Manpower Service is responsible for coordinating the activities of manpower at lower echelons in the county.

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M-

2. The Chief of the County Manpower Service is a County Volunteer Farm representative of the Employment Security Commission to be appointed Chief of the Service by the County Civil Defense Service approved by the County Board of Supervisors. In Louisa County the Chief of Manpower is Mr. H. L. Huston, Columbus Junction.

2. The County Manpower Service is organized as follows:

a. Chief of Manpower Service

b. Deputy Chief of Manpower Service

An organizational chart is included as Appendix I.

4. Because counties will vary in need of organization to accomplish the mission each county may expand the organization as necessary.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III A

B. Actions to Be Taken Under Warning Conditions

1. Strategic Warning (Six hours or more)

a. General Instructions. See Basic Plan III B 1

b. Specific Instructions: None

2. Tactical Warning (one half hour to six hours)

a. General Instructions. See Basic Plan III B 2

b. Specific Instructions

(1) Liaison will be made with related Civil Defense services and efforts made to meet any immediate manpower needs as requested.

(2) Liaison will be established with the Support Area Manpower team assigned to the county.

3. Attack Imminent

a. All personnel will take best available cover until notified it is safe to continue operations.

4. Post Attack

- a. General Instructions. See Basic Plan III B4
- b. Specific Instructions.

(1) Make damage assessments of loss of manpower resources due to fallout and report such losses to County Civil Defense Director.

(2) Determine the need for Manpower and, if necessary, submit requests through proper channels for additional manpower.

IV

SUPPLY & TRANSPORTATION

- A. Supply. See Basic Plan IV A
- B. Transportation. See Basic Plan IV B

V

CONTROL OF COMMUNICATIONS

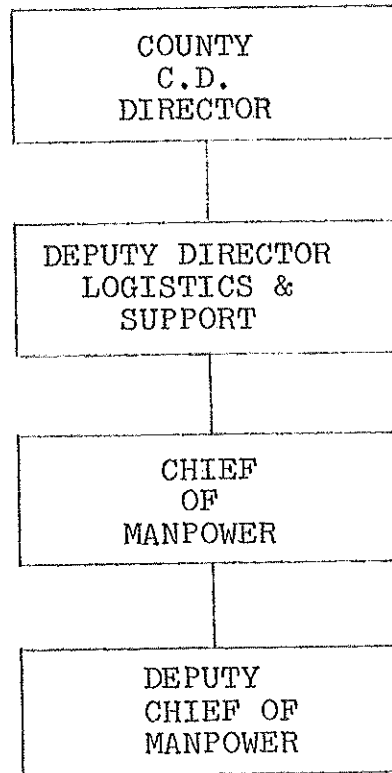
- A. Control. In the event of disability to the Chief or Deputy Chief of the Manpower Service a new Chief of Manpower will be appointed by County Civil Defense Director in coordination with the Support Area Manpower Service.
- B. Communications. See Basic Plan V B

LOUISA COUNTY

ANNEX M

Appendix 1

MANPOWER ORGANIZATIONAL CHART



LOUISA

COUNTY

Prepared by

the

Iowa Survival Plan Project

December, 1958

N

POLICE

LOUISA COUNTY

ANNEX N

POLICE SERVICE

I

MISSION & SITUATION

A. Mission. In addition to normal peacetime functions (preserving the peace, maintaining order, protecting life and property, detecting and presenting crime, and arresting violators of the law) the mission of the Louisa County Police Service is:

1. To receive and disseminate attack warning.
2. To control panic.
3. To supervise mass movements of evacuees and survival supplies from the Davenport Target Area within and through Louisa County.
4. To prevent looting, sabotage and subversive activities within Louisa County.
5. To collect and forward routine and special intelligence information required by Civil Defense authorities at all levels.
6. To assist other Louisa County Defense Services upon request --so far as Police resources and the general provisions of Police Service plans or immediate operational orders will permit.

B. Situation. (See Basic Plan, Section I B.)

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan. Each element of the Louisa County Police Service will be assigned general and specific task responsibilities within the areas of evacuation traffic control, security patrol, communications, law enforcement, radiological defense, explosive ordnance reconnaissance, and training, which are compatible with its resources (as determined by a general inventory) and the requirements of the over-all Louisa County Police Service mission.

1. Except as specifically provided for in Louisa County mutual aid compacts, and/or when directed by the Governor (or the Louisa County Civil Defense Director or the Chief of the Police Service of Civil Defense Area #3 acting for the Governor), each element of the Louisa County Police Service shall function within its normal jurisdiction under its normal police commander.

2. Under tactical operational conditions as envisaged in the

Louisa County Basic Plan, each element of the Police Service shall have the same powers throughout Louisa County as possessed by the Sheriff.

3. Pre-mobilization training of all regular elements of the Louisa County Police Service shall be encouraged and shall be conducted in accordance with a standardized Civil Defense training program approved by the State Chief of the Police Service.

4. The regular forces of all police establishments within Louisa County will be augmented by auxiliaries to the extent necessary to meet the requirements of increased police duties and responsibilities under contemplated emergency operations, and to provide replacements for casualties which may occur under anticipated emergency conditions.

a. Auxiliary police shall be carefully selected and trained in accordance with State developed standards.

b. Auxiliary police normally will be recruited and assigned for duty with regular elements in a ratio to be determined by the Chief of the Police Service for Support Area #3.

c. Auxiliary police shall be given uniform police authority throughout Louisa County so that there will be no conflict in the coordination of forces and activities in any operation.

5. The Louisa County echelon of the Police Service will establish and maintain liaison with security and traffic control agencies of the Police Services of contiguous counties as directed by the Chief of the Police Service of Civil Defense Area No. 3.

6. The Chief of the Louisa County Police Service shall be responsible for the preparation of such specific operational plans (Standard Operational Procedures) as are deemed essential to the accomplishment of his assigned emergency mission.

a. Priority in planning shall be given to evacuation traffic control, security of public utilities, security of communications facilities, security of survival resources, problems of law enforcement under evacuation conditions, safeguards against the hazards of radiation and biological and chemical agents which might be used in an attack, and explosive ordnance reconnaissance.

b. Coordination of the plans, and standardization of the procedures, shall be accomplished by the Louisa County Chief of the Police Service working with the Chief of the Police Service of Support Area No. 3 and counties thereof, and/or special Support Area No. 3 advisory groups (appointed from the membership of the various professional and fraternal associations of peace officers and police administrators of the

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State), and with the designated Chiefs of Police Service of the municipalities situated within Louisa County.

c. When completed and approved the operational plan (S.O.P.'s) of each element of the Louisa County Police Service shall constitute the standing order of the Louisa County Chief of the Police Service for the automatic action to be taken upon the receipt of attack warning.

B. Organizational Structure. County and Municipal echelons of the Louisa County Police Service will be established to conform to the command structure of the State Civil Defense Police Service. Both echelons of the organization shall be consistent with those provisions of the Iowa Code which are pertinent to the establishment of law enforcement agencies, the election or appointment of police administrators and supervisor personnel, and the exercise of police powers within and for the State and its administrative and political subdivisions.

1. Headquarters. County Headquarters for the Louisa County Police Service shall be located in the Louisa County Courthouse in Wapello. Operational headquarters shall be established also in Columbus Junction, Letts, Morning Sun, Oakville, and at such other locations as may be required by the exigencies of the Police Service mission.

2. Headquarters Echelon Command & Staff. The Louisa County headquarters echelon of the Police Service for Civil Defense shall be constituted with the office and resources of the Louisa County Sheriff as the nucleus. The statutory power of the sheriff to summon the aid of the county shall be the authority for such organization. The basic organization shall consist of a Chief and Deputy Chief (s) of Service, and Chiefs of those divisions considered essential to the performance of all of the functional responsibilities inherent in the Louisa County Police Service mission.

a. Louisa County Chief of the Police Service. The duly elected Sheriff of Louisa County (or his statutory successor) shall be ex officio the Louisa County Chief of the Police Service for Civil Defense.

b. Louisa County Deputy Chief of the Police Service. The legally appointed First (Chief) Deputy Sheriff of Louisa County (or his authorized successor) shall be ex officio the Louisa County Deputy Chief of the Police Service for Civil Defense.

c. Headquarters Staff Divisions. The following staff divisions are considered necessary for the discharge of all of the functional responsibilities inherent in the Louisa County Police Service Mission. (See Appendix 2, for the allocation of responsibilities, and the recommendations for organizing each division).

(1) Administration & Logistics

- (2) Security & Intelligence
- (3) Communications & Attack Warning
- (4) Traffic Control & Law Enforcement
- (5) Special Weapons & Explosive Ordnance Reconnaissance

4. Municipal Police Service Organization. Each municipality situated within Louisa County shall be instructed by the Louisa County Chief of the Police Service as to the type and extent of organization required to carry out the operational responsibility which has or which may be assigned in the discharge of the overall mission of the Louisa County Police Service. In general, each municipal element of the County Police Service will be an operational task unit, rather than a staff organization.

a. Municipal Chiefs of the Police Service. The legally appointed Marshal or Chief of Police of each municipality situated within Louisa County shall be ex officio the Municipal Chief of the Police Service for Civil Defense. When mobilized for Civil Defense purposes, he shall have the status of "deputy" to the Louisa County Sheriff-Chief of the Police Service for Civil Defense.

b. Municipal Deputy Chiefs of the Police Service. The legally appointed Deputy Marshal or Assistant Chief of Police of each municipality situated within Louisa County shall be ex officio the Municipal Deputy Chief of the Police Service for Civil Defense. When mobilized for Civil Defense purposes, he shall have the status of "deputy" to the Louisa County Sheriff-Chief of the Police Service for Civil Defense.

5. Mutual Aid Advisory Committee. The "deputies" established immediately above, together with the normal deputies of the Louisa County Sheriff, shall constitute a Police Service Mutual Aid Advisory Committee to advise the Louisa County Chief of the Police Service (and or the Louisa County Director of Civil Defense), in matters of organization or operations involved in intra- and extra-county mutual aid compacts. This committee shall identify, analyze, and propose solutions for police problems that could arise in Louisa County as a result of the influx of evacuees from the Davenport Target Area.

6. Mobile Support Units. Under conditions of attack (and in some instances involving natural disasters), local police forces within Louisa County may prove inadequate. Reinforcements from outside the community, or from outside the county may be sent in to alleviate the situation. Such organized task forces will maintain their integrity, and will operate under the absolute control of their normal commander. Such commander, however, shall employ his forces as directed by the local commander or the Louisa County Chief of the Police Service, unless such authority is delegated to the Chief at Support Area or higher headquarters, by the Governor

(or the State Director of Civil Defense, or the State Chief of the Police Service, acting for the Governor).

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. (See Basic Plan, Section III A)

B. Actions to Be Taken Under Warning Conditions

1. Since Police Service personnel and communications facilities constitute a major portion of the operational capability of the Iowa Warning System, the initial action taken by each echelon of the Police Service shall be to receive and disseminate attack warning and supplementary information, including State Civil Defense instructions, which will serve to trigger the mobilization of all Civil Defense forces to the extent required by the phase of warning indicated below. The express or standing order of the Louisa County Chief of the Police Service will include the direction to accomplish the actions listed under the various conditions, so far as they apply.

2. Strategic warning (six hours or more warning time).

a. Cancel all leaves and place regular police elements on twenty-four hour alert.

b. Dispatch predesignated security patrols to insure the protection of public utilities, communications facilities, survival supplies, and emergency equipment.

c. Increase the security guard assigned to key emergency government officials.

d. Place emergency traffic control personnel in position to effect strategic evacuation, if ordered by the Governor or other competent authority.

e. Check all emergency vehicles and auxiliary equipment, and expedite repairs on those out of commission.

f. Service all emergency vehicles, and insure that adequate supplies of gasoline, oil and spare parts, for all operational vehicles are dispersed at specified locations.

3. Tactical warning (one half hour to six hours warning time).

a. Cancel all leaves.

b. Mobilize auxiliary police.

c. Order both regular and auxiliary police to pre-designated duty posts.

d. Dispatch emergency traffic control personnel to position to assist tactical (mass) evacuation of the Davenport Target Area.

e. Check operation of all emergency auxiliary equipment, and maintain in constant readiness.

4. Attack Imminent (thirty minutes or less warning time).

a. Halt all traffic.

b. Enforce the "Take Cover" public action signal when sounded.

5. Post-Attack. It shall be SOP that the ranking survivor of the Police Service at each location shall be recognized as such by all regular and auxiliary members of the Police Service.

a. Every effort will be made to maintain a semblance of good order while damage is assessed and communications are re-established.

b. The Police Service will prevent all movement until the danger of radiation and unexploded ordnance have been ascertained.

c. All State and County emergency controls and regulations shall be enforced.

SUPPLY & TRANSPORTATION

A. Supply. (See Basic Plan, Section IV A)

1. For the present, the Louisa County Police Service shall obtain all ordinary supplies from the political components of the County based upon arrangements made by the Louisa County Director of Civil Defense.

2. During an emergency involving the mobilization of Civil Defense forces, special emergency equipment and supplies may be furnished by the State, in accordance with the requirements and procedures of the Supply Service and such State and Federal regulations as may apply.

B. Transportation. (See Basic Plan, Section IV B)

1. For the present, the Louisa County Police Service shall obtain all normal transportation from the political components of the county based upon arrangements made by the Louisa County Civil Defense Director. When available, emergency-

type vehicles may be obtained through the office of the State Director of Civil Defense, upon the recommendation or approval of the State Chief of the Police Service.

2. During an emergency involving the mobilization of Civil Defense forces, requirements for additional transportation will be coordinated with the Louisa County Transportation Service. It is assumed that on-the-spot requisitioning of private vehicles will be authorized whenever exigencies of the situation will not allow formal requests to the Transportation Service to be processed in time.

V. CONTROL & COMMUNICATIONS

A. Control

1. Police Service Command Authority. Whenever mobilized for Civil Defense, command authority overall echelons of the Louisa County Police Service will be exercised by the Governor, with operational direction being delegated to the Chief of the Police Service of Support Area No. 3 in all instances which require the use of County and Municipal police elements in an area coordinated maneuver (i.e. evacuation movement) or which require their use outside of their normal jurisdiction. Within the confines of Louisa County, control is vested in the Louisa County Civil Defense Director, with operational direction being delegated to the County Chief of the Police Service.

2. Police Service Succession of Command. In almost all instances, the Iowa Code spells out the manner in which a police administrator or supervisor shall be succeeded.

a. Since the organization of the Police Service for Civil Defense is based upon existing police establishments and recognized peace officers as defined by the present Iowa Code, succession to command of the Louisa County Police Service and the divisions thereof shall be as follows:

- (1) Louisa County Sheriff
- (2) First Deputy
- (3) Second Deputy
- (4) Third Deputy

NOTE: For Civil Defense purposes, the "deputies" established in paragraph II.B.4., above, may be designated by the Louisa County Chief of the Police Service at his discretion in addition to, or in substitution for the peace officers normally at his disposal.

b. Temporary and/or permanent succession to the positions of Chief of Division, Branch or Section in the Louisa County headquarters staff, or temporary and/or permanent succession to the position of Chief of an operational unit, shall be in accordance with a seniority list prepared by the Chief

of Division, Branch, Section or operational unit, and approved by the Louisa County Chief of the Police Service.

3. Operational Orders. Since police service personnel and communications facilities constitute a major portion of the operational capabilities of the Iowa Warning System, the order (s) of the Louisa County Chief of the Police Service to implement either general or specific courses of action will be transmitted with or immediately following strategic, tactical, or attack imminent warning messages.

a. The content of any such order (s) at any given time will depend upon the extent to which Police Service organization and operational plans have been perfected, as well as the situation.

b. In the absence of specific orders from the Support Area Chief of Police Service, Louisa County and Municipal Chiefs of the Louisa County Police Service will implement such plans as have been developed and approved for the accomplishment of their assigned missions.

B. Communications

1. Facilities. Whenever mobilized for Civil Defense, the State Police Radio Net, all county Police and Municipal Police radio systems, police telephone systems, police teletype or other facsimile systems, as well as designated RACES facilities, will be restricted to official police use.

2. Priority of Messages. The receipt and dissemination of attack warning and supplementary information shall take precedence over all other communications.

3. Standard Operational Procedures. All communications employing Police Service facilities shall be conducted in accordance with Annex C, Communications and Annex B, Attack Warning, and appendices thereto, of the Iowa Preliminary Operational Survival Plan, and/or such other Federal and State regulations as may apply.

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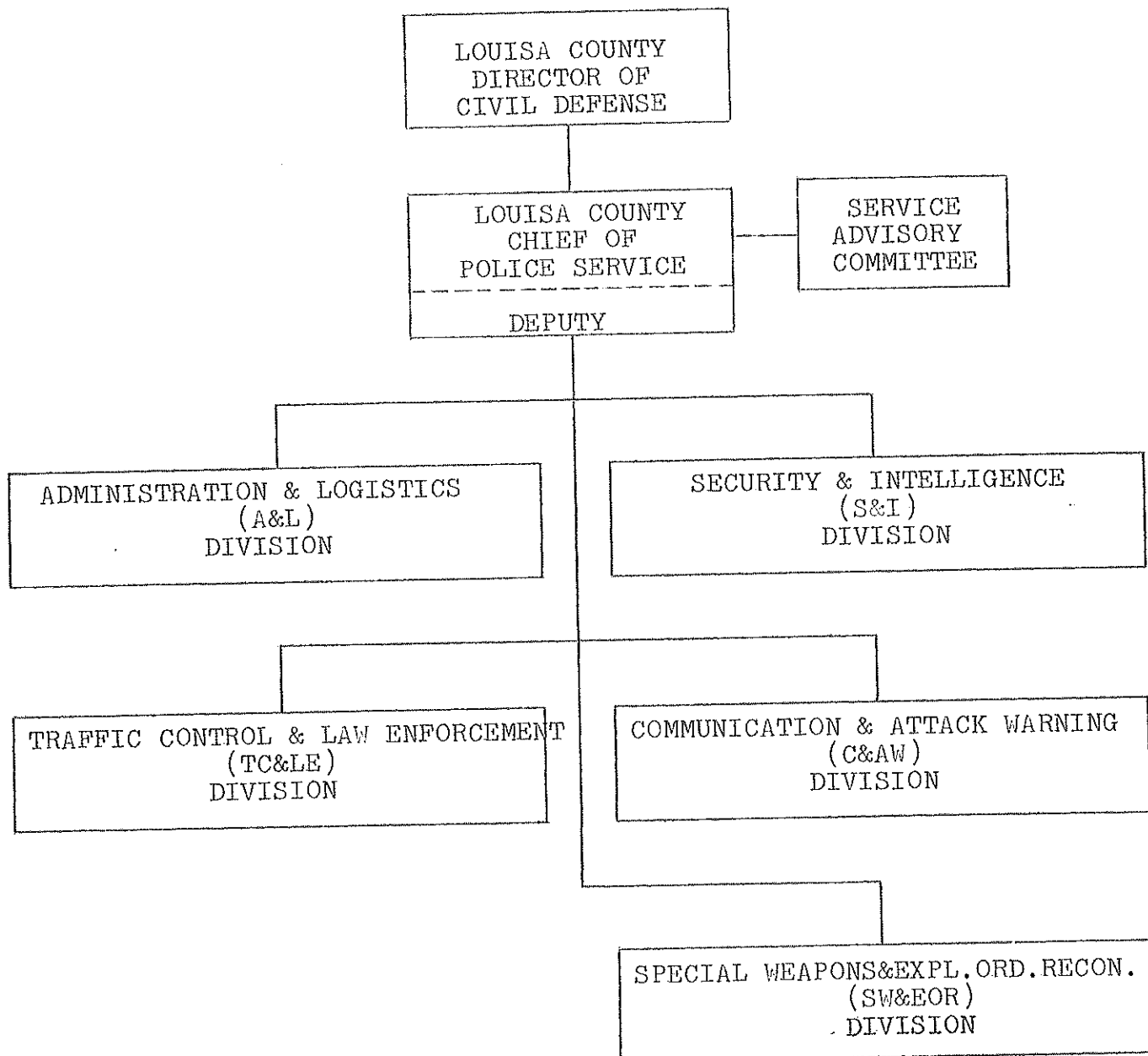
LOUISA COUNTY

ANNEX N

Appendix 1

POLICE SERVICE

ORGANIZATION CHART



LOUISA COUNTY

ANNEX N

Appendix 2

POLICE SERVICE

HEADQUARTERS STAFF DIVISION RESPONSIBILITIES

Preface

I

ADMINISTRATION & LOGISTICS DIVISION

A. Mission. The mission of the Administration & Logistics (A & L) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for all administrative and logistical details involved in Civil Defense operations and planning at the County level.

B. Organization.

1. Staff. The Staff of the A & L Division will consist of a Chief and Deputy Chief of Division, and Chiefs of the following branches or sections: A & L Requirements, Administration, Personnel, Interservice Liaison, Training, Procurement & Supply, Facilities, Transportation, and Maintenance.

a. Chief of Division. The Louisa County Deputy Chief of the Police Service will act as Chief of the A & L Division.

b. Deputy Chief of Division. The Deputy Chief of the A & L Division will be appointed by the Chief of Division with the approval of the Louisa County Chief of the Police Service.

c. Chief (s) of Branches and Sections. Chiefs of the various branches and sections of the A & L Division will be appointed by the Chief of Division, with the approval of the Louisa County Chief of the Police Service.

2. Lines of Succession. Succession to authority within the A & L Division shall be in accordance with a roster approved by the Louisa County Chief of the Police Service.

C. Operations

1. General. The operations of the A & L Division constitute a supporting role in the operational survival planning, training, and operations of the Police Service.

2. Specific Responsibilities. The specific responsibilities allocated to the A & L Division include but are not necessarily limited to the following:

a. Preparing administrative and Logistical estimates

based upon master inventories of Police Service resources within Louisa County.

b. Establishing Police Service personnel policies, including the standards for selecting and training auxiliary police elements, as well as the police authority they will be given when assigned to mutual aid or mobile support operations.

c. Determining Police Service Procurement and Supply procedures to be used when mobilized for emergency operations.

d. Determining Police Service training requirements based upon the capability required for contemplated operations, and providing for instructors and materials.

e. Processing operational survival plans of municipal echelons of the Police Service.

f. Promulgating Police Service mobilization and operational orders.

g. Coordinating Police Service activities with other Civil Defense Services of the Louisa County Civil Defense Organization.

h. Maintaining liaison with the FBI and other Federal law enforcement or military agencies, not specifically delegated to another division as directed by the State Chief of the Police Service.

3. Actions To Be Taken Under Warning Conditions. The Chief of the A & L Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below.

a. Strategic Warning (six hours or more warning time).

(1) Issue the order to cancel all leaves and place all regular elements of the Louisa County Police Service on twenty-four hour alert.

(2) Issue the order to mobilize auxiliary police (stand-by station).

(3) Issue the order to man rendezvous points.

(4) Issue the order to make ready all emergency equipment and insure the availability of automotive service supplies and facilities at strategic locations in the contemplated areas of operation.

(5) Make a check of the other Police Service Staff Division Chiefs to determine operational readiness, and report to the Louisa County Chief of the Police Service, and

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to the Louisa County Civil Defense Director.

(6) Check with the Chiefs of the other Louisa County Civil Defense Services to insure the coordination of Police Service activities.

b. Tactical Warning (one-half to six hours warning time).

Generally, the same action will be taken as under "Strategic Warning" except that orders will place all Police Service personnel-auxiliary as well as regular-in full readiness status to carry out the emergency mission.

c. Attack Imminent. (thirty minutes or less warning time)

As much of the action as indicated in the two previous warning conditions will be taken as possible preceding the "Take Cover" signal.

d. Post-Attack. Make an A & L estimate of the situation and take whatever action is indicated, for the Louisa County Chief of the Police Service as directed.

II

SECURITY & INTELLIGENCE DIVISION

A. Mission. The mission of the Security & Intelligence (S & I) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for the personal safety of designated governmental officials and for the internal security and intelligence details involved in Civil Defense operations and planning within and about Louisa County Civil Defense Headquarters Control Center.

1. Staff. The staff of the S & I Division will consist of a Chief and Deputy Chief of Division, and Chiefs of the following branches or sections: FBI Liaison, Internal Security, Records & Identification, Criminal Investigation, Property Custody, and Detention.

a. Chief of Division. The Chief of the S & I Division will be appointed by the Louisa County Chief of the Police Service.

b. Deputy Chief of Division. The Deputy Chief of the S & I Division will be appointed by the Chief of the S & I Division with the approval of the Louisa County Chief of the Police Service.

c. Chiefs of Branches and Sections. Chiefs of the various branches and sections of the S & I Division will be appointed by the Chief of the S & I Division, with the approval of the Louisa County Chief of the Police Service.

2. Lines of Succession. Succession to authority within the S & I Division shall be in accordance with a roster approved by the Louisa County Chief of the Police Service.

C. Operations.

1. General. Except for matters concerning the safety of designated governmental officials, internal security operations involving the FBI and/or other Federal or military security agencies, and State-Directed criminal investigations, activities of the S & I Division will be concerned with staff planning and policy making at the Target Area level.

2. Specific Responsibilities. In addition to those activities mentioned in the previous paragraph, the specific responsibilities allocated to the S & I Division include but are not necessarily limited to the following:

- a. Preparing County Security and Intelligence estimates.
- b. Determining County Security requirements and formulating policy.
- c. Promulgating a County Police Service intelligence collection plan.
- d. Coordinating operations of the Police Service with Federal Security agents and the military Police Service.
- e. Reviewing Louisa County Police Service survival plans for conformance with policy and procedures and requirements established at State level.

3. Actions To Be Taken Under Warning Conditions. The Chief of the S & I Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below.

- a. Strategic warning. (six hours or more warning time)
Issue the order to implement security controls and actions as detailed in the Louisa County Basic Plan.
- b. Tactical Warning. (one-half hour to six hours warning time)
Same as for Strategic Warning conditions, with increased emphasis on countermeasures against efforts to subvert or sabotage Civil Defense activities.
- c. Attack Imminent. (thirty minutes or less warning time)
Same as Tactical Warning to the degree possible; "Take Cover" on signal.
- d. Post-Attack. Make a Security & Intelligence estimate for the Louisa County Chief of the Police Service, from the re-

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ports available, and take whatever action is indicated, as directed.

III

COMMUNICATIONS & ATTACK WARNING

A. Mission. The mission of the Communications and Attack Warning (C & AW) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for the receipt and dissemination of attack warning, and for the installation, maintenance, and operation of Police Radio Net facilities and equipment, as required for Civil Defense.

B. Organization.

1. Staff. The staff of the (C & AW) Division will consist of a Chief and Deputy Chief of Division, a RACES Liaison Officer, and Chiefs of the following branches or sections; Attack Warning, Police Operational Orders, Interstate Police Liaison, and Radio Maintenance.

a. Chief of Division. The Chief of the C & AW Division will be appointed by the Louisa County Chief of the Police Service.

b. Deputy Chief of Division. The Deputy Chief of the C & AW Division will be appointed by the Chief of the C & AW Division with the approval of the Louisa County Chief of the Police Service.

c. Chiefs of Branches and Sections. Chiefs of the various branches and sections of the C & AW Division will be appointed by the Chief of Division with the approval of the Louisa County Chief of the Police Service.

d. Lines of Succession. Succession to authority within the C & AW Division shall be in accordance with a roster approved by the Louisa County Chief of the Police Service.

C. Operations.

1. General. The operations of the C & AW Division directly support the over-all operation of the Louisa County Police Service. By providing contact between all echelons of the Police Service directly, and between all echelons of the Civil Defense Organization indirectly, the C & AW Division constitutes a major part in the over-all operational control of the Civil Defense effort.

2. Specific Responsibilities. The specific responsibilities allocated to the C & AW Division include but are not necessarily limited to the following:

a. Ascertaining the Civil Defense capability of the

Louisa County Police Radio Net (Louisa County Sheriff's radio facilities, radio facilities of municipal police, together with RACES facilities assigned to the C & AW Division) to accomplish the C & AW Division mission, and initiating whatever action is necessary to increase that capability.

b. Preparing the necessary directive(s) to standardize and control Civil Defense radio communications to insure their restriction to official use during an emergency, and to insure the precedence of attack warning over all other messages.

c. Reviewing Louisa County Police Service survival plans for conformance with policy and procedures and requirements established at State level.

d. Providing for the security of C & AW Division personnel, facilities, and equipment, to insure continuity of operations under any anticipated condition.

3. Actions To Be Taken Under Warning Conditions. The Chief of the C & AW Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below. (See also Annex B, Attack Warning and appendices thereto.)

a. Strategic Warning (six hours or more warning time).

(1) Issue orders to place all operational personnel of the C & AW Division on twenty-four hour alert, and make such assignments as necessary to provide a full complement on each shift or watch.

(2) Expedite installation and repair of C & AW Division operational facilities.

(3) Increase security measures.

(4) Make ready and check operation of all stand-by equipment.

(5) Check RACES facilities.

b. Tactical Warning (one-half hour to six hours warning time).

(1) Same as for "Strategic", except that full state of readiness is required.

(2) Disperse auxiliary mobile equipment to emergency locations, and check operations.

c. Attack Imminent (thirty minutes or less warning time).

(1) Assist in ordering halt to all movement.

(2) "Take Cover" when public action signal is given.

d. Post-Attack. Make a communications estimate of the situation for the Louisa County Chief of the Police Service and take whatever action is necessary to restore full operational capability.

IV

TRAFFIC CONTROL & LAW ENFORCEMENT DIVISION

A. Mission. The mission of the Traffic Control & Law Enforcement (TC & LE) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for all evacuation traffic control and emergency law enforcement details involved in Civil Defense operations and planning within Louisa County.

B. Organization

1. Staff. The staff of the TC & LE Division will consist of a Chief and Deputy Chief of Division; Engineering Service, Fire & Rescue Service, and Communications Service Liaison Officers; and Chiefs of the following branches or sections: TC Plans, TC Operations, LE Plans, LE Operations, Mutual Aid Agreements, Mobile Support Forces.

a. Chief of Division. The Chief of the TC & LE Division will be appointed by the Louisa County Chief of Police Service.

b. Deputy Chief of Division. The Deputy Chief of the TC & LE Division will be appointed by the Chief of the TC & LE Division with the approval of the Louisa County Chief of Police Service.

c. Chiefs of Branches and Sections. Chiefs of the various branches and sections of the TC & LE Division will be appointed by the Chief of Division with the approval of the Louisa County Chief of Police Service.

2. Lines of Succession. Succession to authority within the TC & LE Division shall be in accordance with a roster approved by the Louisa County Chief of Police Service.

C. Operations

1. General. The major operational burden of the Target Area Police Service will fall upon the TC & LE Division. In general, the Chief of the TC & LE Division must implement the plan to assist in the evacuation of the Davenport Target Area and to supply the personnel for security stations and patrols.

2. Specific Responsibilities. The specific responsibilities allocated to the TC & LE Division include but are not necessarily limited to the following:

a. Effecting the organization of Louisa County Mutual Aid, and Mobile Support Unit Forces of the Police Service.

b. Assisting in the development of Support Area, Target Area and County, and interstate mutual aid agreements.

c. Formulating the over-all requirements for evacuation traffic control and emergency law enforcement, and establishing the policy upon which to base survival planning.

d. Reviewing the Louisa County Police Service survival plan for conformance with policies and procedures and requirements established at State level.

e. Assisting intrastate mobile support activities, and coordinating interstate mutual aid activities, with respect to Police Service elements, in cooperation with State level Police elements.

f. Providing uniformed forces for special security details in cooperation with the S & I Division.

g. Recommending standards of qualification and utilization policy for auxiliary elements of the Police Service.

h. Determining operational requirements and preparing TC & LE estimates of the situation as required by the Louisa County Chief of the Police Service.

i. Coordinating military movements through Louisa County with military commanders and counterparts at Support Area and State levels.

3. Actions To Be Taken Under Warning Conditions. The Chief of the TC & LE Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below.

a. Strategic Warning (six hours or more warning time).

(1) Place all TC & LE Division personnel on twenty-four hour alert.

(2) Issue the order directing all emergency traffic control personnel to such position that they can assist in the strategic evacuation of Davenport Target Areas, if such action is contemplated.

(3) Coordinate with A & E Division to expedite repairs and servicing of emergency vehicles.

(4) Coordinate security details with the Chief of the S & I Division.

b. Tactical Warning (one-half hour to six hours warning time).

- (1) Order all personnel to tactical duty stations.
 - (2) Implement tactical (mass) evacuation of plan to assist in the Davenport Target Area.
 - (3) Coordinate security details with the Chief of the S & I Division, I.c., activate security stations and patrols.
- c. Attack Imminent (thirty minutes or less warning time).
- (1) Attempt as much of the action under the two previous conditions as is feasible.
 - (2) Enforce the "Take Cover" signal when given.
- d. Post-Attack. Make a traffic control and law enforcement estimate of the situation for the Louisa County Chief of the Police Service, and take whatever action is indicated to restore full operational capability.

V

SPECIAL WEAPONS & EXPLOSIVE ORDNANCE RECONNAISSANCE DIVISION

A. Mission. The mission of the Special Weapons & Explosive Ordnance Reconnaissance Division (SW & EOR) is to discharge the responsibility of the Louisa County Chief of the Police Service for developing a special weapons defense capability within the Police Service, and for completing unexploded ordnance surveys.

B. Organization

1. General. The establishment of a SW & EOR Division within the Target Area Police Service is predicated upon the assumption that police functions are vital and cannot be held in abeyance until clearance is received from the Radiological Defense Service that it is safe to take action. It is the intention that as much of the detail of developing a special weapons defense capability within the Target Area Police Service be transferred to the Radiological Defense Service just as soon as circumstances permit.

2. Staff. The staff of the SW & EOR Division will be limited to a Chief and Deputy Chief of Division, whose sole purpose shall be to facilitate the training of selected individuals within the Police Service by the Radiological Defense Service, and to coordinate explosive ordnance reconnaissance reports with responsible State, Federal and military agencies.

a. Chief of Division. The Chief of the SW & EOR Division will be appointed by the Louisa County Chief of the Police Service.

b. Deputy Chief of Division. The Deputy Chief of the SW & EOR Division will be appointed by the Chief of the SW&EOR Division with the approval of the Louisa County Chief of the

Police Service.

C, Operations

1. General. In general, operations of the SW&EOR Division will consist of arranging for special weapons indoctrination of all personnel of the Police Service, and for specific training for a select number from each of the other divisions who will function as instructors in the development of the required capability within the divisions.

2. Specific Responsibilities. The Chief of the SW&EOR Division, or his designee, will accomplish the following:

a. Determine the special weapons and explosive ordnance reconnaissance required to develop a capability adequate for all contemplated operations of the Police Service.

b. Receive reports of unexploded ordnance, and provide for its neutralization by responsible federal security and military agencies.

c. Insure that radioactive areas and areas containing unexploded enemy weapons are roped off (by TC & LE personnel), and location and disposition of such areas is reported to the S & E Division for compilation of these estimates of the situation.

LOUISA
COUNTY

Prepared by
the
Iowa Survival Plan Project
December, 1958

O

RADIOLOGICAL
DEFENSE

LOUISA COUNTY

ANNEX O

RADIOLOGICAL DEFENSE

I

MISSION & SITUATION

A. Mission.

To minimize the effects of ionizing radiation from nuclear or radiological warfare on the population and resources; to promote earliest and most effective use of civilian defense forces by providing to all levels of government information on the radiological situation and advice on radiation control procedures.

B. Situation. See Basic Plan Paragraph I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. Each element of the County RADEF Service will be assigned responsibilities compatible with its resources in the development and maintenance of a realistic radiological defense. RADEF will assist in developing in all other services a capability for radiological instrument reading, exposure recording and decontamination. The Health Service will in addition have capability for analysis of milk, food and water and decontamination and treatment of casualties. The Engineering and Fire & Rescue Services will have added capabilities for decontamination of areas and facilities.

2. All services will be expected to assist in initial monitoring of fallout, after which only periodic readings will be reported by them. RADEF teams will be assigned to each service as needed for tasks not covered by that service's own capabilities.

3. Training will be required in detection evaluation analysis and decontamination.

4. Education of the public in passive defense against radiological hazards will be instituted.

5. Provision will be made for quick dissemination of RADEF information to higher, lower and lateral echelons.

6. Operational exercises in both pre-attack and post-attack situations will be conducted.

7. Upon notification of a state of emergency, the Louisa County RADEF Chief will, under the County Civil Defense Director, assume control and coordination of the County RADEF service. The County RADEF Service will operate to support the general RADEF mission in local operations and shall also be integrated into the statewide organization for coordinated effort.

8. The County RADEF Service will provide for the following functions:

- a. Plotting fallout observations and predictions.
- b. Aerial monitoring and surface monitoring and reporting data to appropriate headquarters.
- c. Verifying the radiological safety of Evacuation Routes.
- d. Supervision of monitoring and decontamination of persons, vehicles, and equipment evacuated from a contaminated area.
- e. RADEF clearance for temporary or permanent reentry into contaminated areas.
- f. Radiation Protection Instruction to operating personnel and to the general public.
- g. Advice on Radiation Protection of goods and livestock shipped into or out of the County.
- h. Assistance to the Health Service in examination of water, milk and food.
- i. Procurement, distribution, inventory and maintenance of RADEF equipment.
- j. Advice on the expedience of decontamination of areas and facilities, and supervision of such operations. If decontamination is not practical to provide for adequate danger warning posting of the area or facility.

B. Organizational Structure

1. County and municipal RADEF staffs will be developed from a list of A.E.C. licensed isotope users who have completed a course on Radiological Defense approved by the State Department of Health. RADEF teams will be developed under instructions from the State RADEF Chief. A Radiological Health advisor trained in Health Physics is recommended for analysis and advice to the Civil Defense Director on local operations. There is no counterpart for Radiological defense in county or municipal government. Most RADEF personnel will be recruited from science departments of schools. All other private or public agencies with RADEF capabilities within the county will coordinate with the RADEF organization.

2. County RADEF Service Organization.

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a. The County RADEF Chief will be selected and appointed by the County Civil Defense Director from a list provided by the State RADEF Chief and approved by County Supervisors.

b. The County Chief will appoint deputies and field staff from a similar list of qualified individuals. See organization chart, Appendix 1.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan, Par. III A.

B. Actions to be Taken Under Warning Conditions.

1. Preattack. See Basic Plan III B I.

2. Strategic Warning (six hours or more).

a. See Basic Plan Paragraph III, B 2.

b. The Louisa County RADEF Service will:

(1) Up date the directory of RADEF personnel and equipment.

(2) Alert for duty all monitoring teams and order testing of Radiac equipment.

(3) Coordinate preparation of predesignated aircraft if Louisa County has an aerial monitoring assignment.

(4) Establish liaison for coordination of RADEF capabilities in other Services and Supporting forces.

3. Tactical Warning (30 minutes to six hours).

a. See Basic Plan Paragraph III, B 3.

b. Coordinate with the Transportation Service the mobilization of planes.

c. Check instruments and communications.

4. Attack Imminent (30 minutes or less).

a. See Basic Plan Paragraph III, B 4.

b. Monitoring teams will be prepared to move from assembly points in order. (See SOP's aerial and surface monitoring appendix 0-3).

5. Post-Attack.

- a. See Basic Plan Par. III B 5.
- b. Fully activate its operational plan. (See SOP's Appendix 0-3).

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan Paragraph IV A.

1. Radiac equipment will be obtained and distributed through RADEF supply channels.

B. Transportation. See Basic Plan Paragraph IV b.

1. Aircraft for aerial monitoring or transportation of monitors will be by prearranged agreements with the Civil Aeronautics Patrol. (See Annex S, Transportation).

V

CONTROL & COMMUNICATIONS

A. Control.

1. The County Chief of RADEF will operate under the County Civil Defense Director and will issue all directives and orders in the name of the County Director. The County Chief will assume operational responsibility for all radiological defense activity under County control. He will coordinate his activities with and provide consultation for all other operating and supporting services as required. On technical procedures he will be responsible directly to the State Chief of RADEF.

2. Successions in command:

- a. County Chief of RADEF
- b. Deputy Chief of RADEF
- c. The County Chief will determine further sequence of command.

B. Communications.

1. See Basic Plan Paragraph V B.
2. Aerial and surface monitoring teams will transmit field survey data to their base stations via radio media assigned to them by the Communications Service.

3. The Service will use the County Civil Defense message center for message traffic to and from higher, lower and lateral echelons in accordance with established communication procedures.

4. Field survey data from surface monitoring teams will be transmitted by radio networks assigned by the Communications Service, which may include law enforcement radio networks and the RACES network.

5. Aerial monitoring teams will report as directed by the State Chief of RADEF.

References

TB-5-2 Shelter from Radioactive Fallout.

TB-11-1 Emergency Exposures to Nuclear Radiation.

TB-11-6 Radiological Decontamination in Civil Defense.

RADIOLOGICAL DEFENSE

LIST OF APPENDICES

- 0-1 Organization Chart
- 0-2 Responsibilities of Officials
- 0-3 Standard Operational Procedures

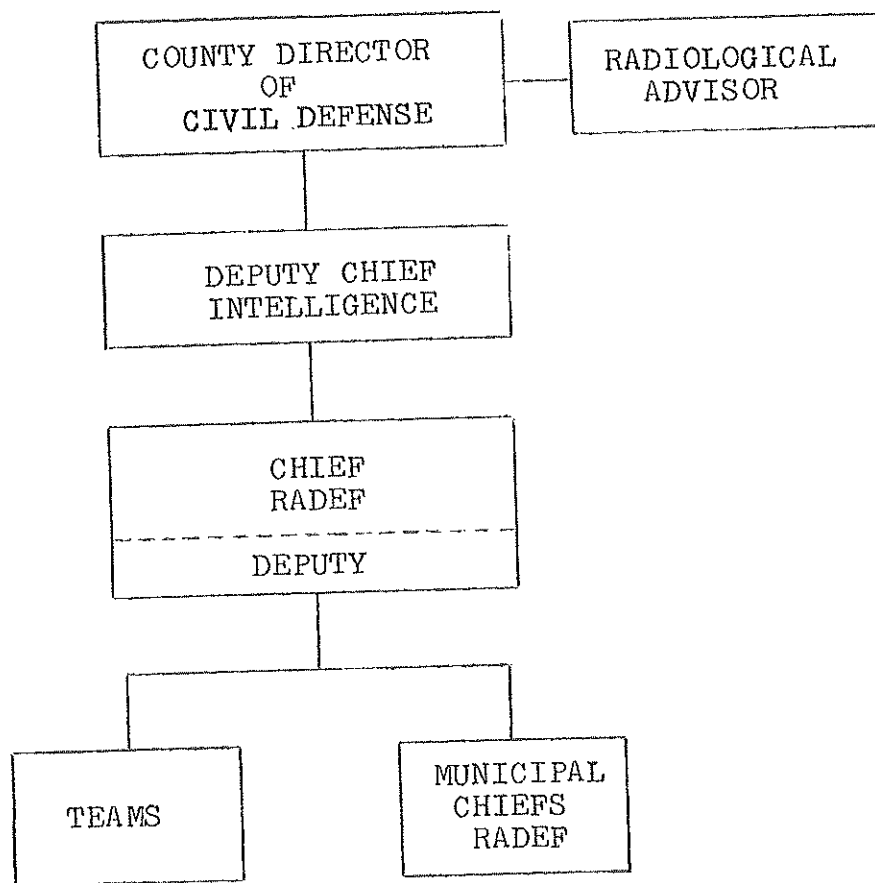
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LOUISA COUNTY

ANNEX O

Appendix 1

RADIOLOGICAL DEFENSE SERVICE ORGANIZATION CHART



LOUISA COUNTY

ANNEX O

Appendix 2

RADIOLOGICAL DEFENSE

RESPONSIBILITIES OF OFFICIALS

1. The County RADEF Chief assisted by his deputy and field staff will be responsible for maintaining an operational status at all times.

a. He will maintain an up-to-date record of the geographic location of all Radiac equipment along with the name, address, and telephone number of the custodians.

b. He will develop an alternate communications capability to higher, lower and lateral echelons.

c. He will aid the State Radiological defense program by furnishing personnel and available equipment for special missions, as approved by the County Director.

d. He will maintain an alerting procedure such as a telephone fanout system for alerting the Service in the event of a Strategic Warning.

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LOUISA COUNTY

ANNEX O

Appendix 3

RADIOLOGICAL DEFENSE SERVICE S.O.P.S.

I

ALERTING THE RADEF SERVICE

A. Normal

	County Civil Defense Director	
	Ass't. Director of Intelligence	
County Deputy Chief		
County RADEF Staff	Chief of Radiological Services	
Radiological Advisor	City and/or local RADEF Chiefs	
	Team Leaders	
	Deputy Team Leader	Team Members

Messages will be filed with the communications network in county and local Civil Defense Headquarters.

B. In Communication Failure. The alert being picked up over any valid channel (County Director's Circuit, CONELRAD Radio, siren warning in the town), those members of the Radiological Services receiving it will pass it on by any available channel to personnel lower in the alerting communication tree, and will carry out the actions required by the specific type of alert.

II

FLOTTING FALLOUT PREDICTIONS & OBSERVATIONS

A. Fallout prediction patterns are to be based on the level of radiation that would have existed at one hour after the burst, although it may be many hours after the burst before the fallout is completely down on the ground and the radiation will be much weaker by that time. Plotting both the predicted and observed radiation levels as of one hour after the burst makes it easier to compare the predicted and observed measurements and makes it easier to estimate expected radiation levels at some future time.

The Way-Wigner (idealized) diagram may be used to obtain conversion factors for the estimation of either the future or past level of radiation from the observed radiation at a given time after the burst.

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B. Fallout wind data is available on U. S. Weather Bureau Channel C teletype at Waterloo ALO, Sioux City SVX, Burlington BRL, Des Moines DSM, and Dubuque DBQ.

Charts to be used are:

1. Way-Wigner Curve (idealized)
2. Scaling Chart for Estimation of Bomb Yield
3. Fallout Prediction Chart
4. Fallout Pattern Chart
5. Generalized Fallout Plot

III

MONITORING SURVEYS, SURFACE & AERIAL

A. Surface Monitoring Surveys are to be made only after fallout is complete, not before. Times for monitoring particular areas may be estimated from fallout predictions. Special attention must be given to areas where rain may be presumed to have fallen through the bomb cloud, leading to particularly "hot" areas. The local team leader reports to County Headquarters. County transmits information to Area Headquarters.

B. Aerial Monitoring, if C.A.F. flights are permitted, will be used as the best means of:

1. Quickly developing the fallout pattern
2. Estimating radiation within the pattern
3. Determining the bomb yield

Ordinarily these flights will be planned at the State level. Results are reported as in ground monitoring.

C. Special missions into "hot" areas by Civil Defense personnel will receive cooperation and guidance from monitors as to dose limitations.

D. Recording Dosage. Each team leader will maintain a record of the dosage received by each team member. Team members will be relieved of monitoring duties when dosage reaches maximum OCDM limits and will be assigned to the Emergency Monitor Training Program.

1. Conversion Factors for Aerial Monitoring
2. Way-Wigner Curve (Idealized)

E. Monitoring Team Leaders will be appointed by the Area RADEF Chief upon the nomination of the County Chief. Each surface monitoring team consisting of two trained monitors will be equipped with a portable battery-operated walkie-talkie radio, operating on a frequency assigned by the Communications Service, reporting on to the County RADEF Headquarters.

F. Aerial monitoring teams will use aircraft equipped with air-to-ground radio equipment operating on a frequency assigned by the County Communications Service reporting to the County RADEF Headquarters. Ideally, the aerial monitors should be able to communicate directly with ground monitors. Communications units installed in the control center should be designated for use on 110 Volts A.C. or on batteries in order that communication may not be disrupted by failure of conventional power sources.

G. Equipment required for each field monitoring team:

- Metal helmet, coveralls, gloves, shoes, goggles.
- Gas mask and respirator, maps, compass, flashlight, musette bag, plastic raincoat, heavy marking crayon, white cards, tape. Two radiation detection survey instruments suitable for detection of radiation intensities anticipated.
- Self-reading personnel dosimeters.
- Portable radio transmitter and receiver on the assigned frequency.

H. Every member of the RADEF Service will carry identification as a Radiological Defense Officer, allowing him entry at his own discretion into areas restricted for Radiological reasons.

IV

EMERGENCY TRAINING

Many of the original monitoring personnel will soon reach exposure limits in spite of efforts to limit the dosage received. This will create the need for many replacements. During a Strategic Alert and in the Post-Attack period, Team Leaders will initiate recruitment and training of instrument readers. The goal will be to double or, where possible, eventually quadruple team rosters. Reports on training progress will be made through professional channels.

V

COMMUNICATION & REPORTING

A. Communication Centers

1. Local monitoring teams will establish local headquarters at the same location as county or city headquarters in that area, and will receive and send messages over the same communication channels established for other Civil Defense Services. Team Leaders will normally be stationed at these points. Where possible team members will operate in radio-equipped cars to facilitate communication with the team leaders.

2. County Chiefs will set up their headquarters at the same location as County Headquarters in that area, and will receive and send messages over the same communication channels established for other Civil Defense Services. County Chiefs will normally be stationed at these points.

B. Reports and Other Messages. Reports and other messages will be written in five copies, the fifth copy being retained by the sender and the original and three copies to the Message Center. All messages will carry the date, time of filing in Z time, addressee, body of message, signature. Messages will be short and concise. County Monitoring data will be reported as indicated in Appendix 5. Receipt of messages will ordinarily not be confirmed, it being assumed that addressee will carry out requests as promptly as circumstances permit. The Communications Service will be expected to report failure of delivery. The addressee will report circumstances that render it impossible to carry out requests.

VI

RADEF CLEARANCE FOR RE-ENTRY INTO CONTAMINATED AREAS

A. Personnel will not be committed to missions in contaminated areas without RADEF Clearance. RADEF Clearance may be given at any level from that of team leader up. Standard limits of radiation exposure are given below, but except in severe emergency, figures 50% of those will be the more practical limits.

Had they received a dose...

Personnel who would not be used

- ...greater than 100 R in any one day
- ...greater than 150 R in any one week
- ...greater than 200 R in any one month

Had they received a dose...

Personnel who may be used again

- ...not greater than 25 R in any one day (provided the sum of these exposures is not greater than 200 R)
- ...not greater than 100 R in any one week (provided the sum of these exposures is not greater than 200 R)

Personnel who are required daily

- ...50 R per week (provided the sum of these exposures is not greater than 200 R)
- ... 100 R per month (provided the sum of these exposures is not greater than 200 R)

B. Limited Re-entry on Special Missions. The Limited Re-entry Dosage Chart is designed for use in estimating the gamma radiation dosage that will be received by personnel who enter a highly contaminated area during the first four days after the burst. After that time, it may be assumed that the rate of change of environmental radiation is so slow that if one enters a 2 R per hour area and remains ten hours, one will receive approximately 20 R total dose.

C. Permanent Re-entry. The criteria for return of evacuated populations, involving many more people than the few specialists involved in limited re-entry, are based on the satisfaction of all of the following criteria, similar to those in paragraph A.

Charts to be used:

1. Limited Re-entry Dosage Chart
2. Permanent Safe Re-entry Chart
3. Other data, as made available by OCDM

VII

RADIATION PROTECTION INSTRUCTION

During any type alert and all phases of the Post-Attack period the RADEF Service will be prepared to provide information and advice through Civil Defense channels. This may include public warnings, security instructions, and when indicated, reassurance to the general public. The Service will also provide information on safe evacuation routes, emergence from shelters, re-entry into contaminated areas, resumption of activities, sources of safe food and water, and decontamination procedures.

VIII

DECONTAMINATION OF PERSONNEL, EQUIPMENT & SUPPLIES

A. The RADEF Service will provide direction and assistance to the Engineering Service, who will perform much of the work in decontaminating procedures. Special consideration will be given to:

1. Prevention of contamination of operating personnel, their clothing and equipment.
2. Monitoring of all personnel and equipment before movement from a contaminated area to a "clean" area.
3. Proper disposal of dangerous waste when it is necessary to perform decontamination in a clean area.
4. Use of the various approved procedures, including waiting for radioactive decay.

B. Decontamination of Supplies

1. Determination of which supplies and foods can be safely used after careful unwrapping, peeling, or discarding of outside layers. Supervision of decontamination of foods and water has been delegated to the Health Service, with assistance from the RADEF Service.

IX

PROCUREMENT, DISTRIBUTION, INVENTORY AND MAINTENANCE

OF RADEF EQUIPMENT

A. RADEF Service Instruments

1. Procurement. Instruments are to be procured on the order of the State Chief of RADEF Services, through grants from OCDM, or through use of the matching funds program. Orders will be processed through the Office of the State Civil Defense Director.

2. Distribution. Distribution will be made by the State Chief of RADEF Services to the Support Area Chiefs and Target Area Chiefs for distribution to their qualified teams. A reserve of approximately 10% of available instrumentation will be retained by the State Chief and each Area Chief will retain a reserve of approximately 10% of the instruments available to him. Team leaders will retain the instruments in a place accessible to their deputies and team members. Area Chiefs will give receipts for the instruments received to the State Chief and will take receipts for the instruments distributed to the team leaders.

3. Inventory

a. Instruments. The Support Area Chiefs of RADEF Services will maintain a complete inventory of instruments delivered to the County and local Chiefs, using an inventory card for each instrument.

b. Personnel. The Area and County Chief of RADEF Services will maintain a complete list of trained personnel in the RADEF Service.

4. Maintenance. Previous to distribution of instruments, the State Chief of RADEF Services shall check battery strength, operability and calibration. On the first of each month, the custodian of each instrument shall check its operability and batteries, requesting any necessary battery replacements from the Area Chief. Inoperable instruments will be returned through the Area Chief to the State Chief for repair and recalibration. On the first of January and the first of July of each year, the State Chief shall send out in duplicate a questionnaire to check team personnel and instrument operation; these questionnaires to be distributed and returned through the Area Chief, who will retain the duplicate copy. The State Chief of RADEF Services will normally procure and distribute fresh batteries on the first of July of each year.

B. Instruments Procured for Other Civil Defense Services. Following completion of a training program for personnel in other services, instruments granted by the OCDM will be distributed by State Chief of RADEF Services to the Radiological Liaison Officer of that Service, who will distribute the instruments to trained personnel for their use in emergency. Standards for receipting, inventory and maintenance will be similar to those used for the RADEF Service. Current lists of trained personnel will be similarly maintained.

C. Instruments Privately Owned. Each County and Area Chief shall enlist the cooperation of individuals owning radiological instrumentation of either field or laboratory type, and shall maintain a list of those willing to cooperate with Civil Defense agencies in case of emergency together with the type of instrument they have available. Where possible, these individuals should be incorporated in the Civil Defense organization.

X

SPECIAL SERVICE MISSIONS

The RADEF Service will on request provide monitors for special missions into contaminated areas. This may include special missions by personnel of other Services when their own monitoring personnel are not available and special missions by individuals outside the defense and civilian mobilization organization.

Charts to be used:

1. Limited Re-entry Dosage Chart
2. Permanent Safe Re-Entry Chart

XI

EXAMINATION OF WATER & FOOD

A. This is a normal function of the Health Services. However, during the early days of an emergency RADEF personnel will be expected to range over wide areas and make decisions on the usability of food and water. All examinations and recommendations should be followed by sending duplicate samples and reports to the Chief Radiological analyst and the Chief of the Health Services.

B. In case laboratory findings indicate a hazardous water or food sample that had been cleared by a monitor, an emergency message should be sent to the Chief of the Health Services.

Chart to be used:

1. Way-Wigner Curve (idealized)

LOUISA

COUNTY

INDUSTRIES &
INSTITUTIONS

Prepared by

the

Iowa Survival Plan Project

December, 1958

LOUISA COUNTY

ANNEX J

INDUSTRIES & INSTITUTIONS SERVICE

INDUSTRIES

I

MISSION & SITUATION

A. Mission The mission of the county Industries Service is to assist and advise industries in preparing Civil Defense plans for protection against fallout and a possible bomb drop in the rural areas, to provide information on the status of industries, plants equipment, and materials, to make recommendations on the conversion of local plants from the production of nonessential to essential supplies, to recommend construction of new plants or expansion of existing plants for production of essential goods.

B. Situation. See Basic Plan I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. Louisa County does not contain any major manufacturing industry, but is an agricultural county. However, agricultural production and the industry processing agricultural products becomes an essential industry in supporting civil defense. These industries must have civil defense plans to enable them to continue production for civil defense needs.

2. The greatest danger to industry in the area is radioactive fallout. The problem facing agricultural processing industries is the protection of supplies in the county. This is the responsibility of the industries as well as the farmers who stocks of supplies and livestock on their farm.

3. Key personnel of the service will be trained in radiology detection and decontamination as prescribed in Basic Plan I B 6

4. The enemy has the potential of delivering an attack upon industry by sabotage and espionage. Each industry will establish such protective measures as needed to prevent such enemy action

B. Organizational Structure

1. The Chief of the County Industries Service directs the execution of the Industries Service plan in the name of the Cou

Civil Defense Director. Operations of the County Industries Service is through the Civil Defense chain of command from the State Civil Defense Director to the Support Area Civil Defense Director to County Civil Defense Director to City Civil Defense Director. The Chief of the Industries Service will maintain a plan and make necessary revisions as conditions dictate.

2. The Chief of Industries Service is appointed by the County Civil Defense Director with the approval of the County Board of Supervisors. The Chief of Industries will appoint a staff to operate the service.

3. Since the scope of Industries Service operations will vary with the number and type of industries in a county it may not be necessary to staff all divisions of the Industries Service. The following is the complete staff organization for the Industries Service:

- a. Chief of Industries
- b. Deputy Chief of Industries
- c. Chief of Evacuation of Personnel and Resources Division
- d. Chief of Continuity and Mutual Aid Division
- e. Chief of Plant Protection Division
- f. Chief of Plant Relocation and Restoration Division
- g. Chief of Liaison Division

See organizational chart, Appendix 1.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Missions of Subordinate Units. See Basic Plan III A.

B. Actions to be Taken Under Warning Conditions.

1. Strategic Warning (six hours or more)

a. General instructions. See Basic Plan III B 2.

b. Specific instructions. All industry will be alerted to activate individual plans.

2. Tactical Warning (one-half to six hours)

a. General instructions. See Basic Plan III B 3.

b. Specific instructions. Industries in the county will be notified to activate their individual Civil Defense plans.

3. Attack Imminent (one-half hour or less)

a. All Industries Service personnel will take best available cover until advised that it is safe to commence operations.

b. Industries will send their personnel to their homes if time permits until fallout danger is determined. If time is not available all personnel will take best available cover until notified that they can move.

4. Post Attack

a. General instructions. See Basic Plan III 5.

b. Specific instructions

(1) An inventory and status report of essential and critical production facilities will be prepared and reported to the Chief of the Service.

(2) Estimates and recommendations will be made to the Civil Defense Director regarding the allocation of materials needed to maintain or increase the capacity of industrial facilities or to erect necessary new plants.

(3) In conjunction with the Supply Service estimates will be made of raw food stocks in the county.

(4) As far as possible, all industrial facilities in the county will be utilized to produce essential goods.

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan IV A.

B. Transportation. See Basic Plan IV B.

V

CONTROL & COMMUNICATIONS

A. Control. In the event of the disability to the Chief and Deputy Chief of Industries Service the following succession of command is established to insure continuity of operations:

1. Chief of Evacuation of Personnel and Resources Divisor

2. Chief of Continuity and Mutual Aid Division
3. Chief of Plant Protection Division
4. Chief of Plant Relocation and Restoration Division
5. Chief of Liaison.

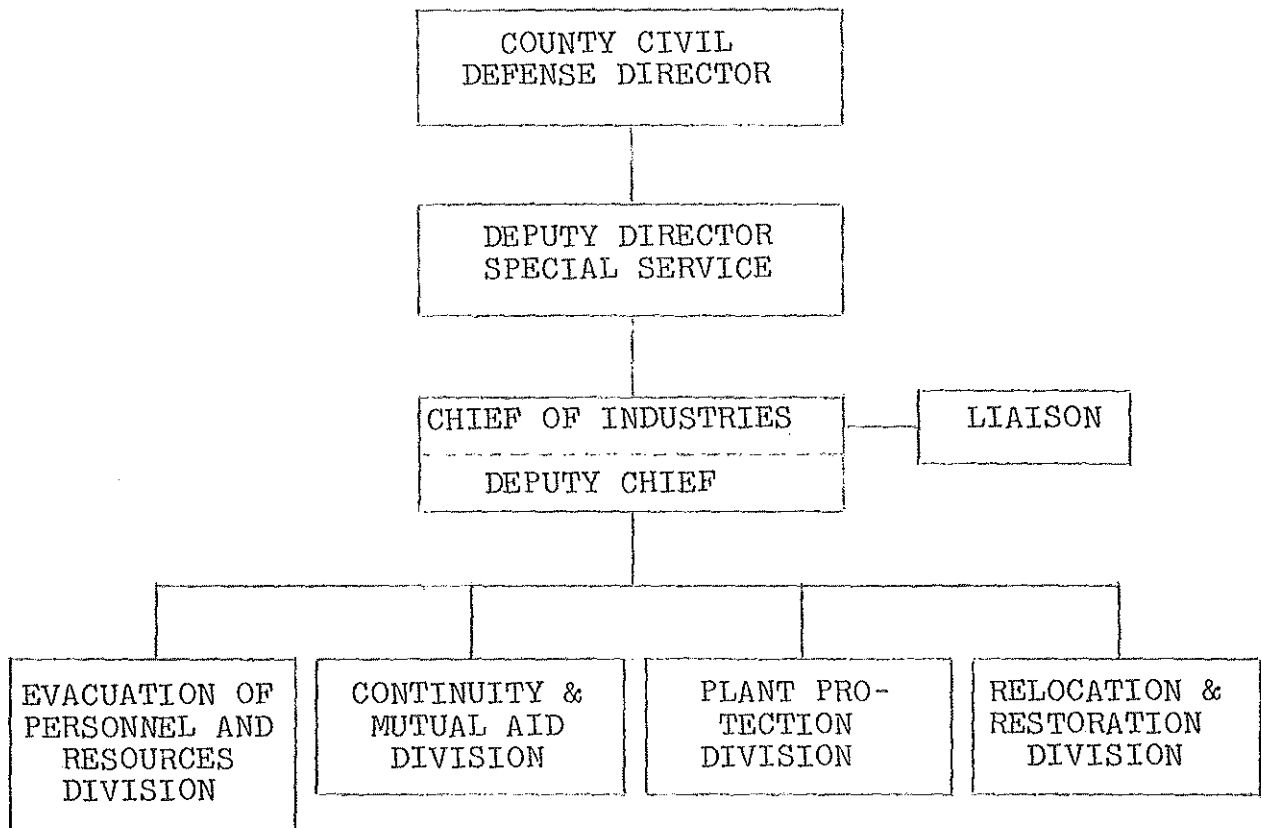
B. Communications. See Basic Plan V B.

LOUISA COUNTY

ANNEX J

Appendix 1

INDUSTRIES ORGANIZATION CHART



LOUISA COUNTY

ANNEX J

Appendix 2

INDUSTRIES & INSTITUTIONS SERVICE

INDUSTRIES

DUTIES OF CHIEF AND DEPUTY CHIEF OF INDUSTRIES SERVICE

I

CHIEF OF SERVICE

A. Responsibilities

1. The Chief of the Industries Service is responsible for the appointment of personnel to staff his service.

2. The Chief of the Industries Service is to make reports as requested by the County Civil Defense Director. These reports include damage assessment evaluations, the operations of his service, and the pre-attack evaluation of the status of his service.

3. The Chief of the Industries Service is responsible for insuring that the personnel of the service receive the necessary training.

4. Industries in the county will plan for their own protection and restoration of plant facilities within their capabilities. When capabilities are lacking, industries, through the Industries Service will request the necessary aid from Civil Defense to protect and restore facilities.

II

DEPUTY CHIEF

A. Responsibilities

1. The Deputy Chief of the Industries Service will carry out the duties of the County Chief of Industries Service in his absence and perform all functions that would normally be done by the Chief. The Deputy Chief of Industries Service will perform other duties as assigned by the Chief of Industries Service.

LOUISA COUNTY

ANNEX J

Appendix 3

INDUSTRIES & INSTITUTIONS SERVICE

INDUSTRIES

LIST OF INDUSTRIES IN LOUISA COUNTY

Columbus City

Columbus City Concrete Products

Columbus Junction

Columbus Canning Co.

Columbus Gazette

Muscatine Pearl Works

Nana Paxton Ceramics

Schramm & Schmieg

Smithcraft

Weber & Huston, Inc.

Morning Sun

Hawkeye Concrete Products Co.

Morning Sun Creamery

Morning Sun News Herald

Morning Sun Rendering Works

Consolidated Engineering Co.

Wapello

Baker Poultry Equipment Co.

Jackson, Otto

Louisa Publishing Co.

Plumb & Lean Co.

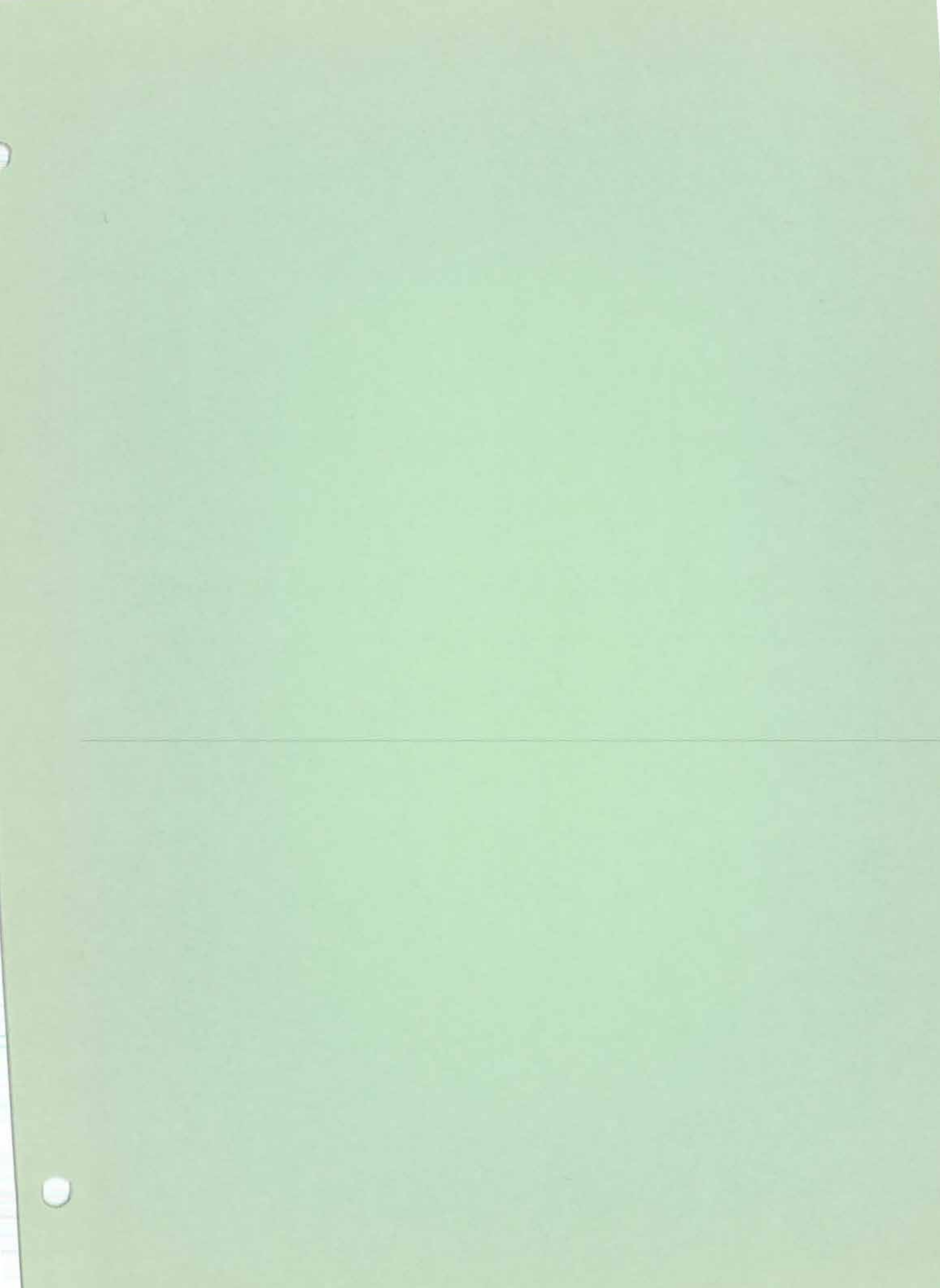
Siline & Jolinson

Wapello Creamery

Farmers Elevator and Exchange

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LOUISA COUNTY

ANNEX J

INDUSTRIES & INSTITUTIONS SERVICE

INSTITUTIONS

I. MISSION & SITUATION

A. Mission. The mission of the County Institutions Service is to minimize loss of personnel and property, to establish relocation centers, to provide for post-attack care for inmates or patients that require supervision under normal peacetime conditions.

B. Situation. See Basic Plan I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. The greatest hazard against which the institutions of a county must plan is for the protection against radioactive fallout. If fallout becomes serious enough it will be necessary to relocate the institution.

2. In planning for relocation of institutions each institution will need to provide for such supervision as needed for the transfer of patients or inmates.

3. Each institution will plan for its own welfare within its capabilities. When capabilities are lacking, the institutions, through the Institutions Service, will request aid of the Welfare Service.

4. Key personnel will be trained in radiological detection and decontamination as prescribed in Basic Plan I B 6 c.

B. Organizational Structure

1. The Chief of the County Institutions Service directs the execution of the County Institutions Plan in the name of the County Civil Defense Director. The operation of Institutions Service will be through the Civil Defense chain of command from the State Civil Defense Director to Support Area Civil Defense Director to County Civil Defense Director to City Defense Director. The Chief of Institutions Service will maintain a plan and make revisions as conditions dictate.

2. The Chief of the Institutions Service will be appointed by the County Civil Defense Director and approved by the County Board of Supervisors.

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3. Inasmuch as there is no Board of Control or Board of Regents institution in Louisa County these divisions are not needed. The Institutions Service is organized as follows:

- a. Chief of Institutions Service
- b. Deputy Chief of Institutions Service

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

- A. Mission of Subordinate Units. See Basic Plan III A.
- B. Actions to be Taken Under Warning Conditions
 1. Strategic Warning (six hours or more)
 - a. General instructions. See Basic Plan III B 2
 - b. Specific instructions. All institutions will be alerted to activate individual plans.
 2. Tactical Warning (one-half to six hours)
 - a. General instructions. See Basic Plan III B 3
 - b. Specific instructions. Institutions in the county will be notified to carry out their plans.
 3. Attack Imminent (one-half hour or less) All personnel will take available cover until advised it is safe to proceed with plans.
 4. Post-Attack
 - a. General instructions. See Basic Plan III B 5.
 - b. Specific instructions. Estimate damage assessments and report to the County Civil Defense Director losses of institutional resources.

IV

SUPPLY & TRANSPORTATION

- A. Supply. See Basic Plan IV A.
- B. Transportation. See Basic Plan IV B

V

CONTROL & COMMUNICATIONS

A. Control. In the event of disability to the Chief and Deputy Chief of Institutions a succession of command will be established to insure continuity of operations. This requires a new Chief of Institutions to be appointed.

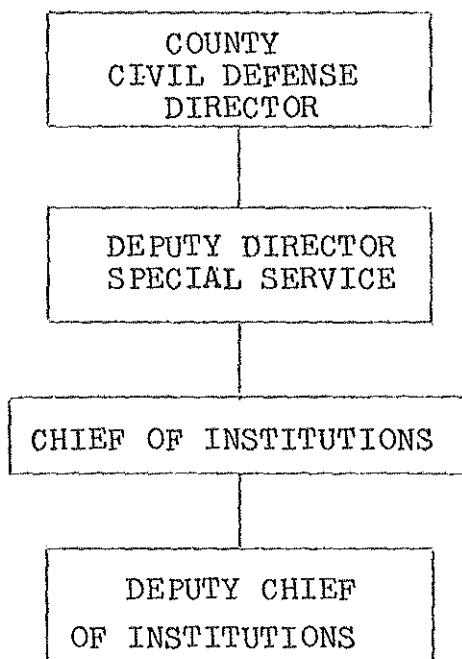
B. Communications. See Basic Plan V B.

LOUISA COUNTY

ANNEX J

Appendix 1

INSTITUTIONS SERVICE ORGANIZATION CHART



LOUISA COUNTY

ANNEX J

Appendix 2

INDUSTRIES & INSTITUTIONS SERVICE

INSTITUTIONS

CHIEF OF INSTITUTIONS SERVICE

A. Responsibilities

1. The Chief of the service is responsible that a staff is appointed to operate the Division.

2. The Chief of the Institutions Service is to make reports as requested by the County Civil Defense Director. These reports include damage assessments, evaluations, the operations of his service, and pre-attack evaluation of his service.

3. The Chief of the Institutions Service is responsible that the personnel of his service receive the necessary training. In addition to normal training which will be required to operate the Institutions Service, key personnel of the Service will be trained in radiological detection and decontamination. This training will be coordinated with the Radiological Defense Service, Annex O.

II

DEPUTY CHIEF OF INSTITUTIONS SERVICE

A. Responsibilities. The Deputy Chief of Institutions Service will carry out the duties of the State Chief of Institutions in his absence and perform all functions that would normally be done by the County Chief. The Deputy Chief will perform other duties as assigned by the Chief of the Service.

LOUISA
COUNTY

K

INTELLIGENCE

Prepared by
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December, 1958

LOUISA COUNTY

ANNEX K

INTELLIGENCE SERVICE

I

MISSION & SITUATION

- A. Mission. The mission of the County Intelligence Service is to collect, evaluate, and summarize information bearing on timely decisions to be made by the County Director of Civil Defense.
- B. Situation. See Basic Plan, I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The Chief of the County Intelligence Service will not exercise command authority over his counterpart in any subordinate organization but will advise and assist the County Director in the exercise of his command authority by active staff supervision.
2. The Intelligence Service will not employ field investigators, but will rely upon the collection of information by other services.
3. The information which the County Intelligence Service will collect and summarize includes:
 - a. Status of operational readiness in the County.
 - b. Fallout probability and weather conditions.
 - c. Progress of evacuee movement to and through the county.
 - d. Estimate of number of persons who have reached refuge.
 - e. Property damage in county.
 - f. Conditions of communications, hospital and feeding facilities.
 - g. Critical supplies and equipment available in the county.
 - h. If rural burst occurs, the dimensions of attack, estimate of ground zero and area of damage.

4. A current intelligence operations information center -- situation map room will be maintained.

5. Personnel of the Intelligence Service will be trained in radiological detection and decontamination; see Basic Plan I B, 6 c.

B. Organizational Structure

1. The County Director will appoint a Chief of the County Intelligence Service after consultation with the head of the county governmental agency responsible for the Intelligence Service and with the approval of the County Board of Supervisors.

2. A Deputy Chief of the Intelligence Service will be appointed by the Chief with the approval of the County Director.

3. The County Intelligence Service is organized as follows:

- a. Chief of Intelligence
- b. Deputy Chief of Intelligence
- c. Chief of Radiological Fallout and Weather Division
- d. Chief of Intelligence Analysis Division
- e. Chief of Damage Assessment Division
- f. Chief of Summary and Reports Division
- g. Chief of Plotting and Situation Map Division

See organization chart, Appendix 1.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III, B A.

B. Actions to be Taken Under Warning Conditions

1. Strategic Warning (six hours or more)

a. General Instructions. See Basic Plan III, B 2.

b. Specific Instructions

(1) The Chief of the Intelligence Service and his staff will report immediately to the County Control Center at Wapello and prepare to commence operations on a twenty-four hour basis.

(2) Summaries of operational readiness of all services will be compiled and presented to the County Director of Civil Defense.

(3) The county's condition of readiness will be plotted graphically on a master intelligence map (or maps).

(4) Liaison with the Radiological Defense service will be maintained.

2. Tactical Warning (thirty minutes to six hours)

a. General Instructions. See Basic Plan III, B 4.

b. Specific Instructions

(1) None.

3. Attack Imminent (thirty minutes or less). Service personnel will seek best available refuge until fallout is not considered a hazard.

4. Post-Attack

a. General Instructions. See Basic Plan III, B 5.

b. Specific Instructions

(1) Fallout reports will be compiled and presented as soon as possible.

(2) Movement of evacuees through the county will be plotted on an intelligence map.

(3) Analysis and summaries of the medical care situation will be prepared.

(4) Up-to-date casualty reports will be maintained.

(5) Analysis and summaries of the food situation will be prepared.

(6) Periodic summaries of the entire county situation will be presented to the County Director of Civil Defense.

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan IV A.

B. Transportation. See Basic Plan IV B.

V

CONTROL & COMMUNICATIONS

A. Control

1. The succession of command within the Intelligence Service

will be as follows:

Chief, Intelligence Service
Deputy Chief, Intelligence Service
Assistants, as designated by the Chief

2. At the County Control Center the senior Intelligence Service officer present will be in charge until the arrival of a superior.

B. Communications. See Basic Plan IV.B.

1. The County Control Center will be equipped with a radio telephone system which will be used for communication with the County Control Center and the County Control Center.

2. The County Control Center will be equipped with a radio telephone system which will be used for communication with the County Control Center and the County Control Center.

3. The County Control Center will be equipped with a radio telephone system which will be used for communication with the County Control Center and the County Control Center.

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11. The County Control Center will be equipped with a radio telephone system which will be used for communication with the County Control Center and the County Control Center.

12. The County Control Center will be equipped with a radio telephone system which will be used for communication with the County Control Center and the County Control Center.

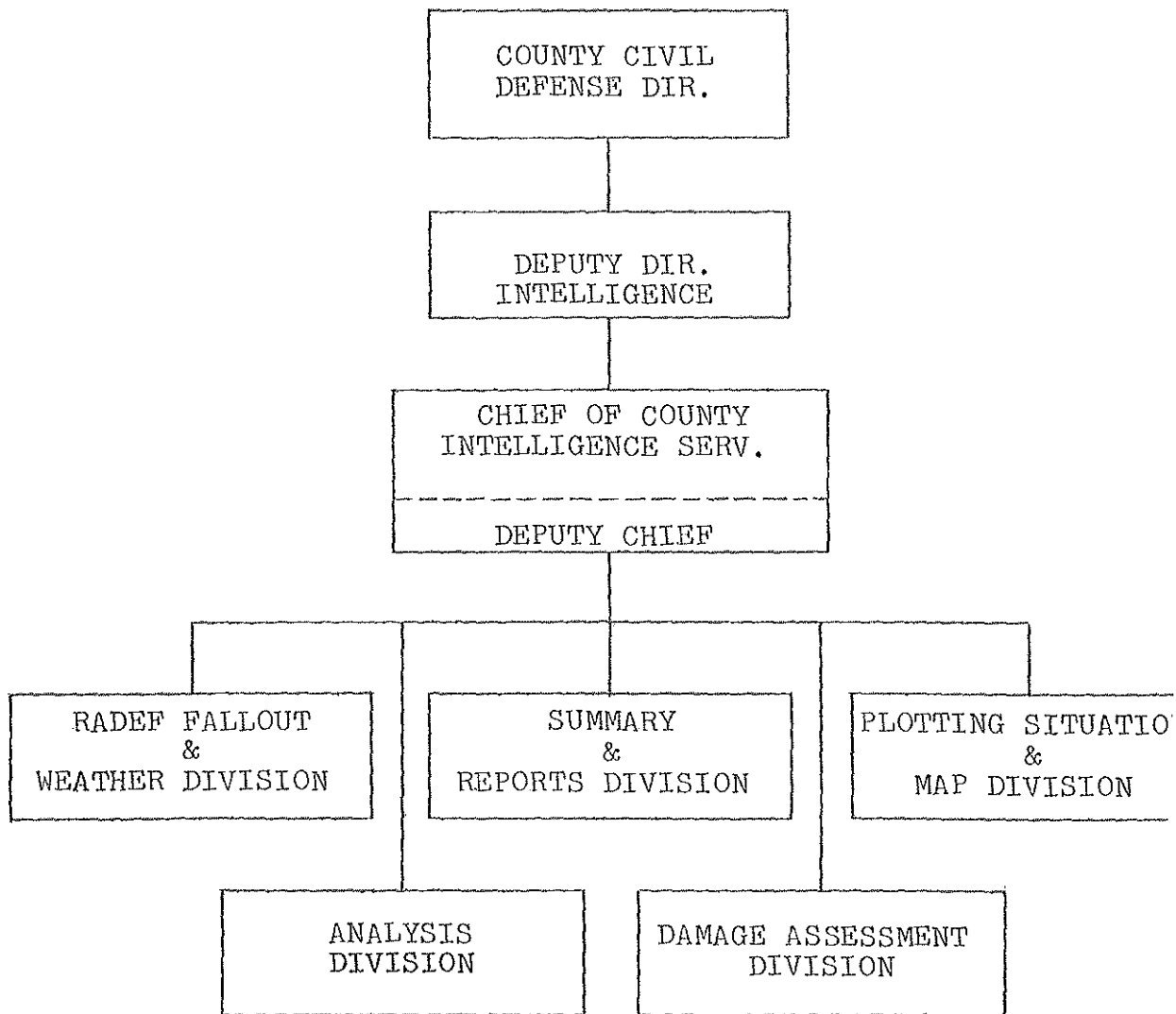
LOUISA COUNTY

ANNEX K

Appendix 1

INTELLIGENCE SERVICE

ORGANIZATION CHART INTELLIGENCE SERVICE



DECEMBER 1958

K1-1

LOUISA COUNTY

ANNEX K

Appendix 2

INTELLIGENCE SERVICE

STANDARD OPERATING PROCEDURES FOR INTELLIGENCE

SERVICE

I

SECTION FUNCTIONS

A. The Intelligence Radiological Fallout and Weather Section will establish and maintain close liaison at all times with the Radiological Defense Service (See Annex O). The Intelligence Radiological Fallout and Weather Section will:

1. Collect and evaluate weather data as it may effect radiological fallout.
2. Receive evaluated radiological fallout data from the Radiological Defense Service, supervise the plotting of such information on the Intelligence Situation Map, and prepare the Radiological Fallout paragraph of Intelligence Summaries and Reports.

B. The Intelligence Analysis Section will:

1. Analyze and evaluate all incoming messages at the Civil Defense Control Center and all information pertaining to the Civil Defense mission from all sources (except Radiological Fallout, Weather and Damage Assessment).
2. Analyze all outgoing messages and revise, if necessary, prior to transmission.
3. Evaluate all information (except Radiological Fallout and Weather) pertaining to the results of thermonuclear attack as to reasonableness, accuracy and authenticity.
4. Relay the resulting intelligence to the Plotting and Situation Map Section and to the Summary and Reports Section in that order.

C. The Intelligence Plotting and Situation Map Section will:

1. Receive evaluated information (intelligence) from the Intelligence Analysis Section and plot data on the Intelligence Situation Map and the Control Center Information boards.
2. Receive evaluated information (intelligence) from the Damage Assessment Officer and plot same on Intelligence Situation Map.

D. The Intelligence Damage Assessment Section will:

1. Assess and evaluate information pertaining to:

- a. Number of persons killed and injured.
- b. Number and whereabouts of displaced-persons groups.
- c. Location and extent of property damage (real and personal).

2. Relay evaluated information to the Intelligence Plotting and Situation Map Officer.

E. The Intelligence Summary and Reports Section will:

1. Receive copies of all incoming and outgoing messages at the Control Center, reporting, recording and/or filing such information as required.

2. Compile periodic summaries and reports as required by the Director of Civil Defense and the Deputy Director for Intelligence.

3. Establish and be responsible for the message and intelligence filing system.

4. Reproduce such messages, reports and summaries as are required for distribution within the Control Center.

5. Coordinate and collaborate with the Emergency Public Information Service as to the release of evaluated Civil Defense Information to the press and public.

6. Coordinate with the Intelligence Damage Assessment Section in the preparation of reports concerning the extent of damage resulting from enemy attack.

F. The File Clerk will establish an Intelligence File and file all Intelligence copies of incoming and outgoing messages and type all outgoing messages, summaries and reports.

G. The Journal and Worksheet Clerk will keep the Intelligence Journal and the Intelligence Worksheet.

H. The Map Clerk will post all data on the Intelligence Situation Map under the direction of the Radiological Fallout and Weather Officer and the Plotting and Situation Map Officer.

II

LAYOUT OF INTELLIGENCE DIVISION OFFICE

A. Because of the distinctive nature and responsibilities of the Intelligence Division it should be separate and apart from the other divisions of the Civil Defense Director's General Staff but within the main control center.

B. The Intelligence Division should be located near the Civil Defense Message Center and adjacent to the Operations Division.

C. Messengers should be available at all times to hand-carry urgent messages to and from the Intelligence Division.

D. The File and Journal Clerk should be close to the desk of the Assistant Director for Intelligence.

E. The Worksheet Clerk should be opposite from the Assistant Director for Intelligence.

III

OFFICE PROCEDURES AND RESPONSIBILITIES

A. All incoming messages are delivered initially to the Journal Clerk who records the sources, serial numbers, brief description of contents and exact time of arrival. He then passes the messages to the Deputy Director of Intelligence.

B. The Deputy Director for Intelligence reads the message for a quick grasp of the contents and marks it with a symbol to indicate disposition and passes it on to either the Radiological Fallout and Weather Office, the Analysis Officer or the Damage Assessment Officer according to its contents.

C. The Radiological Fallout and Weather Office, the Analysis Officer and the Damage Assessment Officer evaluate the information and pass the message on to the Plotting and Situation Map Officer who then gives directions as to posting on the Situation Map to the Map Clerk.

D. The Map Clerk then passes the message to the Worksheet Clerk who extracts pertinent information for the Intelligence Worksheet. The Worksheet Clerk then passes the message to the File and Journal Clerk.

E. The File and Journal Clerk notes disposition in the "out" column of the Journal. He then either files the message or hands it to a messenger for delivery in accordance with the symbol placed on the message by the Deputy Director for Intelligence.

F. Simple symbols or abbreviations are used to denote the disposition of message and priority of handling. For example, when a message is marked "U" (for urgent) it should receive attention ahead of any others on hand.

G. At the times for scheduled or special reports the Summary and Reports Officer normally takes the worksheets and Situation Map overlay to his desk and after consultation with the Deputy Director for Intelligence prepares the written summaries or reports. If the Director of Civil Defense requires an immediate or urgent summary or report the Deputy Director for Intelligence will take the Intelligence Worksheet and Situation Map overlay to the Director's Office or the Operations Desk and give a rapid oral

summary of available information. The Worksheet Clerk will keep an eye on all incoming messages so that urgent ones can be immediately handed to the Deputy Director for Intelligence during the oral presentation. Upon concluding such oral report the Deputy Director for Intelligence reads and disposes of any accumulated messages.

H. A general intelligence report for distribution within the Civil Defense Control Center should be prepared every thirty minutes or as the Civil Defense Director or Deputy Director for Intelligence may direct. Urgent fragmentary reports to be prepared as the situation demands. Reports on information of a specific nature of particular interest to individual services must be disseminated to those services immediately.

I. Outgoing messages will be given to the Analysis Officer for analysis and review prior to transmission--if necessary.

J. A major attack may involve continuous operation on a twenty-four hour basis for many hours. Relief teams must be trained for each position in the Intelligence Division.

IV

ESSENTIAL ELEMENTS OF INFORMATION

To be of any intelligence value, information should answer the questions, "Who", "What", "When", "Where" and sometimes "Why". The significance of the information is often found in answer to the "Why". To be of greatest value, information must be specific about time and place especially. Examples of elements of information that may be essential are contained in the following list:

- A. What special weather conditions are expected in the next seventy-two hours? (Rain, cold, conditions conducive to fire-storm, radioactive fallout and other?)
- B. Where was "ground zero"?
- C. How many detonations? What yield? Air, water or ground burst?
- D. Where are the perimeters of total destruction and serious damage?
- E. Where can fire be stopped?
- F. How many killed, injured, trapped? How many of the trapped can be rescued?
- G. How many emergency operating units are out of action?
- H. How soon and in what strength can operational units be expected from mutual aid or mobile support areas?
- I. What roads are blocked? How soon can they be opened?

J. What field installations were destroyed, damaged? How badly? (For example, hospitals, schools, fire stations, police stations)

K. Are there any panic areas? Where? How many people involved? How soon can panic be controlled in each area? By what means?

L. Where are there large numbers of people to be evacuated? How soon can they be evacuated? Where can they be taken?

M. Where is mass feeding necessary? How many people? How soon? For how long?

N. What stocks of critical supplies and equipment were destroyed? What stocks are presently available, and in what quantity?

V

THE INFORMATION COLLECTION PLAN

A. To be effective all information must be collected according to a plan. This plan should be in the form of an Intelligence Annex to the Civil Defense Operational Order.

B. The individual elements of required information will be assigned to the Civil Defense services or normal governmental agencies best able to report concerning them. All sources of information will have the secondary responsibility of reporting on the entire list of Essential Element of Information.

C. The plan must be specific as to the point to which information is to be sent. Ordinarily the message will be sent to the Civil Defense Control Center and either the message itself or a copy routed directly to the Intelligence Journal Clerk.

VI

VERIFICATION OF INFORMATION

A. All information must be examined for accuracy. This can be either formal or informal action.

B. Informal verification is the simplest but the least reliable. It necessarily is based on incomplete information, curb stone judgment, lack of familiarity with the subject matter and usually rough unintentionally some personal bias. Informal verification is essentially an attempt to quickly answer the question "Do I consider this report to be true?"

C. Formal evaluation is written and classifies sources of report into categories with respect to probable credibility. These categories are usually denoted by capital letters as shown in the column on the left below. The accuracy of information (as distinguished from credibility of source) is usually indicated by arabic numerals as shown in the column on the right below.

<u>Category</u>	<u>Credibility of Source</u>	<u>Grade</u>	<u>Accuracy of Report</u>
A	Completely reliable	1	Confirmed by other sources
B	Usually reliable	2	Probably true
C	Fairly reliable	3	Possibly true
D	Not usually reliable	4	Doubtful as to truth
E	Unreliable	5	Improbable
F	Reliability cannot be judged	6	Truth cannot be judged

D. Regardless of classification, no report should be disregarded. A low rating may be a strong indication that further intelligence action is necessary in a particular situation.

VII

ESTIMATES OF THE SITUATION

A. Every chief of services within the Civil Defense organization and all echelons of the State and local Civil Defense will be responsible for developing continuing estimates of their own particular situation. Such estimates will include basically, the availability and capability of emergency action personnel, organizational units and material resources in relation to requirements of the various missions.

B. The combined estimates from the various services and echelons will provide the Director of Civil Defense with an estimate of the over-all situation. Written estimates are essential in pre-attack situations for presentation of basic facts needed in developing emergency action operational plans. After an attack estimates of the situation will usually have to be given verbally.

C. All estimates, or a copy thereof, that are received by the Director of Civil Defense must be made available to the Deputy Director for Intelligence.

LOUISA
COUNTY

L

LEGAL

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX L

LEGAL SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the County Legal Service is to:

1. Give legal advice and counsel to the County Director of Civil Defense and his staff organization.

2. Prosecute all violators of Civil Defense laws, rules and regulations (in his capacity as the duly elected County Attorney or his designate).

3. To defend the County Director and his staff in any action arising out of the performance of their official duties.

4. Assist in the preparation of County Civil Defense orders, rulings and directives.

B. Situation. See Basic Plan I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The duly elected County Attorney as the statutory legal officer of the counties will ex-officio be the Chief of the County Civil Defense Legal Service. If the situation in the county warrants such action the County Attorney with the approval of the Board of Supervisors will appoint a Special Assistant and assign such Special Assistant or Assistants specifically to Civil Defense duty.

2. Personnel of the Legal Service will be trained in Radio logical detection and decontamination. See Basic Plan I B 6 C.

B. Organizational Structure

1. The County Chief of the Legal Service is the County Attorney.

2. The County Chief will appoint a Deputy County Chief and such other assistants as needed.

DECEMBER 1958

L-

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III A.

B. Actions to Be Taken Under Warning Conditions.

1. Strategic Warning (Six hours or more)

a. General Instructions. See Basic Plan III B2.

b. Specific Instructions.

(1) Potential problems will be examined and tentative decisions made.

(2) Emergency rulings and ordinances will be prepared.

2. Tactical Warning (thirty minutes to six hours)

a. General Instructions. See Basic Plan B3.

b. Specific Instructions.

(1) Rulings and ordinances will be reviewed.

(2) Legal advice, as needed, will be provided officials.

3. Attack Imminent (thirty minutes or less). County Legal Service personnel will seek the best available refuge until advised there is no danger from fallout.

4. Post-Attack

a. General Instructions. See Basic Plan III B 5.

b. Specific Instructions

(1) Prosecute violations of Civil Defense laws, rules and regulations (in his capacity as County Attorney).

(2) Defend County Civil Defense personnel in performance of their official duties.

IV

SUPPLY & TRANSPORTATION

- A. Supply. See Basic Plan IV A.
- B. Transportation. See Basic Plan IV B.

V

CONTROL & COMMUNICATION

A. Control

1. The County Chief of the Legal Service will report to the County Director of Civil Defense.

2. The sequence of command in the County Legal Service will be:

- a. Chief of the County Legal Service.
- b. Deputy County Chief.

The Chief of the County Legal Service will determine further sequence of command.

3. The first Official to reach headquarters will assume charge of operations until the arrival of a superior.

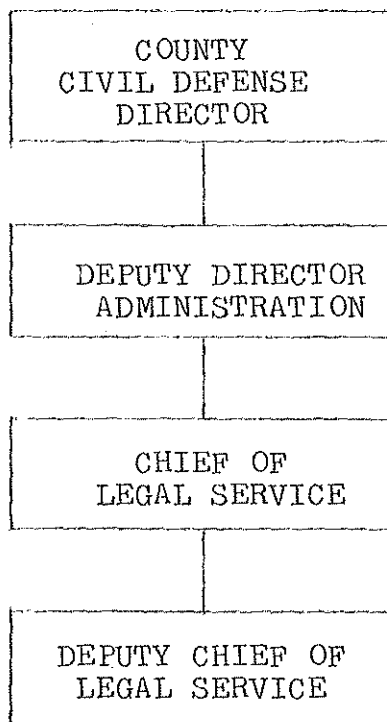
- B. Communication. See Basic Plan V B.

LOUISA COUNTY

ANNEX L

Appendix 1

LEGAL SERVICE ORGANIZATION CHART



LOUISA
COUNTY

M

MANPOWER

Prepared by
the
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December, 1958

LOUISA COUNTY

ANNEX M

MANPOWER SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the County Manpower Service is to provide control of utilization of manpower in the county; to provide coordination to the Support Area Civil Defense Headquarters in the recruitment of manpower in the county; to recruit an inventory of manpower in the County for Civil Defense needs.

B. Situation. See Basic Plan I B

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan

1. The manpower function of Louisa County is carried out in coordination with an assigned team from the Support Area Headquarters. This team will come from the Muscatine Employment Security Office. This team will operate under the direction of Support Area #3 Manpower Headquarters.

2. The County Manpower Service is to provide manpower to the county Civil Defense services as requested and within the capabilities of its resources. If adequate manpower is not available the Chief of the County Manpower Service through the County Civil Defense Director will request aid from the Support Area Manpower Team assigned to the county.

3. Personnel will be trained in Radiological detection and decontamination as prescribed in basic plan I B 6.

B. Organizational Structure

1. The Chief of the County Manpower Service directs the execution of the manpower Service plan in the name of the County Civil Defense Director. Operation of the County Manpower Service is through the Civil Defense chain of command from the State Civil Defense Director to Support Area Civil Defense Director, County Civil Defense Director. The Chief of the County Manpower Service is responsible for coordinating the activities of manpower at lower echelons in the county.

2. The Chief of the County Manpower Service is a County Volunteer Farm representative of the Employment Security Commission to be appointed Chief of the Service by the County Civil Defense Service approved by the County Board of Supervisors. In Louisa County the Chief of Manpower is Mr. H. L. Huston, Columbus Junction.

2. The County Manpower Service is organized as follows:

- a. Chief of Manpower Service
- b. Deputy Chief of Manpower Service

An organizational chart is included as Appendix 1.

4. Because counties will vary in need of organization to accomplish the mission each county may expand the organization as necessary.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan III A7

B. Actions to Be Taken Under Warning Conditions

1. Strategic Warning (Six hours or more)

a. General Instructions. See Basic Plan III B 1

b. Specific Instructions. None

2. Tactical Warning (one half hour to six hours)

a. General Instructions. See Basic Plan III B2

b. Specific Instructions

(1) Liaison will be made with related Civil Defense services and efforts made to meet any immediate manpower needs as requested.

(2) Liaison will be established with the Support Area Manpower team assigned to the county.

3. Attack Imminent

a. All personnel will take best available cover until notified it is safe to continue operations.

4. Post Attack

- a. General Instructions. See Basic Plan III B4
- b. Specific Instructions.

(1) Make damage assessments of loss of manpower resources due to fallout and report such losses to County Civil Defense Director.

(2) Determine the need for Manpower and, if necessary, submit requests through proper channels for additional manpower.

IV

SUPPLY & TRANSPORTATION

- A. Supply. See Basic Plan IV A
- B. Transportation. See Basic Plan IV B

V

CONTROL OF COMMUNICATIONS

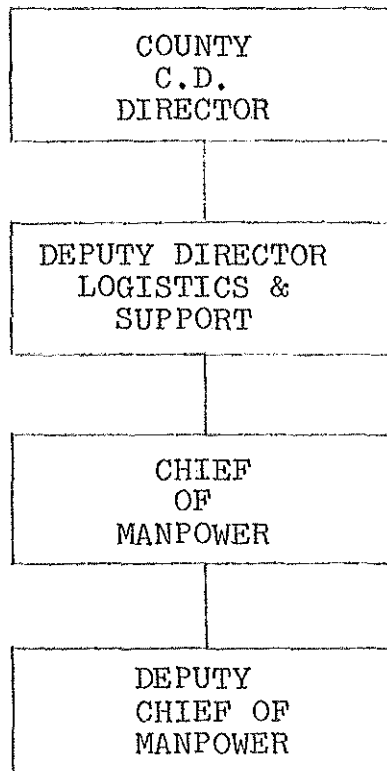
- A. Control. In the event of disability to the Chief or Deputy Chief of the Manpower Service a new Chief of Manpower will be appointed by County Civil Defense Director in coordination with the Support Area Manpower Service.
- B. Communications. See Basic Plan V B

LOUISA COUNTY

ANNEX M

Appendix 1

MANPOWER ORGANIZATIONAL CHART



LOUISA
COUNTY

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December, 1958

N

POLICE

LOUISA COUNTY

ANNEX N

POLICE SERVICE

I

MISSION & SITUATION

A. Mission. In addition to normal peacetime functions (preserving the peace, maintaining order, protecting life and property, detecting and presenting crime, and arresting violators of the law) the mission of the Louisa County Police Service is:

1. To receive and disseminate attack warning.
2. To control panic.
3. To supervise mass movements of evacuees and survival supplies from the Davenport Target Area within and through Louisa County.
4. To prevent looting, sabotage and subversive activities within Louisa County.
5. To collect and forward routine and special intelligence information required by Civil Defense authorities at all levels.
6. To assist other Louisa County Defense Services upon request --so far as Police resources and the general provisions of Police Service plans or immediate operational orders will permit.

B. Situation. (See Basic Plan, Section I B.)

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan. Each element of the Louisa County Police Service will be assigned general and specific task responsibilities within the areas of evacuation traffic control, security patrol, communications, law enforcement, radiological defense, explosive ordnance reconnaissance, and training, which are compatible with its resources (as determined by a general inventory) and the requirements of the over-all Louisa County Police Service mission.

1. Except as specifically provided for in Louisa County mutual aid compacts, and/or when directed by the Governor (or the Louisa County Civil Defense Director or the Chief of the Police Service of Civil Defense Area #3 acting for the Governor), each element of the Louisa County Police Service shall function within its normal jurisdiction under its normal police commander.

2. Under tactical operational conditions as envisaged in the

Louisa County Basic Plan, each element of the Police Service shall have the same powers throughout Louisa County as possessed by the Sheriff.

3. Pre-mobilization training of all regular elements of the Louisa County Police Service shall be encouraged and shall be conducted in accordance with a standardized Civil Defense training program approved by the State Chief of the Police Service.

4. The regular forces of all police establishments within Louisa County will be augmented by auxiliaries to the extent necessary to meet the requirements of increased police duties and responsibilities under contemplated emergency operations, and to provide replacements for casualties which may occur under anticipated emergency conditions.

a. Auxiliary police shall be carefully selected and trained in accordance with State developed standards.

b. Auxiliary police normally will be recruited and assigned for duty with regular elements in a ratio to be determined by the Chief of the Police Service for Support Area #3.

c. Auxiliary police shall be given uniform police authority throughout Louisa County so that there will be no conflict in the coordination of forces and activities in any operation.

5. The Louisa County echelon of the Police Service will establish and maintain liaison with security and traffic control agencies of the Police Services of contiguous counties as directed by the Chief of the Police Service of Civil Defense Area No. 3.

6. The Chief of the Louisa County Police Service shall be responsible for the preparation of such specific operational plans (Standard Operational Procedures) as are deemed essential to the accomplishment of his assigned emergency mission.

a. Priority in planning shall be given to evacuation traffic control, security of public utilities, security of communications facilities, security of survival resources, problems of law enforcement under evacuation conditions, safeguards against the hazards of radiation and biological and chemical agents which might be used in an attack, and explosive ordnance reconnaissance.

b. Coordination of the plans, and standardization of the procedures, shall be accomplished by the Louisa County Chief of the Police Service working with the Chief of the Police Service of Support Area No. 3 and counties thereof, and/or special Support Area No. 3 advisory groups (appointed from the membership of the various professional and fraternal associations of peace officers and police administrators of the

State), and with the designated Chiefs of Police Service of the municipalities situated within Louisa County.

c. When completed and approved the operational plan (S.O.P's) of each element of the Louisa County Police Service shall constitute the standing order of the Louisa County Chief of the Police Service for the automatic action to be taken upon the receipt of attack warning.

B. Organizational Structure. County and Municipal echelons of the Louisa County Police Service will be established to conform to the command structure of the State Civil Defense Police Service. Both echelons of the organization shall be consistent with those provisions of the Iowa Code which are pertinent to the establishment of law enforcement agencies, the election or appointment of police administrators and supervisor personnel, and the exercise of police powers within and for the State and its administrative and political subdivisions.

1. Headquarters. County Headquarters for the Louisa County Police Service shall be located in the Louisa County Courthouse in Wapello. Operational headquarters shall be established also in Columbus Junction, Letts, Morning Sun, Oakville, and at such other locations as may be required by the exigencies of the Police Service mission.

2. Headquarters Echelon Command & Staff. The Louisa County headquarters echelon of the Police Service for Civil Defense shall be constituted with the office and resources of the Louisa County Sheriff as the nucleus. The statutory power of the sheriff to summon the aid of the county shall be the authority for such organization. The basic organization shall consist of a Chief and Deputy Chief (s) of Service, and Chiefs of those divisions considered essential to the performance of all of the functional responsibilities inherent in the Louisa County Police Service mission.

a. Louisa County Chief of the Police Service. The duly elected Sheriff of Louisa County (or his statutory successor) shall be ex officio the Louisa County Chief of the Police Service for Civil Defense.

b. Louisa County Deputy Chief of the Police Service. The legally appointed First (Chief) Deputy Sheriff of Louisa County (or his authorized successor) shall be ex officio the Louisa County Deputy Chief of the Police Service for Civil Defense.

c. Headquarters Staff Divisions. The following staff divisions are considered necessary for the discharge of all of the functional responsibilities inherent in the Louisa County Police Service Mission. (See Appendix 2, for the allocation of responsibilities, and the recommendations for organizing each division).

(1) Administration & Logistics

- (2) Security & Intelligence
- (3) Communications & Attack Warning
- (4) Traffic Control & Law Enforcement
- (5) Special Weapons & Explosive Ordnance Reconnaissance

4. Municipal Police Service Organization. Each municipality situated within Louisa County shall be instructed by the Louisa County Chief of the Police Service as to the type and extent of organization required to carry out the operational responsibility which has or which may be assigned in the discharge of the overall mission of the Louisa County Police Service. In general, each municipal element of the County Police Service will be an operational task unit, rather than a staff organization.

a. Municipal Chiefs of the Police Service. The legally appointed Marshal or Chief of Police of each municipality situated within Louisa County shall be ex officio the Municipal Chief of the Police Service for Civil Defense. When mobilized for Civil Defense purposes, he shall have the status of "deputy" to the Louisa County Sheriff-Chief of the Police Service for Civil Defense.

b. Municipal Deputy Chiefs of the Police Service. The legally appointed Deputy Marshal or Assistant Chief of Police of each municipality situated within Louisa County shall be ex officio the Municipal Deputy Chief of the Police Service for Civil Defense. When mobilized for Civil Defense purposes, he shall have the status of "deputy" to the Louisa County Sheriff-Chief of the Police Service for Civil Defense.

5. Mutual Aid Advisory Committee. The "deputies" established immediately above, together with the normal deputies of the Louisa County Sheriff, shall constitute a Police Service Mutual Aid Advisory Committee to advise the Louisa County Chief of the Police Service (and or the Louisa County Director of Civil Defense), in matters of organization or operations involved in intra- and extra-county mutual aid compacts. This committee shall identify, analyze, and propose solutions for police problems that could arise in Louisa County as a result of the influx of evacuees from the Davenport Target Area.

6. Mobile Support Units. Under conditions of attack (and in some instances involving natural disasters), local police forces within Louisa County may prove inadequate. Reinforcements from outside the community, or from outside the county may be sent in to alleviate the situation. Such organized task forces will maintain their integrity, and will operate under the absolute control of their normal commander. Such commander, however, shall employ his forces as directed by the local commander or the Louisa County Chief of the Police Service, unless such authority is delegated to the Chief at Support Area or higher headquarters, by the Governor

(or the State Director of Civil Defense, or the State Chief of the Police Service, acting for the Governor).

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. (See Basic Plan, Section III A)

B. Actions to Be Taken Under Warning Conditions

1. Since Police Service personnel and communications facilities constitute a major portion of the operational capability of the Iowa Warning System, the initial action taken by each echelon of the Police Service shall be to receive and disseminate attack warning and supplementary information, including State Civil Defense instructions, which will serve to trigger the mobilization of all Civil Defense forces to the extent required by the phase of warning indicated below. The express or standing order of the Louisa County Chief of the Police Service will include the direction to accomplish the actions listed under the various conditions, so far as they apply.

2. Strategic warning (six hours or more warning time).

a. Cancel all leaves and place regular police elements on twenty-four hour alert.

b. Dispatch predesignated security patrols to insure the protection of public utilities, communications facilities, survival supplies, and emergency equipment.

c. Increase the security guard assigned to key emergency government officials.

d. Place emergency traffic control personnel in position to effect strategic evacuation, if ordered by the Governor or other competent authority.

e. Check all emergency vehicles and auxiliary equipment, and expedite repairs on those out of commission.

f. Service all emergency vehicles, and insure that adequate supplies of gasoline, oil and spare parts, for all operational vehicles are dispersed at specified locations.

3. Tactical warning (one half hour to six hours warning time).

a. Cancel all leaves.

b. Mobilize auxiliary police.

c. Order both regular and auxiliary police to pre-designated duty posts.

d. Dispatch emergency traffic control personnel to position to assist tactical (mass) evacuation of the Davenport Target Area.

e. Check operation of all emergency auxiliary equipment, and maintain in constant readiness.

4. Attack Imminent. (thirty minutes or less warning time).

a. Halt all traffic.

b. Enforce the "Take Cover" public action signal when sounded.

5. Post-Attack. It shall be SOP that the ranking survivor of the Police Service at each location shall be recognized as such by all regular and auxiliary members of the Police Service.

a. Every effort will be made to maintain a semblance of good order while damage is assessed and communications are re-established.

b. The Police Service will prevent all movement until the danger of radiation and unexploded ordnance have been ascertained.

c. All State and County emergency controls and regulations shall be enforced.

SUPPLY & TRANSPORTATION

A. Supply. (See Basic Plan, Section IV A)

1. For the present, the Louisa County Police Service shall obtain all ordinary supplies from the political components of the County based upon arrangements made by the Louisa County Director of Civil Defense.

2. During an emergency involving the mobilization of Civil Defense forces, special emergency equipment and supplies may be furnished by the State, in accordance with the requirements and procedures of the Supply Service and such State and Federal regulations as may apply.

B. Transportation. (See Basic Plan, Section IV B)

1. For the present, the Louisa County Police Service shall obtain all normal transportation from the political components of the county based upon arrangements made by the Louisa County Civil Defense Director. When available, emergency-

type vehicles may be obtained through the office of the State Director of Civil Defense, upon the recommendation or approval of the State Chief of the Police Service.

2. During an emergency involving the mobilization of Civil Defense forces, requirements for additional transportation will be coordinated with the Louisa County Transportation Service. It is assumed that on-the-spot requisitioning of private vehicles will be authorized whenever exigencies of the situation will not allow formal requests to the Transportation Service to be processed in time.

V. CONTROL & COMMUNICATIONS

A. Control

1. Police Service Command Authority. Whenever mobilized for Civil Defense, command authority overall echelons of the Louisa County Police Service will be exercised by the Governor, with operational direction being delegated to the Chief of the Police Service of Support Area No. 3 in all instances which require the use of County and Municipal police elements in an area coordinated maneuver (i.e. evacuation movement) or which require their use outside of their normal jurisdiction. Within the confines of Louisa County, control is vested in the Louisa County Civil Defense Director, with operational direction being delegated to the County Chief of the Police Service.

2. Police Service Succession of Command. In almost all instances, the Iowa Code spells out the manner in which a police administrator or supervisor shall be succeeded.

a. Since the organization of the Police Service for Civil Defense is based upon existing police establishments and recognized peace officers as defined by the present Iowa Code, succession to command of the Louisa County Police Service and the divisions thereof shall be as follows:

- (1) Louisa County Sheriff
- (2) First Deputy
- (3) Second Deputy
- (4) Third Deputy

NOTE: For Civil Defense purposes, the "deputies" established in paragraph II.B.4., above, may be designated by the Louisa County Chief of the Police Service at his discretion in addition to, or in substitution for the peace officers normally at his disposal.

b. Temporary and/or permanent succession to the positions of Chief of Division, Branch or Section in the Louisa County headquarters staff, or temporary and/or permanent succession to the position of Chief of an operational unit, shall be in accordance with a seniority list prepared by the Chief

of Division, Branch, Section or operational unit, and approved by the Louisa County Chief of the Police Service.

3. Operational Orders. Since police service personnel and communications facilities constitute a major portion of the operational capabilities of the Iowa Warning System, the order (s) of the Louisa County Chief of the Police Service to implement either general or specific courses of action will be transmitted with or immediately following strategic, tactical, or attack imminent warning messages.

a. The content of any such order (s) at any given time will depend upon the extent to which Police Service organization and operational plans have been perfected, as well as the situation.

b. In the absence of specific orders from the Support Area Chief of Police Service, Louisa County and Municipal Chiefs of the Louisa County Police Service will implement such plans as have been developed and approved for the accomplishment of their assigned missions.

B. Communications

1. Facilities. Whenever mobilized for Civil Defense, the State Police Radio Net, all county Police and Municipal Police radio systems, police telephone systems, police teletype or other facsimile systems, as well as designated RACES facilities, will be restricted to official police use.

2. Priority of Messages. The receipt and dissemination of attack warning and supplementary information shall take precedence over all other communications.

3. Standard Operational Procedures. All communications employing Police Service facilities shall be conducted in accordance with Annex C, Communications and Annex B, Attack Warning, and appendices thereto, of the Iowa Preliminary Operational Survival Plan, and/or such other Federal and State regulations as may apply.

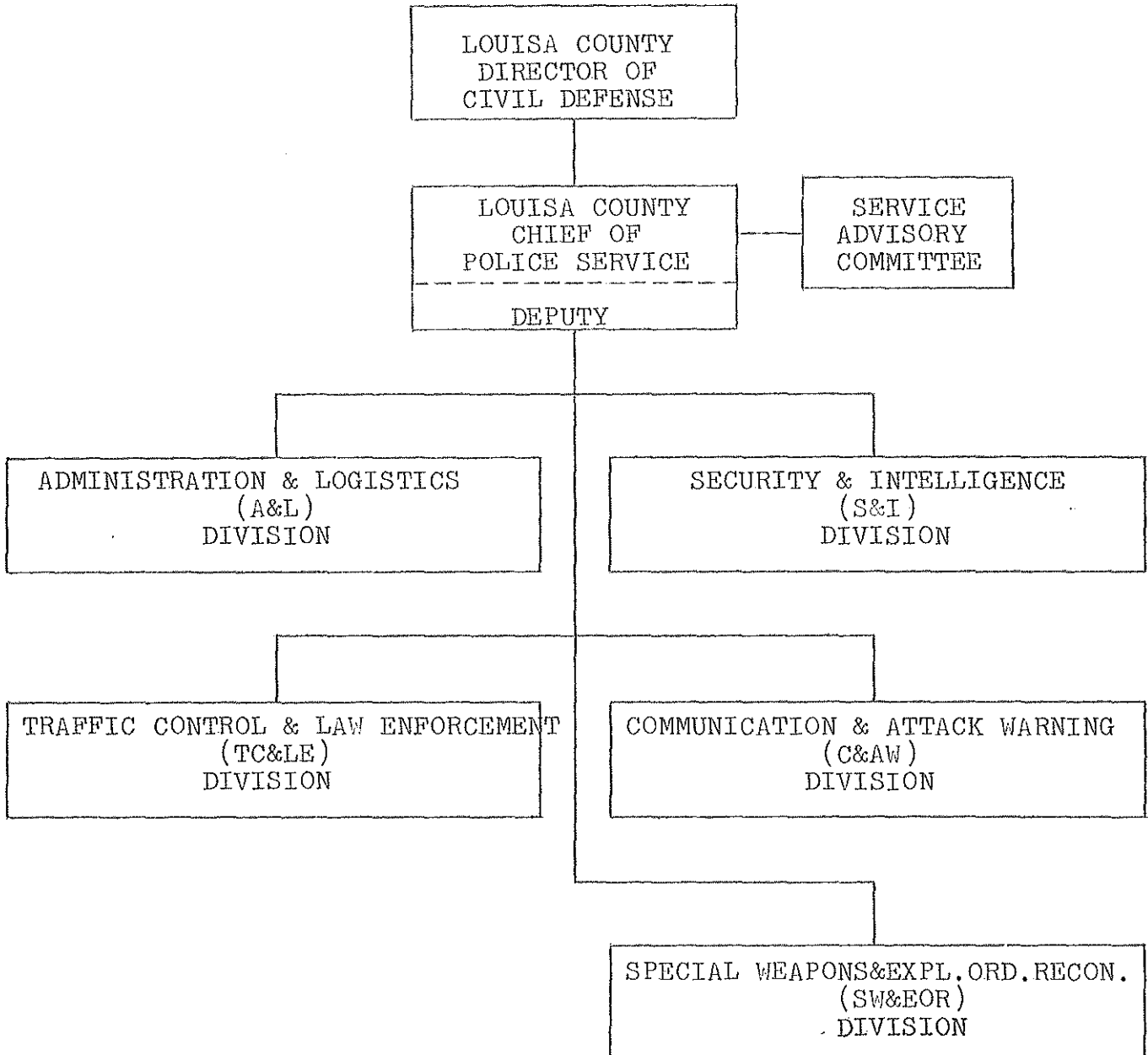
LOUISA COUNTY

ANNEX N

Appendix 1

POLICE SERVICE

ORGANIZATION CHART



LOUISA COUNTY

ANNEX N

Appendix 2

POLICE SERVICE

HEADQUARTERS STAFF DIVISION RESPONSIBILITIES

Preface

I

ADMINISTRATION & LOGISTICS DIVISION

A. Mission. The mission of the Administration & Logistics (A & L) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for all administrative and logistical details involved in Civil Defense operations and planning at the County level.

B. Organization.

1. Staff. The Staff of the A & L Division will consist of a Chief and Deputy Chief of Division, and Chiefs of the following branches or sections: A & L Requirements, Administration, Personnel, Interservice Liaison, Training, Procurement & Supply, Facilities, Transportation, and Maintenance.

a. Chief of Division. The Louisa County Deputy Chief of the Police Service will act as Chief of the A & L Division.

b. Deputy Chief of Division. The Deputy Chief of the A & L Division will be appointed by the Chief of Division with the approval of the Louisa County Chief of the Police Service.

c. Chief (s) of Branches and Sections. Chiefs of the various branches and sections of the A & L Division will be appointed by the Chief of Division, with the approval of the Louisa County Chief of the Police Service.

2. Lines of Succession. Succession to authority within the A & L Division shall be in accordance with a roster approved by the Louisa County Chief of the Police Service.

C. Operations

1. General. The operations of the A & L Division constitute a supporting role in the operational survival planning, training, and operations of the Police Service.

2. Specific Responsibilities. The specific responsibilities allocated to the A & L Division include but are not necessarily limited to the following:

a. Preparing administrative and Logistical estimates

based upon master inventories of Police Service resources within Louisa County.

b. Establishing Police Service personnel policies, including the standards for selecting and training auxiliary police elements, as well as the police authority they will be given when assigned to mutual aid or mobile support operations.

c. Determining Police Service Procurement and Supply procedures to be used when mobilized for emergency operations.

d. Determining Police Service training requirements based upon the capability required for contemplated operations, and providing for instructors and materials.

e. Processing operational survival plans of municipal echelons of the Police Service.

f. Promulgating Police Service mobilization and operational orders.

g. Coordinating Police Service activities with other Civil Defense Services of the Louisa County Civil Defense Organization.

h. Maintaining liaison with the FBI and other Federal law enforcement or military agencies, not specifically delegated to another division as directed by the State Chief of the Police Service.

3. Actions To Be Taken Under Warning Conditions. The Chief of the A & L Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below.

a. Strategic Warning. (six hours or more warning time).

(1) Issue the order to cancel all leaves and place all regular elements of the Louisa County Police Service on twenty-four hour alert.

(2) Issue the order to mobilize auxiliary police (stand-by station).

(3) Issue the order to man rendezvous points.

(4) Issue the order to make ready all emergency equipment and insure the availability of automotive service supplies and facilities at strategic locations in the contemplated areas of operation.

(5) Make a check of the other Police Service Staff Division Chiefs to determine operational readiness, and report to the Louisa County Chief of the Police Service, and

to the Louisa County Civil Defense Director.

(6) Check with the Chiefs of the other Louisa County Civil Defense Services to insure the coordination of Police Service activities.

b. Tactical Warning (one-half to six hours warning time).

Generally, the same action will be taken as under "Strategic Warning" except that orders will place all Police Service personnel-auxiliary as well as regular-in full readiness status to carry out the emergency mission.

c. Attack Imminent. (thirty minutes or less warning time)

As much of the action as indicated in the two previous warning conditions will be taken as possible preceding the "Take Cover" signal.

d. Post-Attack. Make an A & L estimate of the situation and take whatever action is indicated, for the Louisa County Chief of the Police Service as directed.

II

SECURITY & INTELLIGENCE DIVISION

A. Mission. The mission of the Security & Intelligence (S & I) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for the personal safety of designated governmental officials and for the internal security and intelligence details involved in Civil Defense operations and planning within and about Louisa County Civil Defense Headquarters Control Center.

1. Staff. The staff of the S & I Division will consist of a Chief and Deputy Chief of Division, and Chiefs of the following branches or sections: FBI Liaison, Internal Security, Records & Identification, Criminal Investigation, Property Custody, and Detention.

a. Chief of Division. The Chief of the S & I Division will be appointed by the Louisa County Chief of the Police Service.

b. Deputy Chief of Division. The Deputy Chief of the S & I Division will be appointed by the Chief of the S & I Division with the approval of the Louisa County Chief of the Police Service.

c. Chiefs of Branches and Sections. Chiefs of the various branches and sections of the S & I Division will be appointed by the Chief of the S & I Division, with the approval of the Louisa County Chief of the Police Service.

2. Lines of Succession. Succession to authority within the S & I Division shall be in accordance with a roster approved by the Louisa County Chief of the Police Service.

C. Operations.

1. General. Except for matters concerning the safety of designated governmental officials, internal security operations involving the FBI and/or other Federal or military security agencies, and State-Directed criminal investigations, activities of the S & I Division will be concerned with staff planning and policy making at the Target Area level.

2. Specific Responsibilities. In addition to those activities mentioned in the previous paragraph, the specific responsibilities allocated to the S & I Division include but are not necessarily limited to the following:

- a. Preparing County Security and Intelligence estimates.
- b. Determining County Security requirements and formulating policy.
- c. Promulgating a County Police Service intelligence collection plan.
- d. Coordinating operations of the Police Service with Federal Security agents and the military Police Service.
- e. Reviewing Louisa County Police Service survival plans for conformance with policy and procedures and requirements established at State level.

3. Actions To Be Taken Under Warning Conditions. The Chief of the S & I Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below.

- a. Strategic Warning. (six hours or more warning time)

Issue the order to implement security controls and actions as detailed in the Louisa County Basic Plan.

- b. Tactical Warning. (one-half hour to six hours warning time)
Same as for Strategic Warning conditions, with increased emphasis on countermeasures against efforts to subvert or sabotage Civil Defense activities.

- c. Attack Imminent. (thirty minutes or less warning time)
Same as Tactical Warning to the degree possible; "Take Cover" on signal.

- d. Post-Attack. Make a Security & Intelligence estimate for the Louisa County Chief of the Police Service, from the re-

ports available, and take whatever action is indicated, as directed.

III

COMMUNICATIONS & ATTACK WARNING

A. Mission. The mission of the Communications and Attack Warning (C & AW) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for the receipt and dissemination of attack warning, and for the installation, maintenance, and operation of Police Radio Net facilities and equipment, as required for Civil Defense.

B. Organization.

1. Staff. The staff of the (C & AW) Division will consist of a Chief and Deputy Chief of Division, a RACES Liaison Officer, and Chiefs of the following branches or sections; Attack Warning, Police Operational Orders, Interstate Police Liaison, and Radio Maintenance.

a. Chief of Division. The Chief of the C & AW Division will be appointed by the Louisa County Chief of the Police Service.

b. Deputy Chief of Division. The Deputy Chief of the C & AW Division will be appointed by the Chief of the C & AW Division with the approval of the Louisa County Chief of the Police Service.

c. Chiefs of Branches and Sections. Chiefs of the various branches and sections of the C & AW Division will be appointed by the Chief of Division with the approval of the Louisa County Chief of the Police Service.

d. Lines of Succession. Succession to authority within the C & AW Division shall be in accordance with a roster approved by the Louisa County Chief of the Police Service.

C. Operations.

1. General. The operations of the C & AW Division directly support the over-all operation of the Louisa County Police Service. By providing contact between all echelons of the Police Service directly, and between all echelons of the Civil Defense Organization indirectly, the C & AW Division constitutes a major part in the over-all operational control of the Civil Defense effort.

2. Specific Responsibilities. The specific responsibilities allocated to the C & AW Division include but are not necessarily limited to the following:

a. Ascertaining the Civil Defense capability of the

Louisa County Police Radio Net (Louisa County Sheriff's radio facilities, radio facilities of municipal police, together with RACES facilities assigned to the C & AW Division) to accomplish the C & AW Division mission, and initiating whatever action is necessary to increase that capability.

b. Preparing the necessary directive(s) to standardize and control Civil Defense radio communications to insure their restriction to official use during an emergency, and to insure the precedence of attack warning over all other messages.

c. Reviewing Louisa County Police Service survival plans for conformance with policy and procedures and requirements established at State level.

d. Providing for the security of C & AW Division personnel, facilities, and equipment, to insure continuity of operations under any anticipated condition.

3. Actions To Be Taken Under Warning Conditions. The Chief of the C & AW Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below. (See also Annex B, Attack Warning and appendices thereto.)

a. Strategic Warning (six hours or more warning time).

(1) Issue orders to place all operational personnel of the C & AW Division on twenty-four hour alert, and make such assignments as necessary to provide a full complement on each shift or watch.

(2) Expedite installation and repair of C & AW Division operational facilities.

(3) Increase security measures.

(4) Make ready and check operation of all stand-by equipment.

(5) Check RACES facilities.

b. Tactical Warning (one-half hour to six hours warning time).

(1) Same as for "Strategic", except that full state of readiness is required.

(2) Disperse auxiliary mobile equipment to emergency locations, and check operations.

c. Attack Imminent (thirty minutes or less warning time).

(1) Assist in ordering halt to all movement.

(2) "Take Cover" when public action signal is given.

d. Post-Attack. Make a communications estimate of the situation for the Louisa County Chief of the Police Service and take whatever action is necessary to restore full operational capability.

IV

TRAFFIC CONTROL & LAW ENFORCEMENT DIVISION

A. Mission. The mission of the Traffic Control & Law Enforcement (TC & LE) Division is to discharge the responsibility of the Louisa County Chief of the Police Service for all evacuation traffic control and emergency law enforcement details involved in Civil Defense operations and planning within Louisa County.

B. Organization

1. Staff. The staff of the TC & LE Division will consist of a Chief and Deputy Chief of Division; Engineering Service, Fire & Rescue Service, and Communications Service Liaison Officers; and Chiefs of the following branches or sections: TC Plans, TC Operations, LE Plans, LE Operations, Mutual Aid Agreements, Mobile Support Forces.

a. Chief of Division. The Chief of the TC & LE Division will be appointed by the Louisa County Chief of Police Service.

b. Deputy Chief of Division. The Deputy Chief of the TC & LE Division will be appointed by the Chief of the TC & LE Division with the approval of the Louisa County Chief of Police Service.

c. Chiefs of Branches and Sections. Chiefs of the various branches and sections of the TC & LE Division will be appointed by the Chief of Division with the approval of the Louisa County Chief of Police Service.

2. Lines of Succession. Succession to authority within the TC & LE Division shall be in accordance with a roster approved by the Louisa County Chief of Police Service.

C. Operations

1. General. The major operational burden of the Target Area Police Service will fall upon the TC & LE Division. In general, the Chief of the TC & LE Division must implement the plan to assist in the evacuation of the Davenport Target Area and to supply the personnel for security stations and patrols.

2. Specific Responsibilities. The specific responsibilities allocated to the TC & LE Division include but are not necessarily limited to the following:

a. Effecting the organization of Louisa County Mutual Aid, and Mobile Support Unit Forces of the Police Service.

b. Assisting in the development of Support Area, Target Area and County, and interstate mutual aid agreements.

c. Formulating the over-all requirements for evacuation traffic control and emergency law enforcement, and establishing the policy upon which to base survival planning.

d. Reviewing the Louisa County Police Service survival plan for conformance with policies and procedures and requirements established at State level.

e. Assisting intrastate mobile support activities, and coordinating interstate mutual aid activities, with respect to Police Service elements, in cooperation with State level Police elements.

f. Providing uniformed forces for special security details in cooperation with the S & I Division.

g. Recommending standards of qualification and utilization policy for auxiliary elements of the Police Service.

h. Determining operational requirements and preparing TC & LE estimates of the situation as required by the Louisa County Chief of the Police Service.

i. Coordinating military movements through Louisa County with military commanders and counterparts at Support Area and State levels.

3. Actions To Be Taken Under Warning Conditions. The Chief of the TC & LE Division will take the following action in the name of the Louisa County Chief of the Police Service under the warning conditions specified below.

a. Strategic Warning (six hours or more warning time).

(1) Place all TC & LE Division personnel on twenty-four hour alert.

(2) Issue the order directing all emergency traffic control personnel to such position that they can assist in the strategic evacuation of Davenport Target Areas, if such action is contemplated.

(3) Coordinate with A & E Division to expedite repairs and servicing of emergency vehicles.

(4) Coordinate security details with the Chief of the S & I Division.

b. Tactical Warning (one-half hour to six hours warning time).

(1) Order all personnel to tactical duty stations.

(2) Implement tactical (mass) evacuation of plan to assist in the Davenport Target Area.

(3) Coordinate security details with the Chief of the S & I Division, I.c., activate security stations and patrols.

c. Attack Imminent (thirty minutes or less warning time).

(1) Attempt as much of the action under the two previous conditions as is feasible.

(2) Enforce the "Take Cover" signal when given.

d. Post-Attack. Make a traffic control and law enforcement estimate of the situation for the Louisa County Chief of the Police Service, and take whatever action is indicated to restore full operational capability.

V

SPECIAL WEAPONS & EXPLOSIVE ORDNANCE RECONNAISSANCE DIVISION

A. Mission. The mission of the Special Weapons & Explosive Ordnance Reconnaissance Division (SW & EOR) is to discharge the responsibility of the Louisa County Chief of the Police Service for developing a special weapons defense capability within the Police Service, and for completing unexploded ordnance surveys.

B. Organization

1. General. The establishment of a SW & EOR Division within the Target Area Police Service is predicated upon the assumption that police functions are vital and cannot be held in abeyance until clearance is received from the Radiological Defense Service that it is safe to take action. It is the intention that as much of the detail of developing a special weapons defense capability within the Target Area Police Service be transferred to the Radiological Defense Service just as soon as circumstances permit.

2. Staff. The staff of the SW & EOR Division will be limited to a Chief and Deputy Chief of Division, whose sole purpose shall be to facilitate the training of selected individuals within the Police Service by the Radiological Defense Service, and to coordinate explosive ordnance reconnaissance reports with responsible State, Federal and military agencies.

a. Chief of Division. The Chief of the SW & EOR Division will be appointed by the Louisa County Chief of the Police Service.

b. Deputy Chief of Division. The Deputy Chief of the SW & EOR Division will be appointed by the Chief of the SW & EOR Division with the approval of the Louisa County Chief of the

Police Service.

C, Operations

1. General. In general, operations of the SW&EOR Division will consist of arranging for special weapons indoctrination of all personnel of the Police Service, and for specific training for a select number from each of the other divisions who will function as instructors in the development of the required capability within the divisions.

2. Specific Responsibilities. The Chief of the SW&EOR Division, or his designee, will accomplish the following:

a. Determine the special weapons and explosive ordnance reconnaissance required to develop a capability adequate for all contemplated operations of the Police Service.

b. Receive reports of unexploded ordnance, and provide for its neutralization by responsible federal security and military agencies.

c. Insure that radioactive areas and areas containing unexploded enemy weapons are roped off (by TC & LE personnel), and location and disposition of such areas is reported to the S & E Division for compilation of these estimates of the situation.

LOUISA
COUNTY

Prepared by
the
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December, 1958

O

RADIOLOGICAL
DEFENSE

LOUISA COUNTY

ANNEX O

RADIOLOGICAL DEFENSE

I

MISSION & SITUATION

A. Mission.

To minimize the effects of ionizing radiation from nuclear or radiological warfare on the population and resources; to promote earliest and most effective use of civilian defense forces by providing to all levels of government information on the radiological situation and advice on radiation control procedures.

B. Situation. See Basic Plan Paragraph I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. Each element of the County RADEF Service will be assigned responsibilities compatible with its resources in the development and maintenance of a realistic radiological defense. RADEF will assist in developing in all other services a capability for radiological instrument reading, exposure recording and decontamination. The Health Service will in addition have capability for analysis of milk, food and water and decontamination and treatment of casualties. The Engineering and Fire & Rescue Services will have added capabilities for decontamination of areas and facilities.

2. All services will be expected to assist in initial monitoring of fallout, after which only periodic readings will be reported by them. RADEF teams will be assigned to each service as needed for tasks not covered by that service's own capabilities.

3. Training will be required in detection evaluation analysis and decontamination.

4. Education of the public in passive defense against radiological hazards will be instituted.

5. Provision will be made for quick dissemination of RADEF information to higher, lower and lateral echelons.

6. Operational exercises in both pre-attack and post-attack situations will be conducted.

7. Upon notification of a state of emergency, the Louisa County RADEF Chief will, under the County Civil Defense Director, assume control and coordination of the County RADEF service. The County RADEF Service will operate to support the general RADEF mission in local operations and shall also be integrated into the statewide organization for coordinated effort.

8. The County RADEF Service will provide for the following functions:

- a. Plotting fallout observations and predictions.
- b. Aerial monitoring and surface monitoring and reporting data to appropriate headquarters.
- c. Verifying the radiological safety of Evacuation Routes.
- d. Supervision of monitoring and decontamination of persons, vehicles, and equipment evacuated from a contaminated area.
- e. RADEF clearance for temporary or permanent reentry into contaminated areas.
- f. Radiation Protection Instruction to operating personnel and to the general public.
- g. Advice on Radiation Protection of goods and livestock shipped into or out of the County.
- h. Assistance to the Health Service in examination of water, milk and food.
- i. Procurement, distribution, inventory and maintenance of RADEF equipment.
- j. Advice on the expedience of decontamination of areas and facilities, and supervision of such operations. If decontamination is not practical to provide for adequate danger warning posting of the area or facility.

B. Organizational Structure

1. County and municipal RADEF staffs will be developed from a list of A.E.C. licensed isotope users who have completed a course on Radiological Defense approved by the State Department of Health. RADEF teams will be developed under instructions from the State RADEF Chief. A Radiological Health advisor trained in Health Physics is recommended for analysis and advice to the Civil Defense Director on local operations. There is no counterpart for Radiological defense in county or municipal government. Most RADEF personnel will be recruited from science departments of schools. All other private or public agencies with RADEF capabilities within the county will coordinate with the RADEF organization.

2. County RADEF Service Organization.

a. The County RADEF Chief will be selected and appointed by the County Civil Defense Director from a list provided by the State RADEF Chief and approved by County Supervisors.

b. The County Chief will appoint deputies and field staff from a similar list of qualified individuals. See organization chart, Appendix 1.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. See Basic Plan, Par. III A.

B. Actions to be Taken Under Warning Conditions.

1. Preattack. See Basic Plan III B I.

2. Strategic Warning (six hours or more).

a. See Basic Plan Paragraph III, B 2.

b. The Louisa County RADEF Service will:

(1) Up date the directory of RADEF personnel and equipment.

(2) Alert for duty all monitoring teams and order testing of Radiac equipment.

(3) Coordinate preparation of predesignated aircraft if Louisa County has an aerial monitoring assignment.

(4) Establish liaison for coordination of RADEF capabilities in other Services and Supporting forces.

3. Tactical Warning (30 minutes to six hours).

a. See Basic Plan Paragraph III, B 3.

b. Coordinate with the Transportation Service the mobilization of planes.

c. Check instruments and communications.

4. Attack Imminent (30 minutes or less).

a. See Basic Plan Paragraph III, B 4.

b. Monitoring teams will be prepared to move from assembly points in order. (See SOP's aerial and surface monitoring appendix 0-3).

5. Post-Attack.

- a. See Basic Plan Par. III B 5.
- b. Fully activate its operational plan. (See SOP's Appendix O-3).

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan Paragraph IV A.

1. Radiac equipment will be obtained and distributed through RADEF supply channels.

B. Transportation. See Basic Plan Paragraph IV b.

1. Aircraft for aerial monitoring or transportation of monitors will be by prearranged agreements with the Civil Aeronautics Patrol. (See Annex S, Transportation).

V

CONTROL & COMMUNICATIONS

A. Control.

1. The County Chief of RADEF will operate under the County Civil Defense Director and will issue all directives and orders in the name of the County Director. The County Chief will assume operational responsibility for all radiological defense activity under County control. He will coordinate his activities with and provide consultation for all other operating and supporting services as required. On technical procedures he will be responsible directly to the State Chief of RADEF.

2. Successions in command:

- a. County Chief of RADEF
- b. Deputy Chief of RADEF
- c. The County Chief will determine further sequence of command.

B. Communications.

1. See Basic Plan Paragraph V B.
2. Aerial and surface monitoring teams will transmit field survey data to their base stations via radio media assigned to them by the Communications Service.

3. The Service will use the County Civil Defense message center for message traffic to and from higher, lower and lateral echelons in accordance with established communication procedures.

4. Field survey data from surface monitoring teams will be transmitted by radio networks assigned by the Communications Service, which may include law enforcement radio networks and the RACES network.

5. Aerial monitoring teams will report as directed by the State Chief of RADEF.

References

TB-5-2 Shelter from Radioactive Fallout.

TB-11-1 Emergency Exposures to Nuclear Radiation.

TB-11-6 Radiological Decontamination in Civil Defense.

RADIOLOGICAL DEFENSE

LIST OF APPENDICES

- 0-1 Organization Chart
- 0-2 Responsibilities of Officials
- 0-3 Standard Operational Procedures

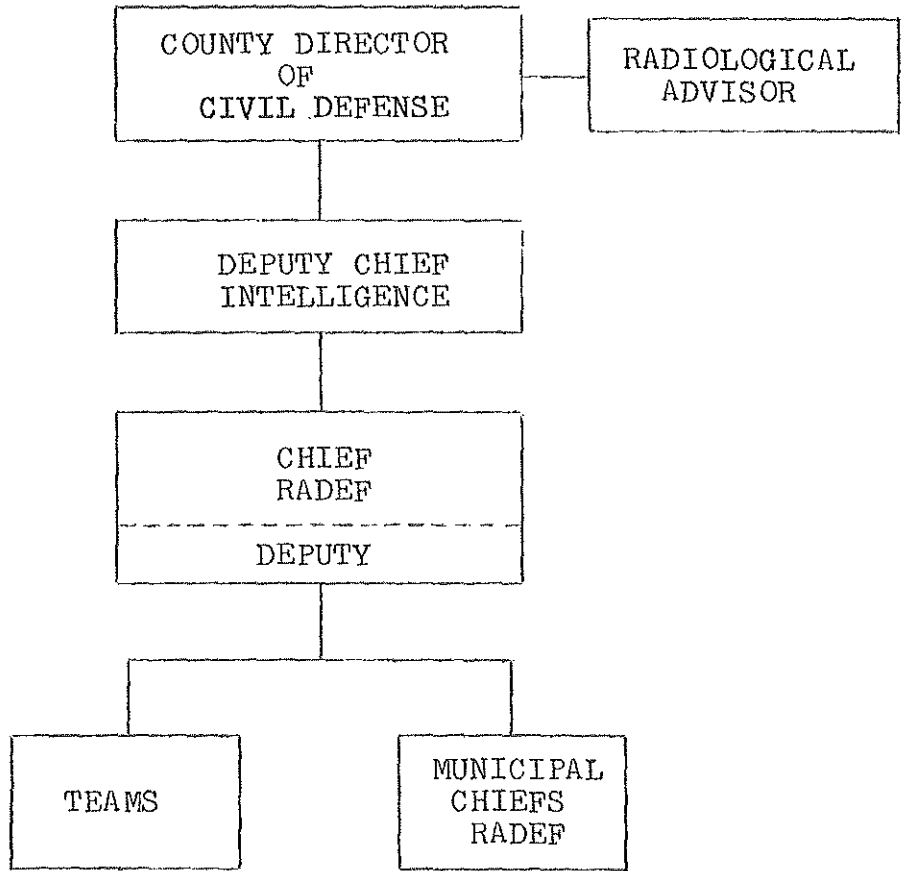
DECEMBER 1958

LOUISA COUNTY

ANNEX O

Appendix 1

RADIOLOGICAL DEFENSE SERVICE ORGANIZATION CHART



LOUISA COUNTY

ANNEX O

Appendix 2

RADIOLOGICAL DEFENSE

RESPONSIBILITIES OF OFFICIALS

1. The County RADEF Chief assisted by his deputy and field staff will be responsible for maintaining an operational status at all times.

a. He will maintain an up-to-date record of the geographic location of all Radiac equipment along with the name, address, and telephone number of the custodians.

b. He will develop an alternate communications capability to higher, lower and lateral echelons.

c. He will aid the State Radiological defense program by furnishing personnel and available equipment for special missions, as approved by the County Director.

d. He will maintain an alerting procedure such as a telephone fanout system for alerting the Service in the event of a Strategic Warning.

LOUISA COUNTY

ANNEX O

Appendix 3

RADIOLOGICAL DEFENSE SERVICE S.O.F.S.

I

ALERTING THE RADEF SERVICE

A. Normal

	County Civil Defense Director	
	Ass't. Director of Intelligence	
County Deputy Chief		
County RADEF Staff	Chief of Radiological Services	
Radiological Advisor	City and/or local RADEF Chiefs	
	Team Leaders	
	Deputy	Team
	Team Leader	Members

Messages will be filed with the communications network in county and local Civil Defense Headquarters.

B. In Communication Failure. The alert being picked up over any valid channel (County Director's Circuit, CONELRAD Radio, siren warning in the town), those members of the Radiological Services receiving it will pass it on by any available channel to personnel lower in the alerting communication tree, and will carry out the actions required by the specific type of alert.

II

FLOTTING FALLOUT PREDICTIONS & OBSERVATIONS

A. Fallout prediction patterns are to be based on the level of radiation that would have existed at one hour after the burst, although it may be many hours after the burst before the fallout is completely down on the ground and the radiation will be much weaker by that time. Flotting both the predicted and observed radiation levels as of one hour after the burst makes it easier to compare the predicted and observed measurements and makes it easier to estimate expected radiation levels at some future time.

The Way-Wigner (idealized) diagram may be used to obtain conversion factors for the estimation of either the future or past level of radiation from the observed radiation at a given time after the burst.

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O-3-1

B. Fallout wind data is available on U. S. Weather Bureau Channel C teletype at Waterloo ALO, Sioux City SVX, Burlington BRL, Des Moines DSM, and Dubuque DBQ.

Charts to be used are:

1. Way-Wigner Curve (idealized)
2. Scaling Chart for Estimation of Bomb Yield
3. Fallout Prediction Chart
4. Fallout Pattern Chart
5. Generalized Fallout Plot

III

MONITORING SURVEYS, SURFACE & AERIAL

A. Surface Monitoring Surveys are to be made only after fallout is complete, not before. Times for monitoring particular areas may be estimated from fallout predictions. Special attention must be given to areas where rain may be presumed to have fallen through the bomb cloud, leading to particularly "hot" areas. The local team leader reports to County Headquarters. County transmits information to Area Headquarters.

B. Aerial Monitoring, if C.A.F. flights are permitted, will be used as the best means of:

1. Quickly developing the fallout pattern
2. Estimating radiation within the pattern
3. Determining the bomb yield

Ordinarily these flights will be planned at the State level. Results are reported as in ground monitoring.

C. Special missions into "hot" areas by Civil Defense personnel will receive cooperation and guidance from monitors as to dose limitations.

D. Recording Dosage. Each team leader will maintain a record of the dosage received by each team member. Team members will be relieved of monitoring duties when dosage reaches maximum OCDM limits and will be assigned to the Emergency Monitor Training Program.

1. Conversion Factors for Aerial Monitoring
2. Way-Wigner Curve (Idealized)

E. Monitoring Team Leaders will be appointed by the Area RADEF Chief upon the nomination of the County Chief. Each surface monitoring team consisting of two trained monitors will be equipped with a portable battery-operated walkie-talkie radio, operating on a frequency assigned by the Communications Service, reporting to the County RADEF Headquarters.

F. Aerial monitoring teams will use aircraft equipped with air-to-ground radio equipment operating on a frequency assigned by the County Communications Service reporting to the County RADEF Headquarters. Ideally, the aerial monitors should be able to communicate directly with ground monitors. Communications units installed in the control center should be designated for use on 110 Volts A.C. or on batteries in order that communication may not be disrupted by failure of conventional power sources.

G. Equipment required for each field monitoring team:

Metal helmet, coveralls, gloves, shoes, goggles.
Gas mask and respirator, maps, compass, flashlight, musette bag, plastic raincoat, heavy marking crayon, white cards, tape. Two radiation detection survey instruments suitable
o for detection of radiation intensities anticipated.
Self-reading personnel dosimeters.
Portable radio transmitter and receiver on the assigned frequency.

H. Every member of the RADEF Service will carry identification as a Radiological Defense Officer, allowing him entry at his own discretion into areas restricted for Radiological reasons.

IV

EMERGENCY TRAINING

Many of the original monitoring personnel will soon reach exposure limits in spite of efforts to limit the dosage received. This will create the need for many replacements. During a Strategic Alert and in the Post-Attack period, Team Leaders will initiate recruitment and training of instrument readers. The goal will be to double or, where possible, eventually quadruple team rosters. Reports on training progress will be made through professional channels.

V

COMMUNICATION & REPORTING

A. Communication Centers

1. Local monitoring teams will establish local headquarters at the same location as county or city headquarters in that area, and will receive and send messages over the same communication channels established for other Civil Defense Services. Team Leaders will normally be stationed at these points. Where possible team members will operate in radio-equipped cars to facilitate communication with the team leaders.

2. County Chiefs will set up their headquarters at the same location as County Headquarters in that area, and will receive and send messages over the same communication channels established for other Civil Defense Services. County Chiefs will normally be stationed at these points.

B. Reports and Other Messages. Reports and other messages will be written in five copies, the fifth copy being retained by the sender and the original and three copies to the Message Center. All messages will carry the date, time of filing in Z time, addressee, body of message, signature. Messages will be short and concise. County Monitoring data will be reported as indicated in Appendix 5. Receipt of messages will ordinarily not be confirmed, it being assumed that addressee will carry out requests as promptly as circumstances permit. The Communications Service will be expected to report failure of delivery. The addressee will report circumstances that render it impossible to carry out requests.

VI

RADEF CLEARANCE FOR RE-ENTRY INTO CONTAMINATED AREAS

A. Personnel will not be committed to missions in contaminated areas without RADEF Clearance. RADEF Clearance may be given at any level from that of team leader up. Standard limits of radiation exposure are given below, but except in severe emergency, figures 50% of those will be the more practical limits.

Had they received a dose...

Personnel who would not be used

- ...greater than 100 R in any one day
- ...greater than 150 R in any one week
- ...greater than 200 R in any one month

Had they received a dose...

Personnel who may be used again

- ...not greater than 25 R in any one day (provided the sum of these exposures is not greater than 200 R)
- ...not greater than 100 R in any one week (provided the sum of these exposures is not greater than 200 R)

Personnel who are required daily

- Exposures should not exceed
- ...50 R per week (provided the sum of these exposures is not greater than 200 R)
- ... 100 R per month (provided the sum of these exposures is not greater than 200 R)

B. Limited Re-entry on Special Missions. The Limited Re-entry Dosage Chart is designed for use in estimating the gamma radiation dosage that will be received by personnel who enter a highly contaminated area during the first four days after the burst. After that time, it may be assumed that the rate of change of environmental radiation is so slow that if one enters a 2 R per hour area and remains ten hours, one will receive approximately 20 R total dose.

C. Permanent Re-entry. The criteria for return of evacuated populations, involving many more people than the few specialists involved in limited re-entry, are based on the satisfaction of all of the following criteria, similar to those in paragraph A.

Charts to be used:

1. Limited Re-entry Dosage Chart
2. Permanent Safe Re-entry Chart
3. Other data, as made available by OCDM

VII

RADIATION PROTECTION INSTRUCTION

During any type alert and all phases of the Post-Attack period the RADEF Service will be prepared to provide information and advice through Civil Defense channels. This may include public warnings, security instructions, and when indicated, reassurance to the general public. The Service will also provide information on safe evacuation routes, emergence from shelters, re-entry into contaminated areas, resumption of activities, sources of safe food and water, and decontamination procedures.

VIII

DECONTAMINATION OF PERSONNEL, EQUIPMENT & SUPPLIES

A. The RADEF Service will provide direction and assistance to the Engineering Service, who will perform much of the work in decontaminating procedures. Special consideration will be given to:

1. Prevention of contamination of operating personnel, their clothing and equipment.
2. Monitoring of all personnel and equipment before movement from a contaminated area to a "clean" area.
3. Proper disposal of dangerous waste when it is necessary to perform decontamination in a clean area.
4. Use of the various approved procedures, including waiting for radioactive decay.

B. Decontamination of Supplies

1. Determination of which supplies and foods can be safely used after careful unwrapping, peeling, or discarding of outside layers. Supervision of decontamination of foods and water has been delegated to the Health Service, with assistance from the RADEF Service.

IX

PROCUREMENT, DISTRIBUTION, INVENTORY AND MAINTENANCE

OF RADEF EQUIPMENT

A. RADEF Service Instruments

1. Procurement. Instruments are to be procured on the order of the State Chief of RADEF Services, through grants from OCDM, or through use of the matching funds program. Orders will be processed through the Office of the State Civil Defense Director.

2. Distribution. Distribution will be made by the State Chief of RADEF Services to the Support Area Chiefs and Target Area Chiefs for distribution to their qualified teams. A reserve of approximately 10% of available instrumentation will be retained by the State Chief and each Area Chief will retain a reserve of approximately 10% of the instruments available to him. Team leaders will retain the instruments in a place accessible to their deputies and team members. Area Chiefs will give receipts for the instruments received to the State Chief and will take receipts for the instruments distributed to the team leaders.

3. Inventory

a. Instruments. The Support Area Chiefs of RADEF Services will maintain a complete inventory of instruments delivered to the County and local Chiefs, using an inventory card for each instrument.

b. Personnel. The Area and County Chief of RADEF Services will maintain a complete list of trained personnel in the RADEF Service.

4. Maintenance. Previous to distribution of instruments, the State Chief of RADEF Services shall check battery strength, operability and calibration. On the first of each month, the custodian of each instrument shall check its operability and batteries, requesting any necessary battery replacements from the Area Chief. Inoperable instruments will be returned through the Area Chief to the State Chief for repair and recalibration. On the first of January and the first of July of each year, the State Chief shall send out in duplicate a questionnaire to check team personnel and instrument operation; these questionnaires to be distributed and returned through the Area Chief, who will retain the duplicate copy. The State Chief of RADEF Services will normally procure and distribute fresh batteries on the first of July of each year.

B. Instruments Procured for Other Civil Defense Services. Following completion of a training program for personnel in other services, instruments granted by the OCDM will be distributed by State Chief of RADEF Services to the Radiological Liaison Officer of that Service, who will distribute the instruments to trained personnel for their use in emergency. Standards for receipting, inventory and maintenance will be similar to those used for the RADEF Service. Current lists of trained personnel will be similarly maintained.

C. Instruments Privately Owned. Each County and Area Chief shall enlist the cooperation of individuals owning radiological instrumentation of either field or laboratory type, and shall maintain a list of those willing to cooperate with Civil Defense agencies in case of emergency together with the type of instrument they have available. Where possible, these individuals should be incorporated in the Civil Defense organization.

X

SPECIAL SERVICE MISSIONS

The RADEF Service will on request provide monitors for special missions into contaminated areas. This may include special missions by personnel of other Services when their own monitoring personnel are not available and special missions by individuals outside the defense and civilian mobilization organization.

Charts to be used:

1. Limited Re-entry Dosage Chart
2. Permanent Safe Re-Entry Chart

XI

EXAMINATION OF WATER & FOOD

A. This is a normal function of the Health Services. However, during the early days of an emergency RADEF personnel will be expected to range over wide areas and make decisions on the usability of food and water. All examinations and recommendations should be followed by sending duplicate samples and reports to the Chief Radiological analyst and the Chief of the Health Services.

B. In case laboratory findings indicate a hazardous water or food sample that had been cleared by a monitor, an emergency message should be sent to the Chief of the Health Services.

Chart to be used:

1. Way-Wigner Curve (idealized)

LOUISA
COUNTY

Prepared by
the
Iowa Survival Plan Project
December, 1958

P

RELIGIOUS
AFFAIRS

LOUISA COUNTY

ANNEX P

RELIGIOUS AFFAIRS SERVICE

I

MISSION & SITUATION

A. Mission. The County echelon of the Religious Affairs Service will:

1. Set up a Chaplain Division to administer to the spiritual needs of the people.

2. Set up a Church Activities Division to safeguard church property, stockpile and provide necessary religious supplies, and supervise the efficient use of church property and facilities.

B. Situation. Refer to Basic Plan, paragraph I B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. As soon as a civil defense emergency has been declared following an Attack Warning or an attack without warning, all clergymen will automatically become chaplains for the duration of the emergency. Clergymen will be fully occupied administering to the spiritual welfare of their normal congregation plus members of their denomination among the evacuees which will double the county's normal population. A committee of laymen will be organized to supervise church activities. In advance of the emergency, they should stockpile essential sacramentals and church supplies. They should plan the most efficient use of church facilities to serve the normal congregation plus the evacuees. Church attendance during the emergency may be expected to more than double, because in addition to the increase in the county's population, people have a normal tendency to attend church more frequently during periods of stress. Among the evacuees will be a number of clergymen. They will be invited to officiate at some of the additional services. If necessary, it will be possible to hold church services in a single church every hour on the hour on a Sunday morning in order to accommodate all who wish to worship. In cooperation with Welfare and Health Services, the Church Activities committee during the activation of the echelon's civil defense preparedness program will plan such emergency feeding, housing, hospitalization, school-room or other assistance to which the church facilities may be adapted.

2. The scope of the Religious Affairs Service is all inclusive. Every denomination which is represented in the county should participate in the activity of the service. The County Church Activities Division should plan to offer church facilities to every denomination represented in the Target Area even though it may not be active in the county. Church facilities should be available to evacuees of any and all faiths. The Chief of the Religious Affairs Service will supervise the plan of the service in the name of the County Director of Civil Defense. Although he will normally receive assistance from the information and directives sent to the clergymen through denominational channels, during the emergency the Religious Affairs Service will operate through the civil defense chain of command from the State Director of Civil Defense to the Support Area Director to the County Director.

3. The Chief of the Religious Affairs Service at every echelon will make certain that his service personnel are trained and equipped to conduct radiological monitoring and decontamination as required in the Basic Plan, paragraph I, B-6.

B. Organizational Structure.

1. There is no agency of government which directs or controls religious affairs. Hence the organization of the Religious Affairs Service must be a voluntary non-denominational effort of coordinated planning and action to satisfactorily solve the problem of providing spiritual ministrations during the emergency when the county is crowded with evacuees from the nearby target area. The County Director of Civil Defense may follow the State plan if he chooses, and appoint an Advisory Committee on Religious Affairs, including representatives of all denominations active within the county. This committee, if appointed, will recommend a Chief of the Religious Affairs Service to be appointed by the County Director. The headquarters of the Religious Affairs Service during an emergency will be in the County Civil Defense Control Center. During the period of normal preparedness, it may be where designated by the Chief of the Service.

2. The County Chief of the Religious Affairs Service will appoint his staff which will consist of:

a. The Deputy Chief of the Religious Affairs Service who will preside in the absence of his Chief and will succeed his Chief if necessary.

b. A clergyman to act as Chief of the Chaplains Division.

c. A layman to act as Chief of the Church Activities Division.

III

MISSION OF SUBORDINATE UNITS &
ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units. Refer to Basic Plan, paragraph III - A.

B. Actions to be Taken Under Warning Conditions.

1. Strategic Warning (six hours or more)

a. General Instructions. Refer to Basic Plan, paragraph III, B -2..

b. Specific Instructions. Clergymen will give public interviews for press, radio and television in liaison with the Emergency Information Service for the purpose of maintaining good public morale and influencing the public to participate as directed in the echelon's survival plan. Laymen in the Church Activities Division will make all church facilities ready for emergency use in the event of a civil defense emergency.

2. Tactical Warning (one-half to six hours)

a. General Instructions. Refer to Basic Plan, paragraph III, B-3.

b. Specific Instructions. Upon receipt of a Tactical Warning, Civil Defense Directors at all echelons will declare a civil defense emergency and all clergymen will automatically become chaplains for the duration of the emergency. Personnel of the Church Activities Division make church facilities available to civil defense according to the echelon's survival plan. The church facilities will be used for additional services to accommodate evacuees, for mass feeding, housing, hospitalization, or school purposes as planned.

3. Attack Imminent. (one-half hour or less)

a. General Instructions. Refer to Basic Plan, paragraph III, B - 4.

b. Specific Instructions. All personnel will take the best available cover from fallout and possible direct attack, until advised it is safe to continue operations.

4. Post-Attack.

a. General Instructions. Refer to Basic Plan, paragraph III, B -5 .

b. Specific Instructions. Chaplains will continue for the duration of the emergency to direct church services,

administer sacraments, visit casualties, counsel the bereaved and disturbed, accept assignments to conduct mass burials, and help maintain good public morale in liaison with the Emergency Information Service. Laymen of the Church Activities Division will assist their pastors, make church facilities available to evacuees according to the survival plan of their community, and help provide for continuity of church services during the emergency.

IV

SUPPLY & TRANSPORTATION

- A. Supply. Refer to Basic Plan, paragraph IV - B.
- B. Transportation. Refer to Basic Plan, paragraph IV - B.

V

CONTROL & COMMUNICATIONS

A. Control.

1. Although the Advisory Council on Religious Affairs may give advice and guidance to the Chief of the Service, the Chief of the Religious Affairs Service is responsible for the operation of the service to the County Civil Defense Director. Members of the Staff will succeed the Chief of the Service in the following order:

- a. Deputy Chief of the Religious Affairs Service.
- b. Chief of the Chaplains Division.
- c. Chiefs of urban echelons of the Religious Affairs Service within the county in order named by the Chief of the Service with the approval of the County Director of Civil Defense. (The Chief of the Church Activities Division is deliberately omitted from succession because he is a layman, and it would not be proper in religious affairs for laymen to have authority over clergymen).

B. Communications.

- 1. Refer to Basic Plan, paragraph V - B.

ANNEX P
RELIGIOUS AFFAIRS SERVICE

INDEX TO APPENDICES

<u>Number</u>	<u>Title</u>
P-1	Religious Affairs Service Organization Chart
P-2	Local Chaplain Service Organization
P-3	Congregation Disaster Plan

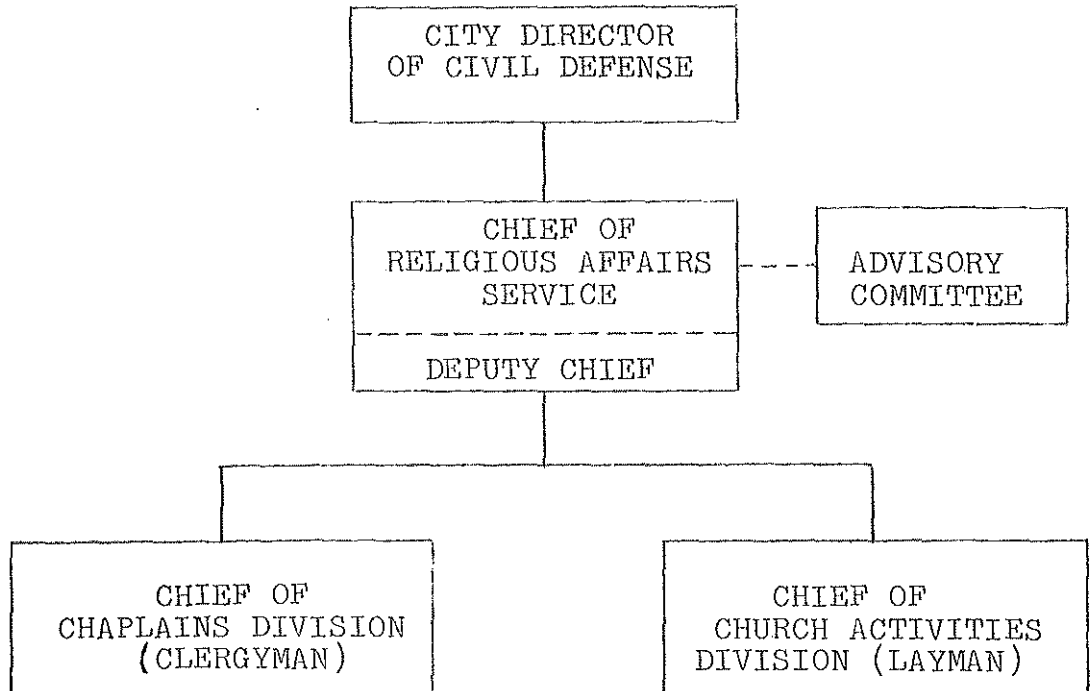
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LOUISA COUNTY

ANNEX P

Appendix 1

RELIGIOUS AFFAIRS SERVICE ORGANIZATION CHART

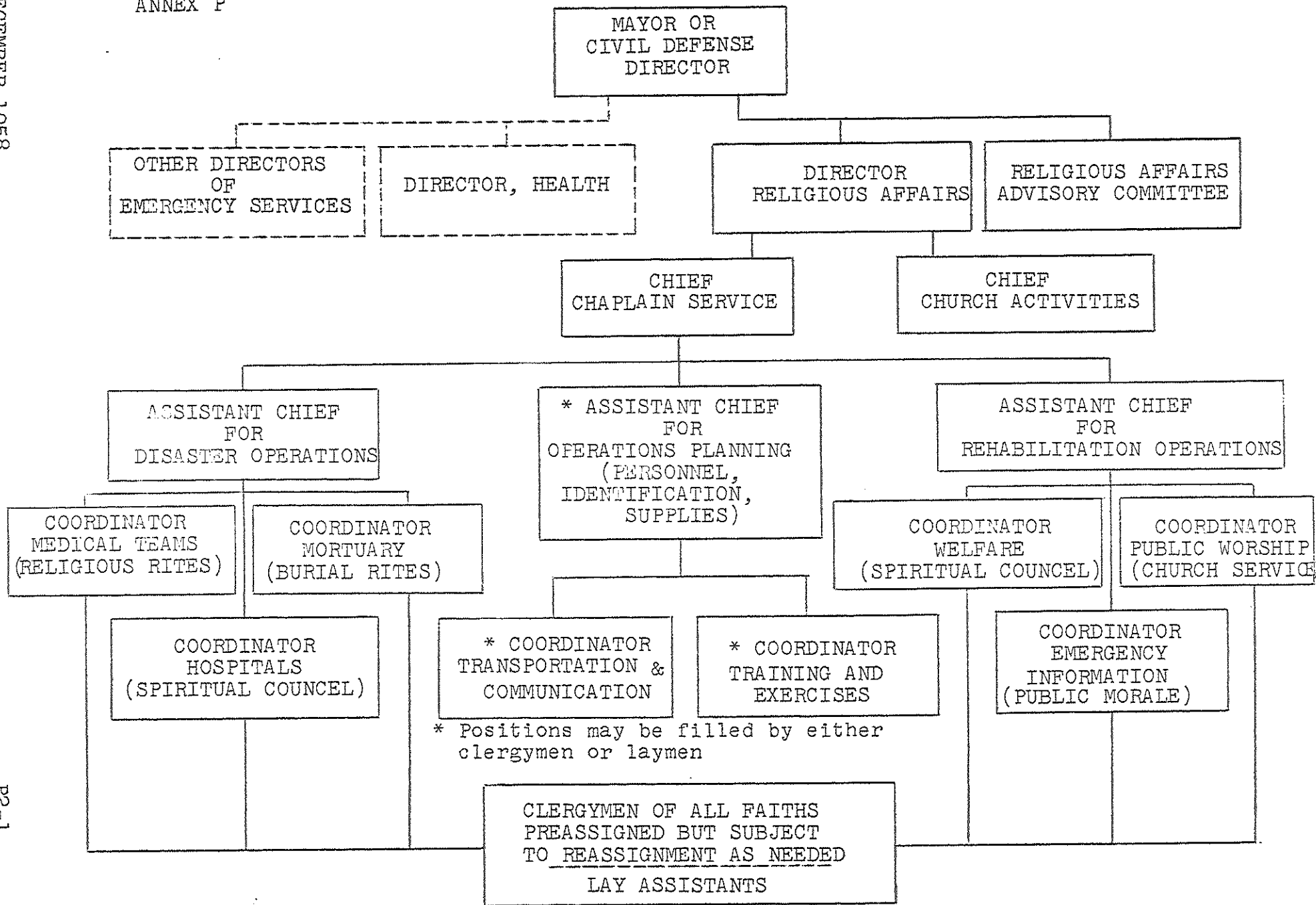


LOCAL CHAPLAIN SERVICE ORGANIZATION

Appendix 2

ANNEX P

DECEMBER 1958



P2-1

RELIGIOUS AFFAIRSLOCAL CHAPLAIN SERVICE ORGANIZATION

This organization chart should be studied together with the Administrative Guide, "The Church and Civil Defense," AG 25-1 (revised), particularly in connection with chapter 3 and chapter 5. These comments will assist in a better understanding of the chart.

This is a local chaplain service functional organization chart designed to show the inter-relationships and the chain of leadership from the mayor or Civil Defense Director to the Director, Religious Affairs, a clergyman, or through to the individual clergyman participants. The size and scope of the local chaplain services throughout the nation will vary considerably, but for maximum readiness each service should plan for all functions on the chart. Emphasis in the Support Area communities will be toward the Rehabilitation Operations, but there should be capability for sending chaplain teams where needed for Disaster Operations functions.

A functional organization is preferred rather than an area or zone command, for the reason that a threat of disaster or the disaster itself will cause wide-scale displacement of people, including the chaplains. Assignments, therefore, to jobs or functions is virtually a necessity. Under what circumstances and the specific locations to which chaplains will report should be carefully planned and set forth in detail in a Religious Affairs Annex to the local Operational Survival plan.

The Assistant Chief for Disaster Operations and the Assistant Chief for Rehabilitation Operations will be coordinated by the Chief, Chaplain Service and functions may be carried on simultaneously. Furthermore, there is need for additional operations help in the way of assigning and re-assigning personnel, arranging identification, transportation and communications, and obtaining and moving religious supplies as necessary.

The Chaplain Service should include all clergymen of all faiths and, in order to be operational to any degree of efficiency, these clergymen should be preassigned to a specific function and to a specific coordinator but recognize that they may be reassigned in the event their services are urgently needed elsewhere. Denominational considerations should be given only in making proportional representation on the various functional teams. The primary and underlying purposes of the Chaplain Service is to render spiritual

ministrations to troubled people. There will never be a surplus of clergymen and, therefore, they must be willing and able to go where need is greatest.

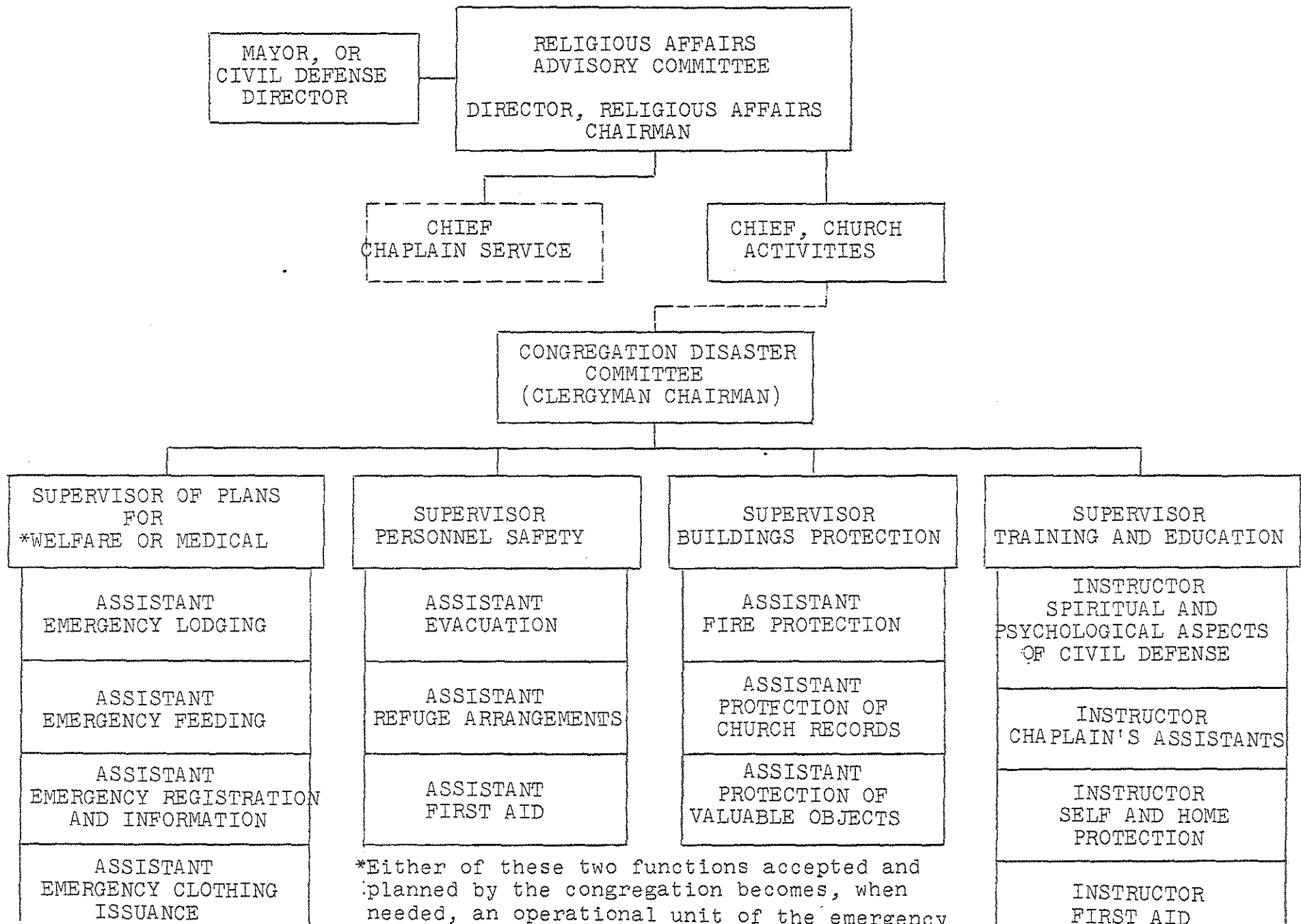
A great deal of support should be obtained through lay personnel, as nuns, brothers, deaconesses, parochial school teachers and selected laymen and lay women. Means for ready identification is necessary but should be distinctive from that of the chaplains. Overseas style caps with contrasting-colored lettering of "CD Chaplain" or "CD Chaplain's Aide" are suggested in place of the bulky helmet, together with armband.

CONGREGATION DISASTER PLAN

Annex P

Appendix 3

DECEMBER 1958



*Either of these two functions accepted and planned by the congregation becomes, when needed, an operational unit of the emergency

RELIGIOUS AFFAIRS SERVICECONGREGATION DISASTER PLAN

This plan should be studied together with the Administrative Guide, "The Church and Civil Defense," AG 25-1 (revised), particularly in connection with Chapter 4. These comments will assist in a better understanding of the chart on the opposite side:

This is a plan, not an organization chart. The dotted line between Chief, Church Activities and Congregation Disaster Committee signifies an advisory of coordinating relationship. There is no operational chain of command from emergency government to any congregation. (The Chaplain Service, on the other hand, should have an organizational chain of leadership.)

The Chief of Church Activities' main responsibilities are to assist the congregations in his area to make plans which will support the local government survival plans, generally following this congregation disaster plan.

The Congregation Disaster Committee, empowered to establish policy, is composed mainly of supervisors and any others considered necessary. This plan can be adapted to more or less personnel in accordance with the size of the congregation, its geographical location, and its relation to local Survival Plans.

The Supervisor of Plans for Welfare or Medical may be a congregation member who has professional knowledge or background and would coordinate the congregation's resources with the needs and plans of local emergency government. The facilities of the church building should be planned for; consider possibility of terms of congregation members for mass feeding, registration, or other functions assigned in connection with emergency use of church buildings. Such plans are offered by the congregation and, upon acceptance by the Civil Defense organization, the church facilities become when needed an operational unit of the local emergency government.

The Supervisor of Personnel Safety is responsible for learning and keeping up-to-date with the local evacuation plans, and posting instructions accordingly; training the ushers and church school teachers in the meaning of local warning signals and actions to be taken. He should know what parts of the church buildings offer best protection against fallout and know under what conditions to advise the congregation to seek such refuge. He should know

members of the congregation who are trained in first aid.

The Supervisor, Buildings Protection, would logically be the building custodian who is familiar with engineering equipment of the church. The church office personnel would take responsibility for protection of church records and consider moving them or providing added protection within the church. Some valuable objects should be removed and/or others given special protective care. Someone should assume this responsibility.

The Supervisor of Training and Education might be the church school superintendent or the clergyman, himself. At any rate the clergyman should assume responsibility for training of the people in spiritual and psychological aspects of Civil Defense; he should also train the chaplain assistants if the local plan calls for such people. The instructors themselves should be instructed by the local Civil Defense training office before attempting to teach classes. Instruction could be integrated in church schools, men's groups, women's societies, and youth groups. Church facilities could be offered to the local Red Cross for use by them in classes of first aid.

LOUISA
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Prepared by
the
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Q

SUPPLY

LOUISA COUNTY

ANNEX Q

SUPPLY SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the Louisa County Supply Service is to: establish and maintain an effective supply system within Louisa County, that will provide food, clothing and other necessary items for the welfare of the people and evacuees during Civil Defense emergencies; provide the County Civil Defense Organization with the specialized equipment, food, fuel and materials necessary to relieve suffering and to Civil Defense operations; provide supply support to the State and Support Area Supply Services and to the Office of Civil and Defense Mobilization when called upon to do so.

B. Situation. See paragraph I B, Basic Plan.

II

GENERAL PLAN AND ORGANIZATIONAL STRUCTURE

A. General Plan.

1. The Louisa County Board of Supervisors will appoint the Louisa County Assessor to be the Chief of the Louisa County Supply Service.

2. Resources. All existing stocks of supplies, equipment and materials (except those listed in paragraph II A 6, this annex) will be made available to the Louisa County Supply Service. For Civil Defense purposes, equipment, supplies and material will be classified as follows:

a. Class I, Food

- (1) Prepared Foods
- (2) Food Raw Materials
- (3) Fresh Fruits and Vegetables
- (4) Dairy Products
- (5) Meat

b. Class II (General Supplies)

- (1) Clothing and Dry Goods
- (2) Drugs, Chemicals and Allied Products
- (3) Paper Products
- (4) Cleaning & Preserving Material
- (5) Hardware, Tools, etc.

- (6) Electrical and Electrical Machinery
- (7) Optical
- (8) Machinery, Automotive Repairs, Light Manufacturing, etc.
- (9) Tobacco
- (10) All Other not Carried by the Three Other Classes

c. Class III (Fuels and Lubes)

- (1) Gasoline, Oils, Lubricants and Solvents
- (2) Solid Fuels, Coal, Wood, etc.
- (3) LP Gas, Fuel Oils, etc.

d. Class IV (Engineering Supplies)

- (1) Construction Materials
- (2) Heavy Manufacturing Machinery
- (3) Metals and Metal Work
- (4) Automotive Parts and Machinery
- (5) Engineering Machinery
- (6) Engineering Equipment and Supplies
- (7) Office Equipment and Supplies to Include Civil

Defense Blank Forms.

e. Current summaries of the availability of all classes of supply should be maintained in conjunction with the producers, processors, and distributors within Louisa County. Also kept on a current basis will be estimates of the capacity of processors and producers to supplement existing supplies, by surveying the production records and reports of such companies and by evaluating their estimates of emergency capacity to produce. The fundamental principal will be observed that resources which are available at any given echelon of the Civil Defense organization will be utilized to the utmost before requesting additional resources of the same type from the next higher echelon. For example--the Louisa County Civil Defense Chairman will make maximum use of supplies procurable within Louisa County before calling upon the Support Area #3 Civil Defense Director for additional resources.

3. The Louisa County Supply Service will establish rendezvous points at the following locations: Wapello, Columbus Junction, Letts, Morning Sun and Oakville.

4. At each of the above locations the Supply Service will establish and maintain Supply Distribution Points and storage facilities. Existing retail outlets will be used as supply points and for storage to the maximum extent possible.

5. There are no major stocks of supplies located within Louisa County, except for agriculture products, so dependence initially will be placed upon existing stocks of supplies in the hands of retail outlets, therefore the Supply Service must secure early control over these stocks to insure an equitable distribution of supplies. Therefore, supplies will be purchased, requisitioned,

or otherwise acquired from retail outlets only including local petroleum bulk plants. Releases from local manufacturers, producers processors, warehouses and wholesale distributors will be made only on order of the County or Support Area Civil Defense Director.

6. Supplies which have been previously stocked, at or near rendezvous points or control center, by the County Civil Defense Services, or the political subdivisions therein, and are necessary to Civil Defense operations, will remain under direct control of the Service concerned.

7. Supply Requests. Requests for supplies will be made by the Civil Defense using services to the Supply Procurement and Distribution Center (SPDC), utilizing a formal or informal requisition. The operations section of the SPDC will consolidate the requisitions and forward them to the appropriate supply officer, who will determine the availability and priority of supplies being requisitioned. The Supply Officer concerned will authenticate the requisitions and forward them to the Distribution section. The Distribution Section will prepare issue slips and forward them to the Distribution section. The distribution Section will prepare issue slips and forward them to the Depot Section for appropriate action. In cases where the type of supplies being requisitioned are not available in depot or warehouse stocks, and must be procured from outside sources, the Supply Officer concerned will forward the authenticated requisitions to the procurement section for appropriate action. See paragraph II B 2, this annex.

8. Radiological Defense. The Louisa County Chief of Supply Service will, in conjunction with the Training and Radiological Defense Services, organize and train sufficient number of Radiological Defense teams among the personnel of his service, to provide a Radiological Defense capability adequate for the protection of personnel, equipment and facilities of his service. See Basic Plan paragraph II A 6.

B. Organizational Structure.

1. The Louisa County Supply Service will consist of (1) Chief of Supply Service (2) Deputy Chiefs of Supply Service (3) Chiefs of Supply in charge of the following divisions.

- a. Class I Division (Food)
- b. Class II Division (General Supplies)
- c. Class III Division (Fuels and Lubes)
- d. Class IV Division (Engineer Supplies)
- e. Logistics Division

f. Each of the Divisions organized within the County Supply Service will be headed by a Chief to be appointed by the

County Supply Chief, and each Chief so appointed will be responsible for the operations of his Division during a Civil Defense emergency.

2. The Louisa County Supply Service will set up and operate at or near the County Civil Defense Control Center in Wapello as Supply Service headquarters to be hereafter referred to as the (SPDC) Supply Procurement and Distribution Center.

3. The Chief of Louisa County Supply Service may appoint special Field Representatives to assist in the location and protection of available essential goods. Such representatives will be under direct control of the County Supply Chief. They will cooperate and assist any field representatives who may be sent to the County by the Support Area or State Supply Services. The Chief of the Supply Service will select these representatives from the various segments of business and industry within the County.

4. The Chief of the Louisa County Supply Service will appoint a Deputy with the approval of the Louisa County Civil Defense Director. The Chief of Supply Service will be responsible for the implementation and execution of the approved Louisa County Supply Service Operational Plan during a Civil Defense emergency.

5. Operations of the Louisa County Supply Service will be through the Civil Defense chain of command from State Civil Defense Director to Civil Defense Directors of Support Area to County and Municipal Civil Defense Directors. The Louisa County Chief of Supply Service will serve as a staff advisor to the County Civil Defense Chairman, execute the plan of the County Supply Service; coordinate the activities of the Supply Service at Municipal Level; and issue orders and directives in the name of the Louisa County Civil Defense Director.

6. The Louisa County Chief of Supply Service will maintain the approved operational plan and from time to time make such necessary revisions as conditions dictate.

7. County Emergency Procurement Commission. To be appointed by the County Board of Supervisors under delegation by the Governor of the State of Iowa, and approved by the Chief of the State Supply Service Iowa Civil Defense Agency. (For composition and duties, etc. see Appendix 2, this Annex)

III

MISSION OF SUBORDINATE UNITS & ACTIONS

TO BE TAKEN UNDER WARNING CONDITIONS

- A. Mission of Subordinate Units. See Basic Plan paragraph III A.
- B. Actions to be Taken Under Warning Conditions
 - 1. Pre-Attack (See Basic Plan paragraph III B 1)

2. Strategic Warning (six hours or more)

a. General Instructions. See Basic Plan, paragraph III B 2

b. Specific Instructions.

(1) The Chief of the Louisa County Supply Service and designated personnel will proceed to the Louisa County Control Center at Wapello and activate the Supply Procurement and Distribution Center (SPDC) on a stand-by basis, to assure a condition of readiness for twenty-four hour operation.

(2) Determine and report the availability of Supply personnel and resources. Prepare to activate Supply Service storage areas and supply points.

(3) Coordinate with the Transportation Service for the establishment of vehicle fueling points.

(4) The Supply Chief will check previously prepared inventories of stocks of essential supplies in the county.

(5) The Supply Chief will report to the Support Area on the stocks of essential goods under his jurisdiction.

(6) Supply requirements of the other services will be met insofar as possible.

(7) The County Chief of Supply Service will alert the Field Representatives and advise them to prepare to assist their respective segment of the Supply field in the establishment of emergency Supply controls.

3. Tactical Warning (thirty minutes to six hours)

a. General Instructions. (See Basic Plan, paragraph III B 3)

b. Specific Instructions.

(1) Staffing of all supply Service facilities will be completed.

(2) Prepare to assemble stocks of supplies at predesignated warehouse facilities (see paragraph III A 4, this Annex.)

(3) Coordinate with the Welfare and Transportation Services for the immediate requirements for food, fuel and vehicle parts.

(4) Prepare to implement emergency procurement procedures.

4. Attack Imminent. See Basic Plan, paragraph III B 4

5. Post-Attack

a. General Instructions. See Basic Plan, paragraph III B 5.

b. Specific Instructions

(1) During the immediate post-attack period and when the situation permits all Supply Service personnel will proceed to their station of emergency duty and continue Supply Service operations.

(2) The County Supply Service will establish liaison with the other services, and with the Support Area Supply Service.

(3) Assess supply sources within the County.

(4) In coordination with the Industries Service, explore the possibilities of converting non-essential plants to the production of essential supplies.

(5) Coordinate with the Economic Requirements and Control Board with regard to impounding and requisitioning of goods, rationing and price stabilization.

(6) Provide for the assembly and protection of essential goods at selected warehouse sites as soon as practicable.

(7) Provide for the use of available supplies by the other services in accordance with priorities established by the Economic Requirements and Control Board.

(8) Maintain inventories on stocks of essential goods, together with their location, availability and owners.

(9) Provide frequent reports to the Support Area Supply Chief concerning distribution, shortages, surpluses, and other pertinent information relating to the various types of essential goods.

(10) Activate County Supply distribution points for all classes of Supply. These points may be either at locations previously designated or at such other points as may be required by the existing situation. (See paragraph II, A 4, this Annex.)

(11) Encourage strict conservation measures on the part of all persons and insure an equitable distribution of supplies based on established priorities and the needs of the various Civil Defense services.

(12) Exercise emergency procurement procedures in obtaining additional supplies or equipment as required and available. (See Appendix No. 2, with Form ICDA No. 22, Requisition and Receipt.)

IV

SUPPLY AND TRANSPORTATION

A. Supply. (See Basic Plan paragraph IV A)

1. Procedures concerning the amounts, kinds, procurement and use of supplies for all services will be subject to, and governed by regulations and procedures established by Authorized State and Federal regulatory bodies, and as established by the Economic Requirements and Controls Service. (See Annex D, to Basic Plan)

2. Medical Supplies will be the responsibility of the Medical Service. However, the Supply Service will coordinate with the Medical Service and provide any necessary assistance in procurement, storage, and distribution of medical supplies.

3. Communication Supplies will be the responsibility of the Communication Service. However, the Supply Service will coordinate with the Communication Service and provide any necessary assistance in procurement, storage and distribution of Communication Supplies.

4. Surplus food or other supplies within Louisa County will be made available to other areas through the Support Area Supply Service. Shortages in Louisa County will be reported to the Support Area Supply Service.

B. Transportation. See Basic Plan, paragraph IV B.

V

CONTROL & COMMUNICATIONS

A. Control.

1. The Louisa County Chief of Supply is appointed by the Louisa County Board of Supervisors and is responsible to the Louisa County Civil Defense Director. He will coordinate the supply problems of the Municipal Supply Chiefs as well as the Chiefs of the various Supply Divisions.

2. The first officer arriving at any headquarters will assume direction of operations until arrival of a superior.

3. Continuity of Supply Service. The lines of succession of command in the service will be as follows if the Chief of Supply, for any cause or reason is unable to function:

- a. Deputy Chief of Supply
- b. Chief Class I Division

c. Chief Class II Division

d. Chief Class III Division

e. Chief Class IV Division

f. The Chief of the Louisa County Supply Service will determine further sequence of command.

B. Communications: See Basic Plan, paragraph V.B.

LOUISA COUNTY

ANNEX Q

SUPPLY SERVICE

INDEX TO APPENDICES

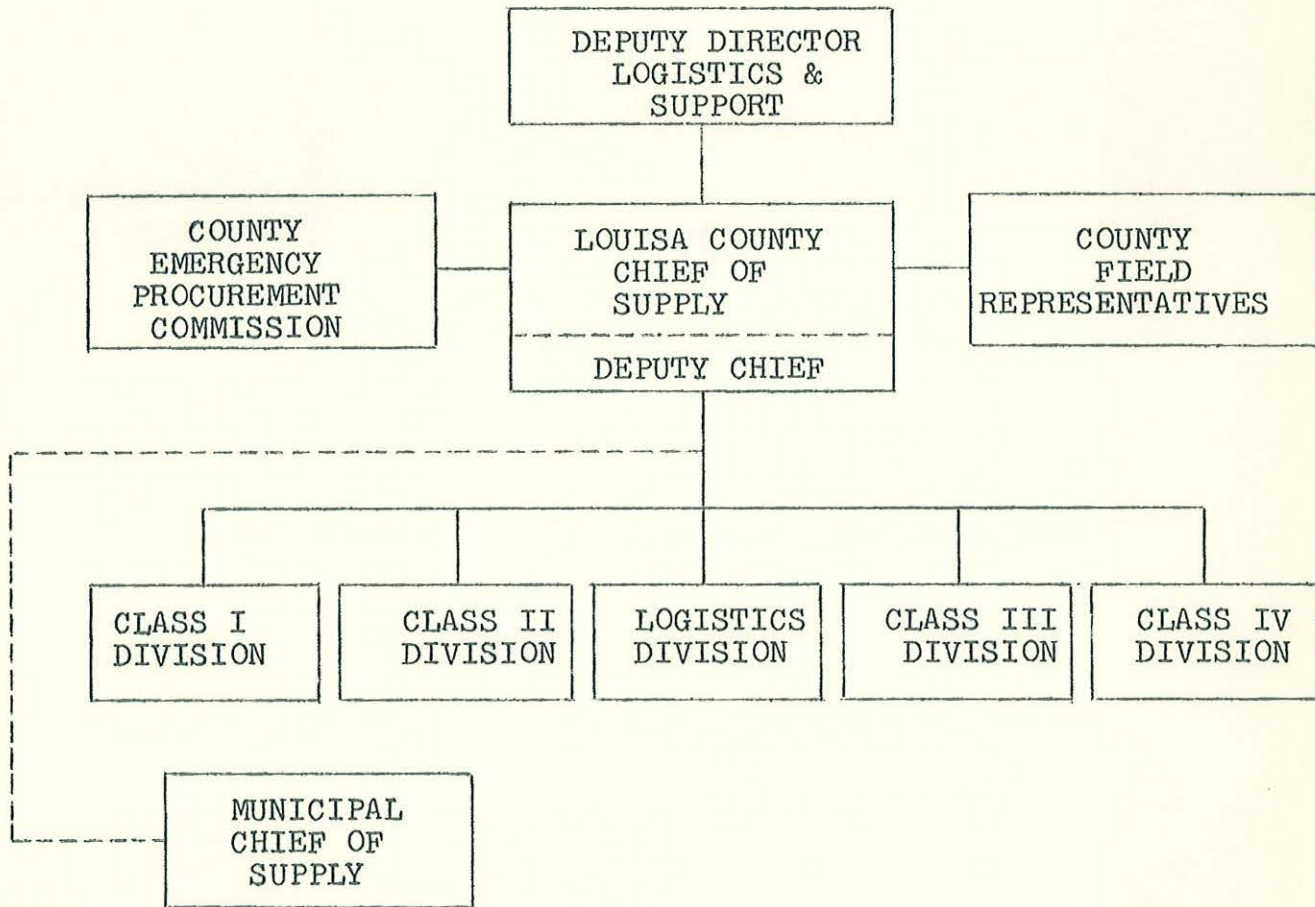
<u>Number</u>	<u>Title</u>
Q-1	Organizational Chart
Q-2	Emergency Procurement
Q-3	Class I (Food) Division
Q-4	Class II (General Supplies) Division
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LOUISA COUNTY

ANNEX Q

Appendix 1

SUPPLY SERVICE ORGANIZATION CHART



_____ Line of Command
----- Line of Coordination

LOUISA COUNTY

ANNEX Q

SUPPLY SERVICE

Attachment 1
Reference
Organizational
Chart

RESPONSIBILITIES OF OFFICIALS

County Chief of Supply Service. The County Chief of Supply Service will appoint a Deputy Chief and a staff as necessary to fulfill the County Supply Service Mission. The Chief of Supply Service will direct the operations of the County Supply Service. The Chief of Supply Service will be responsible for the organization, activation and functioning of the County SPDC, the coordination of the Supply Divisions in procuring, storing and distribution of supplies, including necessary arrangements for making available fueling and warehousing services. The Chief of Supply Service will report to the Louisa County Civil Defense Chairman all pertinent information concerning essential goods, including stocks on hand, shortages, estimates of future supplies and information on financial transactions.

Deputy Chief of Supply Service. The Deputy Chief will assist the Chief and will perform his duties in his absence or incapacity. The Deputy Chief will direct, supervise and manage the administrative, financial, planning and procedural functions of the emergency supply and distribution center.

Chiefs of Class I, II, III and IV Divisions. The respective Chief of each of these divisions is responsible to the Chief of Supply and for the following: advising and assisting on all matters pertaining to their respective class of supply; coordinating and planning the activities of the various segments of their respective class of supply; organizing and directing the activities of the emergency operating staff of their respective divisions; supervising the details of procurement, storage and distribution and directing the Supply Service involving the class of supply represented by his division; to advise and assist representatives of industry for their respective class of supply, with emergency plans for the preservation, conservation, maintenance utilization and continued production and procession of supplies in an emergency; to locate, inventory and report stocks for their respective class of supply within the county; to ascertain surpluses or shortages of their class of supplies within the county; and to provide for the release and use of the supplies to the using services in accordance with established priorities and regulations.

LOUISA COUNTY

Appendix 2

ANNEX Q

SUPPLY SERVICE

EMERGENCY PROCUREMENT

I

PURPOSE

The purpose of this Appendix is to set forth the manner by which facilities, equipment, supplies and services are to be procured to meet Civil Defense requirements during an Emergency declared by the Governor.

II

AUTHORITY

- A. Iowa Civil Defense Act (Proposed) Section 20, paragraph 2
- B. Appendix 2, Emergency Procurement, Annex Q, Supply Service, Iowa Operational Survival Plan.

III

EMERGENCY PROCUREMENT COMMISSIONS

Under delegation of authority of the Governor of the State of Iowa, referred to in Paragraph IV B 2, Appendix 2, Emergency Procurement, Annex Q, Supply Service, Iowa Operational Survival Plan, the County Supervisors of Louisa County, Iowa, may appoint an Emergency Procurement Commission.

- A. An Emergency Procurement Commission shall consist of 3 individuals as follows:
 - 1. An elected official of the County or a political subdivision thereof. Chairman.
 - 2. A bonded official or employee of the County or a political subdivision thereof (Sign Line 8, ICDA Form No. 22 (Requisition and Receipt). Member.
 - 3. An individual to represent the County Civil Defense Agency (Sign Line 6, ICDA Form No. 22 Requisition and Receipt). Member.

B. Louisa County Emergency Procurement Commission:

1. Operates directly under control of the Chief of the Supply Service, Louisa County Civil Defense Agency.
2. Does not make emergency procurement of facilities, equipment, supplies or services until directed and authorized to by the Chief, Supply Service, Louisa County Civil Defense Agency.
3. Is not authorized to make emergency procurements outside of Louisa County, except duly appointed Emergency Procurement Commissions from other counties, may make emergency procurement in Louisa County when authorized by the Director, Louisa County Civil Defense Agency and accompanied by a member of his staff. (Sign Line 6, ICDA Form No. 22).
4. Is directed to make emergency procurement of facilities, equipment, supplies and services only as are necessary and essential for operation of the Louisa County and its political subdivisions' Civil Defense Agencies, and as required to alleviate and prevent suffering and hardship by victims of an emergency or disaster.
5. Use ICDA Form No. 22 (Requisition and Receipt) ONLY, to make emergency procurement. Form will be completed in accordance with instructions on back of white form. (NOTE: Pads of ICDA Form No. 22 (Requisition and Receipt) will be issued to County Treasurer's Office.)
6. State Emergency Procurement Commissions appointed by the Governor, are authorized to make emergency procurement in Louisa County, or any County in the State of Iowa during an emergency.

IV

PROCEDURES

A. Civil Defense Emergency Procurement powers cannot and will not be used until an emergency or disaster has been officially declared by the Governor of the State of Iowa, and until State and County Emergency Procurement Commissions are authorized to make emergency Civil Defense procurements under the provisions of this Appendix. Civil Defense Emergency Procurement powers terminate when an emergency is officially declared at an end.

B. Prior arrangements. Insofar as possible, the Director, Louisa County Civil Defense Agency, will insure that prior arrangements are made with corporations, firms, organizations, companies and individuals to make their facilities, equipment and supplies available to Louisa County and the State of Iowa for use by Civil Defense in event of a declared emergency. Prior arrangements include:

1. Provisions for suspending sales of items required for Civil Defense use immediately upon declaration of an emergency by the Governor.

2. Provisions for immediate requisitioning of facilities, equipment and supplies by duly appointed Emergency Procurement Commissions.

3. Provisions for management and employees to make inventories and records of stocks on hand at time of emergency requisition and turn same over to Emergency Procurement Commissions, together with invoices and/or other records to establish fair prices for compensation to owners. (NOTE: Inventories and records should be used by Commissions in verifying items.)

4. Provisions for enlisting management and employees in the Civil Defense organizations to make distribution and official records of items issued in accordance with directives, priorities and/or instructions from the Louisa County Civil Defense Director.

C. ICDA Form No. 22 (Requisition and Receipt)

1. ICDA Form No. 22 will be used in every case where Emergency procurement of facilities, equipment, supplies and services are necessary. No other form is authorized.

2. Instructions on back of white copy of ICDA Form No. 22 must be complied with in full.

3. ICDA Form No. 22 will be made out in quadruplicate. The original (white copy) will be given to the property owner. The second and third copies (yellow and green) will be sent within twenty-four hours, to the Director Iowa Civil Defense Agency at the State Control Center. Fourth copy (pink) will be retained by the Civil Defense Agency making the requisition, for its files.

V

ACCOUNTABILITY & RESPONSIBILITY

A. Accountability. Accountability for facilities, equipment, supplies and services obtained by emergency procurement is in accordance with directives and procedures previously established by the Supervisors of Louisa County and approved by the Auditor, State of Iowa.

B. Responsibility. The Director, Louisa County Civil Defense Agency, is responsible to assure that facilities, equipment, supplies and services are procured only to the extent necessary to carry out the Civil Defense mission and that all items procured are used to the fullest extent possible.

LOUISA COUNTY

ANNEX Q

Appendix 3

SUPPLY SERVICE

CLASS I (FOOD) DIVISION

I

MISSION

The mission of the Class I Division is to provide food and water to meet the requirements of the county's population, particularly (in conjunction with the Welfare Service) the provision of food and water in reception areas for evacuees and Civil Defense workers. While the Welfare Service will be responsible for the direct distribution of food to evacuees, the Class I Division will be responsible for the acquisition of water, bulk food stocks, its' distribution and for maintaining and expanding the Food processing and production of the county.

II

ORGANIZATION & OPERATIONS

A. Organization

1. The Chief of the Class I Division will organize his division as necessary to accomplish his mission, in addition may appoint Special Field Representatives to assist in the location and protection of Class I supplies.

2. The Class I Chief will, in conjunction with the Welfare Service, organize and operate such Class I supply points within the County as are deemed necessary.

B. Operations

1. The Class I Division will receive orders and directives from the County Supply Chief, coordinate the activities of the Class I Division at city level and issue orders and directives in the name of the County Chief of Supply.

2. The Class I Division will: commission selected retailers and distributors as field representatives; cooperate with the Economic Controls Board in providing prompt impounding of essential Class I Supplies; assemble such supplies at suitable storage points and provide protective custody for such supplies where necessary.

3. Food will be an essential item; consequently control on its' distribution and sale will be established immediately upon

the declaration of an emergency.

4. The Class I Division will analyze the present production figures of food processors within the county and estimate the amounts they could produce under emergency conditions, locate and estimate all food supplies within the county which are available in wholesale and retail stores, institutions, restaurants, hotels, dairies, food lockers and processing plants.

5. The Class I Division will: cooperate with the Economic Controls Board in providing for the prompt impounding of all food supplies, secure an inventory of all such supplies so impounded, and provide protective custody for all food supplies where necessary.

6. The Class I Division will release food stocks to the Welfare Service in accordance with consumer priorities established by the Economic Controls Board.

7. The Class I Division will report to the Chief of Supply the amount of food supplies and water readily available within the county, together with an estimate of the days of supply and an estimate of the food supplies that can be released to the Support Area.

ANNEX Q

SUPPLY SERVICECLASS II (GENERAL SUPPLIES) DIVISION

I

MISSION

The mission of the Class II Division is to procure, store and distribute all the various kinds of equipment and materials which may be essential during a Civil Defense emergency except food, fuels and lubricants, communication supplies, engineering supplies and medical supplies.

II

ORGANIZATION AND OPERATIONS

A. Organization. The Chief of the Class II Division will organize his Division as necessary to accomplish his mission, and in addition may appoint special field representatives, to assist in the location and protection of available and essential goods.

B. Operations.

1. The Class II Division will receive orders and directives from the Chief of Supply Service; coordinate the activities of the Class II Division at City level; issue orders and directives in the name of the County Chief of the Supply Service.

2. General supplies listed in paragraph 2 a, below, are categories which will be in great demand and difficult to acquire during an emergency; consequently, controls over the distribution and sale of these items must be established immediately upon declaration of an emergency. The Class II Division may be required to recommend emergency procurement.

a. Class II General Supplies

- (1) Clothing
- (2) Drugs, Chemicals and allied products
- (3) Paper Products
- (4) Cleaning and preserving materials
- (5) Hardware
- (6) Electrical
- (7) Optical
- (8) Machinery
- (9) Tobacco
- (10) Miscellaneous

3. The Class II Division will; commission selected retailers, wholesalers, and processors as field representatives; cooperate with the Economics Controls Board in providing for the prompt impounding of essential Class II Supplies; secure an inventory of all such supplies so impounded; assemble such supplies at suitable warehouse points, and provide protective custody for such supplies where necessary.

4. The Class II Division will report to the County Chief of Supply the amount of Class II supplies readily available within the county, together with an estimate of the days of supply, and an estimate of the Class II supplies that can be made available to the Support Area.

5. The Class II Division will release supplies to the other services in accordance with consumer priorities established by the Economic Controls Board.

6. The Class II Division will establish and maintain on a current basis inventories on the supplies listed in paragraph 2 a, above, and will coordinate with the Industries Service in promoting production of items in short supply.

LOUISA COUNTY

Appendix 5

ANNEX Q

SUPPLY SERVICE

CLASS III (FUEL, LUBES) DIVISION

I

MISSION

The mission of the Class III Division is to provide the necessary fuels and lubricants to keep essential vehicles and equipment operating and to provide fuels for heating, cooking and other purposes during an emergency.

II

ORGANIZATION AND OPERATIONS

A. Organization

1. The Chief of the Class III Division will organize his division as necessary to accomplish his mission, and in addition may appoint special field representatives to assist in the location and protection of available fuels and lubricants.

2. The Class III Division will, in conjunction with the Transportation Service, organize and operate within the county such refueling points as are deemed necessary.

B. Operations

1. The Class III Division will receive orders and directives from the County Chief of Supply Service, coordinate the activities of the Class III Division at city level and issue orders and directives in the name of the County Chief of Supply.

2. The Class III Division will: commission selected re-tailers and distributors as field representatives; cooperate with the Economics Controls Board in providing prompt impounding of essential Class III supplies; secure an inventory of all such supplies so impounded; assemble such supplies at suitable warehouse points, and provide protective custody for such supplies where necessary.

3. The Class III Division will report to the County Supply Chief the amount of Class III supplies readily available within the County, together with an estimate of the days of supply, and an estimate of the Class III Supplies that can be made available to the Support Area.

4. The Class III Division will release supplies to the other services in accordance with consumer priorities established by the Economic Controls Board.

5. The Class III Division will establish and maintain on a current basis inventories of Class III supplies within the County and will coordinate with the Industries Service in promoting production of items in short supply.

MISSION

The mission of the Class III Division is to provide the necessary fuels and lubricants to keep essential vehicles and equipment operating and to provide fuels for heating, cooking and other purposes during an emergency.

II

ORGANIZATION AND OPERATIONS

A. Organization

1. The Chief of the Class III Division will organize his division as necessary to accomplish his mission, and in addition may appoint special field representatives to assist in the location and protection of available fuels and lubricants.
2. The Class III Division will, in conjunction with the Transportation Service, organize and operate within the county such refueling points as are deemed necessary.

B. Operations

1. The Class-III Division will receive orders and directives from the County Chief of Supply Service, coordinate the activities of the Class III Division at city level and issue orders and directives in the name of the County Chief of Supply.
2. The Class III Division will: commission selected retailers and distributors as field representatives; cooperate with the Economic Controls Board in providing prompt impounding of essential Class III supplies; secure an inventory of all such supplies as impounded; assemble such supplies at suitable warehouse points, and provide protective custody for such supplies where necessary.
3. The Class III Division will report to the County Supply Center the amount of Class III supplies readily available within the County, together with an estimate of the days of supply, and an estimate of the Class III supplies that can be made available to the Support Area.

LOUISA COUNTY

Appendix 6

ANNEX Q

SUPPLY SERVICE

CLASS IV (ENGINEER SUPPLIES) DIVISION

I

MISSION

The Class IV Division of the County Supplies Service will procure, store, and distribute Class IV equipment, supplies and facilities for use in the construction, repair and maintenance of essential installations and equipment during a Civil Defense emergency.

II

ORGANIZATION & OPERATIONS

A. Organization

1. The Chief of the Class IV Division will organize his division as necessary to accomplish his mission, and in addition may appoint special field representatives to assist in the location and protection of essential Class IV supplies.

2. The Class IV Division will organize and operate within the county such supply points and storage areas as are deemed necessary.

B. Operations

1. The Class IV Division will receive orders and directives from the Chief of the County Supply Service; coordinate the activities of the Class IV Division at City level, issue orders and directives in the name of the County Chief of Supply.

2. Class IV Supplies listed in paragraph 2 a, below, will be difficult to acquire and in great demand during an emergency; consequently controls over the sale and distribution of these items must be established immediately upon declaration of an emergency. The Class IV Division may be required to recommend emergency procurement.

a. Class IV Supplies

- (1) Lumber and construction materials
- (2) Heavy manufacturing machinery

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- (3) Metals and metal work
- (4) Scrap and waste material
- (5) Automotive equipment and machinery
- (6) Engineering office equipment and supplies
- (7) Engineering machinery

3. The Class IV Division will commission selected dealers, distributors as Field Representatives; cooperate with the Economic Controls Board in providing prompt impounding of essential Class IV Supplies; secure an inventory of all such supplies so impounded, assemble such supplies at suitable storage points; and provide protective custody where necessary.

4. The Class IV Division will report to the County Supply Chief the amount of Class IV supplies readily available within the County, together with an estimate of the days of supply and an estimate of the Class IV supplies that can be made available to the Support Area.

5. Much of the necessary supplies, equipment and facilities is normally under Governmental control and will be immediately available for use, but this will have to be supplemented by supplies obtained through previously established agreements with private owners.

6. The management of privately owned, essential industry (such as Utilities, Manufacturers, Processors, etc.) will take the responsibility for maintaining or re-establishing operations, but the Supply Service in coordination with the Engineering Service may have to provide necessary equipment, supplies and facilities to supplement their efforts.

7. The Class IV Division will establish and maintain on a current basis, inventories of all Class IV supplies within the county and will coordinate with the Industries Service in promoting production of items in short supply.

LOUISA COUNTY

Appendix 7

ANNEX Q

SUPPLY SERVICE

LOGISTICS DIVISION S.O.P.

I

MISSION

The mission of the Logistics Division is to provide; direction, supervision and management of the administrative functions of the County Supply Service; coordination between the other divisions of the Supply Service and the Supply Procurement and Distribution Centers at lower echelons of Civil Defense; coordination between the Supply Service and the other services of the Civil Defense organization; establishment of operational procedures and the necessary records and reports for supply operation.

II

ORGANIZATION & OPERATION

A. Organization. The Chief of Logistics Division will appoint a Deputy and staff and organize his division as necessary to accomplish his mission.

B. Operation. The Logistics Division will receive orders and directives from the Chief of the Supply Service, coordinate the activities of the Supply Service at lower echelons; issue orders and directives in the name of the County Chief of Supply Service.

III

RESPONSIBILITIES

A. Chief of Logistics Division. Chief of Logistics Division is responsible for the County Chief of Supply Service, and for the following: plans and procedures for the internal logistical and administrative functions of the Supply Service, establishment and maintenance of all necessary records and reports, supervision of the physical property and the security of the operating center and its personnel, preparing and arranging for office operational readiness, including communication, office equipment and supplies, organic transportation for staff use, coordinating requests for transportation, communication facilities, etc. with the other Services, consolidating and preparing reports such as activity reports, supply status and availability reports and other required reports from lower levels of operations and from all supply divisions and forwarding them to destinations

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as directed by the Chief of Supply, maintaining files and documentary determination of priorities as agreed upon between various services or echelons.

B. Deputy Chief of Logistics Division. The Deputy Chief of Logistics Division is responsible to the Chief of Logistics Division and for advising and assisting the Chief in carrying out his responsibilities. During the absence of the Chief, the Deputy Chief will assume all responsibilities of the Chief. The Deputy Chief will organize the Logistics Division for twenty-four hour operation.

LOUISA COUNTY

ANNEX Q

Appendix 8

SUPPLY SERVICE

AGRICULTURAL RESOURCES OF LOUISA COUNTY

The following figures indicate the agricultural capacity of Louisa County and were taken from the assessors annual farm census of 1957.

1. Number of persons living on farms as of 1 January 1958	4300
2. Number of farms	1172
3. Average size of farms (acres)	203
4. Total land in farms (acres)	238,379

Crops harvested and farm produce in 1957

<u>Commodity</u>	<u>Acres</u>	<u>Production</u>
1. Corn	68,983	4,276,946 bu.
2. Oats	26,174	1,261,886 bu.
3. Soy Beans	30,604	776,879 bu.
4. Wheat	1,237	34,363 bu.
5. Flaxseed	none	
6. Sorghums, All Varieties	2,597	
7. Barley	40	
8. Rye	747	
9. All Hay	18,817	
10. Timothy Seed	178	28,320 bu.
11. Red Clover Seed	49	2,900 bu.
12. All Pasture	63,964	

Grain Fed Cattle, Sheep and Lambs marketed 1957

Cattle	18,224
Sheep and Lambs	2,470

Calves & Lambs Born & Sow Farrowings 1957

Calves Born	7,625
Lambs Born	3,538
Sow Farrowings	Fall 57 8,799
	Spring 58 11,864

Milk Cows	2,766
Beef Cows	5,227
Chickens	129,463
Turkeys	27,136

Farm Equipment

Tractors	1,923
Grain Combines	663
Corn Pickers	697
Pickup Hay Balers	272
Motor Trucks	668

SUPPLY RESOURCES LOUISA COUNTY

315 Acres of Vegetables planted	Total Value of Crop	\$42,823.00
66 Acres of Cantalope and Melons		
13 Acres of Sweet Corn		
46 Acres of Tomatoes		
186 Acres Watermelon		
87 Acres Sweet Potatoes	6700 bu. harvested	
10 Acres Potatoes	2700 bu. harvested	
38 Acres Popcorn	4800 lbs harvested	
Apples Harvested	2000 bu.	
Peaches Harvested	296 bu.	
Pears Harvested	90 bu.	
Cherries Harvested	2400 bu.	
Plums & Prunes	50 bu.	
Grapes	2700 bu.	
Apricots	7 bu.	

MANUFACTURERS AND PROCESSORS IN LOUISA COUNTY

1. Columbus City

Columbus City Concrete Products

Burial Vaults &
Septic Tanks

2. Columbus Junction

Columbus Canning Co.

Columbus Gazette

Muscatine Pearl Works

Nana Paxton Ceramics

Schramm & Schoneig

Smithcraft

Tomatoes

Newspaper

Buttons

Ceramics & Art Work

Clothing

Printers

3. Morning Sun

Hawkeye Concrete Products

Morning Sun Creamery

Morning Sun News

Morning Sun Rendering

Consolidated Engineering Co.

Culverts & Septic Tanks

Butter

Printing

Tankage & Grease

4. Wapello

Farmers Elevator and Exchange

Barker Poultry

Otto Jackson

Louisa Publishing

Plumb Klean Co.

Siline & Johnson

Q8-2 Wapello Creamery

Grain and Milling

Poultry processing
equipment

Farm Wagons

Printing

Sweeping Compounds

Rubber Cement Containers

Butter DECEMBER 1958

LOUISA
COUNTY

Prepared by
the
Iowa Survival Plan Project
December, 1958

R

TRAINING

LOUISA COUNTY

Appendix 5

ANNEX Q

SUPPLY SERVICE

CLASS III (FUEL, LUBES) DIVISION

I

MISSION

The mission of the Class III Division is to provide the necessary fuels and lubricants to keep essential vehicles and equipment operating and to provide fuels for heating, cooking and other purposes during an emergency.

II

ORGANIZATION AND OPERATIONS

A. Organization

1. The Chief of the Class III Division will organize his division as necessary to accomplish his mission, and in addition may appoint special field representatives to assist in the location and protection of available fuels and lubricants.

2. The Class III Division will, in conjunction with the Transportation Service, organize and operate within the county such refueling points as are deemed necessary.

B. Operations

1. The Class III Division will receive orders and directives from the County Chief of Supply Service, coordinate the activities of the Class III Division at city level and issue orders and directives in the name of the County Chief of Supply.

2. The Class III Division will: commission selected re-tailers and distributors as field representatives; cooperate with the Economics Controls Board in providing prompt impounding of essential Class III supplies; secure an inventory of all such supplies so impounded; assemble such supplies at suitable warehouse points, and provide protective custody for such supplies where necessary.

3. The Class III Division will report to the County Supply Chief the amount of Class III supplies readily available within the County, together with an estimate of the days of supply, and an estimate of the Class III Supplies that can be made available to the Support Area.

4. The Class III Division will release supplies to the other services in accordance with consumer priorities established by the Economic Controls Board.

5. The Class III Division will establish and maintain on a current basis inventories of Class III supplies within the County and will coordinate with the Industries Service in promoting production of items in short supply.

MISSION

The mission of the Class III Division is to provide the necessary fuels and lubricants to keep essential vehicles and equipment operating and to provide fuels for heating, cooking and other purposes during an emergency.

II

ORGANIZATION AND OPERATIONS

A. Organization

1. The Chief of the Class III Division will organize his division as necessary to accomplish his mission, and in addition may appoint special field representatives to assist in the location and protection of available fuels and lubricants.
2. The Class III Division will, in conjunction with the Transportation Service, organize and operate within the county such refueling points as are deemed necessary.

B. Operations

1. The Class-III Division will receive orders and directives from the County Chief of Supply Service, coordinate the activities of the Class III Division at city level and issue orders and directives in the name of the County Chief of Supply.
2. The Class III Division will: commission selected retailers and distributors as field representatives; cooperate with the Economic Controls Board in providing prompt impounding of essential Class III supplies; secure an inventory of all such supplies so impounded; assemble such supplies at suitable warehouse points, and provide protective custody for such supplies where necessary.
3. The Class III Division will report to the County Supply Chief the amount of Class III supplies readily available within the County, together with an estimate of the days of supply, and an estimate of the Class III supplies that can be made available to the Support Area.

LOUISA COUNTY

ANNEX R

TRAINING SERVICE

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LOUISA COUNTY

ANNEX R

TRAINING SERVICE

I

MISSION & SITUATION

A. Mission. The Training Service at the County level will:

1. Persuade school superintendents to add appropriate civil defense courses to the curricula of public and private schools.

2. Give training aid as requested to other civil defense services, providing standardized training materials -- instructor guides, lesson plans, course outlines and audio-visual aids --, and making instruction available to civil defense personnel to the public.

B. Situation.

1. Refer to Basic Plan, paragraph I-B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. At the State level the Department of Public Instruction has approved the plan for the Training Service and has accepted responsibility for guiding and supervising the Service. County and city superintendent of schools will assume responsibility for assisting the service in their communities. County Superintendents of Schools are best qualified to supervise the Training Service in rural schools and city superintendents of schools are logical choiced to head the service in city echelons. Within the civil defense organization, personnel training is the responsibility of the chief of each service, but the chiefs may make reasonable requests for aid from the training service. Survival training for the general public will be accomplished in liaison with the Emergency Information Service, the Warden Service, the Health Service and the Radiological Defense Service.

The Training Service will have available basic civil defense courses with which to indoctrinate civil defense directors and their deputies, as well as technical courses and instructors to train technicians. These latter will be secured in many instances through liaison with another service -- RADEF,

for example. In a number of fields qualifies instructors do not yet exist. These instructors will have to be trained. A State-wide program is under way in training instructors for radiological defense.

2. The scope of activity in the training service will vary considerably from one county to another. The Chief of the service will use the training resources of his county's educational systems as best he can to satisfy the demands for aid which will be made by Chiefs of other services. Should he discover his own resources are not adequate to render all the needed assistance, he may request help from higher echelons through regular civil defense channels. But he should plan to make his county self sufficient in training facilities as soon as possible.

3. In support area counties such as Louisa County, a high priority will be placed on training civil defense personnel and only slightly less emphasis will be placed on training the public to a limited extent in radiological defense. Other training priorities may be established by the chief of the service in consultation with the county director of civil defense. Civil defense special projects and test exercises will provide periodically the opportunity to evaluate the effectiveness of training within the counties.

4. The Chief of the Training Service at every echelon will make certain that his service personnel are trained and equipped to conduct radiological monitoring and decontamination as required in the Basic Plan, paragraph I, B-6.

B. ORGANIZATIONAL STRUCTURE.

1. The County Director of Civil Defense will appoint the Chief of the Training Service. The Director may follow the State plan and appoint an Advisory Committee of educators to counsel with him if he chooses. The County Director's appointment of the Chief of the Training Service, County Superintendent of Schools, will be approved by the County Board of Supervisors. The Chief of the Service will appoint his deputy and divisional chiefs and will direct the operations of the Training Service according to the written plan which is included in the county's survival plan. He will provide material and instruction to indoctrinate county civil defense personnel and will develop his service's capability to assist other chiefs of service with their training problems. In addition to his deputy chief, the Chief of the Training Service will appoint chiefs of these divisions:

- a. The Elementary Schools Division.
- b. The High School and Adult Education Division.
- c. The College and Liaison Division.

2. Training service operations will take place for the most part in the existing buildings of the city and county school

systems. The Chief of the Training Service will ascertain that superintendents, principals and teachers in these buildings understand the danger of radio active fallout and how to provide shelter from it. When radioactive contamination is known to exist or is expected, operations will not be permitted to continue except in buildings or rooms within buildings which are known to be safely sheltered from radioactive fallout.

3. The Training Service is supported at the national level by the Education Services Division of the Office of Civil and Defense Mobilization, and at the state level by the Department of Public Instruction which has approved and agreed to administer the plan for the Training Service.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units.

1. Refer to Basic Plan, paragraph III-A.

B. Actions to be Taken Under Warning Conditions.

1. Strategic Warning (six hours or more)

a. General Instructions. Refer to Basic Plan, paragraph III, B-1.

b. Specific Instructions. The Chief of the Training Service will provide bulletins on radiological hazards and shelters from radiological fallout to be distributed by school students and by such other means as are approved by the County Director of Civil Defense. In the event of a strategic evacuation from the target area, school students may arrive in the county, and the Chief of the Training Service will request the assignment of teachers from the Target Area Training Service relocation center at Muscatine and coordinate the additional activity in the county's schools, inaugurating evening classes if necessary.

2. Tactical Warning (one-half to six hours)

a. General Instructions. See Basic Plan, paragraph III, B-3.

b. Specific Instructions. The school superintendents will order schools to be closed temporarily. Students will be sent home to help prepare necessary shelter from radioactive fallout and to assist their parents in preparing to receive any evacuees who may be assigned to their homes. The Training Service should have available in the schools a stockpile of pamphlets on the danger of radioactive fallout to human beings

and livestock, complete with instructions on preparing simple but effective shelter from fallout, and how to decontaminate clothing and equipment which is apt to be exposed to radioactivity from fallout. This material should be sent home with the students after they have been briefed on its content. Schools will not be reopened until plans and arrangements have been completed to operate in shifts to accommodate evacuee students. During the period that schools are closed, teachers will be available for assignment to full time civil defense duties. A number of them will be qualified for assignment to the Radiological Defense Service. In liaison with RADEF and Emergency Information Service, the Training Service will provide public information on the hazards of radioactive fallout and recommended protective measures to be taken.

3. Attack Imminent (one-half hour or less)

a. General Instructions. Refer to Basic Plan, paragraph III, B-4.

b. Specific Instructions. All personnel will take best available cover from fallout and rural attack and remain sheltered until advised it is safe to continue operations.

4. Post-Attack.

a. General Instructions. Refer to Basic Plan, paragraph III, B-5.

b. Specific Instructions. Although personnel may be overworked and supplies short during this period, the policy of the Training Service will be to provide training assistance as requested rather than to give excuses for not assisting. Teachers will be available as instructors during the period the schools remain closed. Vital pamphlets and bulletins in short supply will be duplicated by whatever processes are available. School superintendents and principals will plan and arrange to re-open schools on a shift basis, scheduling evening classes if necessary. School teachers among the evacuees will be assigned to teach the extra classes. The Chief of the Training Service will list his evacuee teachers, reporting any overage or lack of teachers to the Support Area Director who may re-assign the surplus of teachers where needed and who will provide teachers to fill crucial vacancies. If county school facilities are used day and night during an emergency, the Chief of the Training Service will provide other rooms and auditoriums as needed for adult training, making arrangements with churches, public buildings, lodges or any suitable places sheltered from fallout.

IV

SUPPLY & TRANSPORTATION

A. Supply.

1. Refer to Basic Plan, paragraph IV-A.

B. Transportation.

1. Refer to Basic Plan, paragraph IV-B.

V

CONTROL & COMMUNICATIONS

A. Control.

1. The line of succession in the County echelon of the Training Service is from the Chief of the Service to:

- a. The Deputy Chief of the Training Service.
- b. Chief of the College and Liaison Division.
- c. Chief of the High School and Adult Education Division.
- d. Chief of the Elementary Schools Division.
- e. Deputy Division Chiefs in the order listed above --
b, c, and d.

B. Communications.

1. Refer to Basic Plan, paragraph V-B.

LOUISA COUNTY

ANNEX R

TRAINING SERVICE

INDEX TO APPENDICES

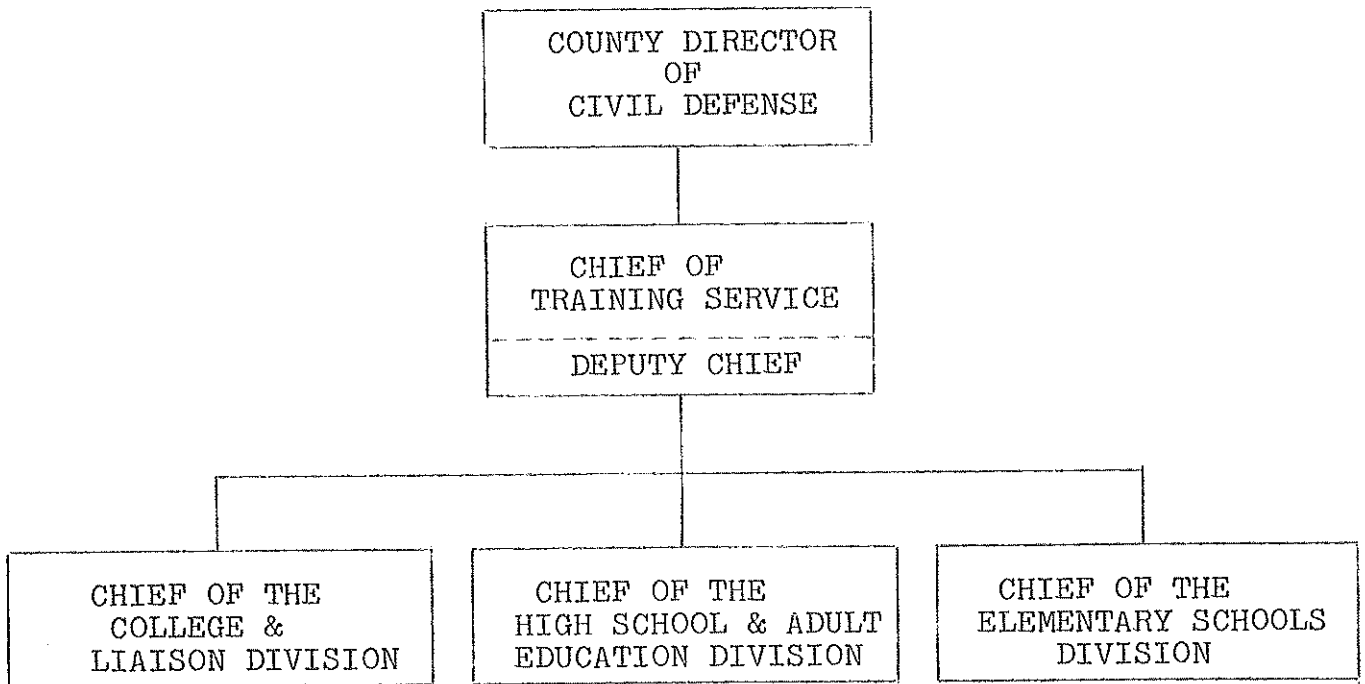
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LOUISA COUNTY

ANNEX R

Appendix 1

TRAINING SERVICE ORGANIZATION CHART



LOUISA COUNTY

ANNEX R

Appendix 2

TRAINING SERVICE

ORIENTATION & INDOCTRINATION REQUIREMENT

The Preliminary Operational Survival Plan for Iowa suggests the organization and operation of a Civil Defense Plan at the State level, in seven Target Areas and eight Support Areas. It indicates the plan will be activated with the assistance of Civil Defense Organizations in counties, cities and towns modeled after the Civil Defense Organization at the State level.

The initial requirement of orientation and indoctrination will be for approximately 400 positions which may be regarded as staff officers to the State Director of Civil Defense. They include approximately a score of Civil Defense Directors, more than a score of deputy directors, the Chiefs of Services and their Deputies, (42); the Chiefs of Divisions within the Services, (101); the County Civil Defense Chairmen, (100); and the County Warning Officers, (100 Sheriffs).

Obviously the Training Service will not presume to establish a technical or professional course of training for men already competent in their own fields (as a police chief, fire chief, or doctor of medicine). But courses should be prepared to indoctrinate and orient these officers of Civil Defense so that they will more readily adapt their technical and professional skill to the problems of administering the Survival Plan. The training indicated is of the information and education type designed to indoctrinate them in the language, plans, and problems of Civil Defense and orient them in their responsibilities outlined by the Survival Plan.

The basic training requirements will be determined by the Chiefs of Services at operational levels. In anticipation of these requirements the Training Service might well survey the training material available from OCDM and elsewhere in order to determine what material remains to be provided.

LOUISA COUNTY

ANNEX R

Appendix 3

TRAINING SERVICE

FEDERAL TRAINING ASSISTANCE

Federal funds and equipment are available to State and local governments for Civil Defense purposes, and the agencies should fully utilize these aids.

Office of Civil and Defense Mobilization equipment, chiefly in the engineering field, can be loaned for demonstration and training.

Matching funds are available for audio-visual aids, for protective clothing, rescue vehicles and equipment, communications and attack warning equipment, mass care items, medical supplies and equipment, emergency utilities equipment, helicopters, and fire, police and public information items.

Federal contributions are available for Training Centers and Control Centers, Civil Defense demonstrations or exercises, and for special group training (see following list of courses).

Radiological instruments are available on an outright grant basis for training of individuals and of radiological teams.

Surplus Federal property is available for transfer to State and local governments for Civil Defense purposes.

Regulations affecting the Civil Defense loan, matching funds, grant and surplus property programs are contained in various Federal and State publications. The Service Deputy Director and all officers with training responsibility shall acquaint themselves with current programs and regulations, and through the Iowa Civil Defense agency shall request such training aids as to take full advantage of Federal assistance.

Following is a complete listing of the current training courses which are available through OCDM and are eligible for matching fund aid. For further details and Federal cost allowances, see FCDA Administrative manual M25-1, "Contributions Manual."

<u>Course No.</u>	<u>Training and Education</u>	<u>Length of Course</u>
3.2	Basic Course for Civil Defense	10 hours
3.3	Civil Defense Instructor's Guide	10 hours
3.4	State Civil Defense Administration	30 hours

<u>Course No.</u>	<u>COMMUNICATIONS</u>	<u>Length of Course</u>
4.1	Amateur Radio Operator's Course (Novice Class)	25 hours
4.2	Amateur Radio Operator's Course (General Class)	30 hours
<u>Warden Service</u>		
7.0	Basic Warden Training	16 hours
7.10	Warden Operations Course	16 hours
<u>Fire Service</u>		
9.1	Elementary Fire Fighting	14 hours
9.2	Basic Course for Auxiliary Firemen	24 hours
9.4	Fire Officer Training in Civil Defense	30 hours
<u>Police Service</u>		
10.1	Basic Auxiliary Police Training	20 hours
10.2	Intermediate Auxiliary Police Training	30 hours
10.3	Advanced Auxiliary Police Training	30 hours
10.5	Emergency Traffic Control for Civil Defense	40 hours
<u>Health & Special Weapons Defense</u>		
11.2	First Aid System Training for Physicians, Dentists and Veterinarians	24 hours
11.3	First Aid System Training for Nurses, Nurse's Aids, Adm. Assistants or Pharmacists	34 hours
11.4 (1)	First Aid System Training for First Aid Technicians, Orderlies, Litter Bearers, and Decontamination Technicians (Part I)	34 hours
11.4 (2)	First Aid System Training for First Aid Technicians, Orderlies, Litter Bearers and Decontamination Technicians (Part II)	34 hours
11.5	First Aid System Training for Ambulance Drivers, Medical Regulators, Messengers, Clerks	12 hours

11.10	Collection and Administration of Whole Blood, Technical Personnel	12 hours
11.11	Collection and Administration of Whole Blood, Non-technical Personnel	8 hours
11.12	Collection and Administration of Whole Blood, Supply Officers and Attendants	6 hours
11.15	Standard First Aid Course	15-22 hours
11.16	Care of the Sick and Injured	14 hours
11.21	Radiological Meter Operations	8 hours
11.22	Course of Radiological Monitors	32 hours
11.30	Public Health in Civil Defense	24 hours
11.31	Sanitary Engineering Practices in Civil Defense Disaster	40 hours
11.32	Emergency Sanitation - Waste Disposal	16 hours
11.33	Emergency Sanitation - Food	16 hours
11.34	Emergency Sanitation - Vector Control	16 hours
11.35	Emergency Sanitation - Water	16 hours
<u>Welfare Service</u>		
12.0	The Welfare Program in Civil Defense	8 hours
12.1	Basic Course in Emergency Mass Feeding	16 hours
12.2	Emergency Mass Feeding (Instructor's Course)	16 hours
12.3	Basic Registration and Information	10 hours
12.4	Advanced Registration and Information	10 hours
<u>Rescue Service</u>		
14.1	Basic Rescue	16 hours
14.2	Light Duty Rescue	16 hours
14.3	Heavy Duty Rescue	32 hours

Facilities Civil Defense Courses

16.1

Civil Defense in Industry and Large Facilities.

20 hours

In addition to these established courses, there are many applicable technical manuals developed by FCDA and other government agencies. These are available from the U. S. Government Printing Office and should be procured through the Iowa State Office of Civil Defense.

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LOUISA COUNTY

ANNEX R

Appendix 4

TRAINING SERVICE

ELEMENTARY SCHOOLS DIVISION & HIGH SCHOOL-ADULT

EDUCATION DIVISION S.O.P.

I

ORGANIZATION & OPERATION

A. The Chiefs of the Elementary Schools Division and High School Adult Education Division, in consultation with the Training Advisory Committee and the Chief of the Training Service at their echelon, will enlist the aid of a deputy and staff of volunteers from the instructional staff of the private and public elementary schools in his community. The Division Chief, his Deputy, and staff will prepare an Elementary School Civil Defense Plan for the community to be approved by the Training Service Advisory Committee and the Civil Defense Director. The Civil Defense plans of communities will vary chiefly as to whether or not the schools are in or near a recognized Target Area. In general, working together with the High School-Adult Education Division Plan, the Elementary Schools Division Plan should be directed to secure the following action from these parties:

1. The Board of Education:

- a. To adopt a policy of school-community cooperation in Civil Defense planning and operation.
- b. To provide necessary personnel and funds to meet the Civil Defense responsibilities of the schools.
- c. To review school Civil Defense plans to keep them up to date.
- d. To consider school construction plans to meet Civil Defense needs.

2. The Superintendent of Schools:

- a. To recommend that the Board of Education adopt a policy of planning and implementing a program of Civil Defense in the schools.
- b. To initiate the school Civil Defense program and coordinate it among the several schools.
- c. To order the necessary curriculum planning and in-

service training for teachers and school personnel.

d. To implement and periodically test the approved shelter and/or evacuation plans for the schools.

e. To cooperate with the community Civil Defense Director.

f. To review progress of school Civil Defense plans and keep them updated.

g. To encourage Parent-Teacher groups to take an active role in school and community Civil Defense.

3. The Principal of the School:

a. To know his responsibility for organizing the Civil Defense program in his school and making it effectively operational.

b. To initiate and supervise the operation of the Civil Defense plan in his school.

c. To report the progress of his Civil Defense operations at least quarterly to his Superintendent.

d. To assign Civil Defense duties to teachers and other personnel, delegating responsibilities with regard to the competencies and normal service functions of his staff.

e. To provide and supervise the use of Civil Defense materials in classroom instruction.

f. To ascertain that teachers receive any necessary in-service training.

g. To request needed Civil Defense supplies and equipment.

h. To inform parents about the school's Civil Defense program.

i. To periodically test the school's Civil Defense preparedness and evaluate the results of the training drills.

4. The Teacher:

a. To participate in the school's and community's Civil Defense program.

b. To keep informed of new developments in survival planning.

c. To participate in faculty studies leading to revision or adaptations of the curriculum and instructional program to meet the needs of Civil Defense.

d. To provide instruction and direct practice of the school's Civil Defense plan and survival techniques.

e. To integrate recent and pertinent Civil Defense data into classroom instruction.

f. To instruct children in safety practices and emergency procedures with a view toward helping them develop confidence in their own ability to take care of themselves and to help others.

g. To become familiar with minimum first aid procedures.

h. To know the psychological basis for working with children under the stress of emergency situations.

i. To maintain good housekeeping practices, reducing fire and accident hazards.

j. To maintain records as required by the Civil Defense program.

k. To keep the principal advised of the progress of the Civil Defense operations.

l. To help children understand Civil Defense and be able to interpret it to their parents.

m. To interest parents in Civil Defense by explaining it at meetings of the Parent-Teachers Association.

5. Other School Personnel:

a. To participate willingly in their assignments in the school's Civil Defense program.

b. To offer constructive suggestions to improve the efficiency of the program.

LOUISA COUNTY

ANNEX R

Appendix 5

TRAINING SERVICE

COLLEGE & LIAISON DIVISION S.O.P.

I

ORGANIZATION & OPERATION

A. Safety of Students and Faculty

1. Plans will be made for the safety of students and faculty in the event of a Civil Defense emergency. If the college is located in or near a Target Area, evacuation will be planned if time permits.

2. Shelters will be devised in case time does not permit personnel to be evacuated from the college in or near a Target Area.

3. In cooperation with the Welfare Service, use of college plant facilities for emergency housing and feeding will be planned if the college is outside a Target Area in the Reception Areas.

B. Civil Defense Curriculum

1. Advanced courses in Civil Defense designed to stimulate leadership in survival planning and activity should be added to the college curriculum. The best courses that are created by the In-Service and Emergency Training activity (part C) should be considered for revision for this purpose. Civil Defense is here to bring the Survival plans to a high standard of perfection.

C. In-Service and Emergency Training

1. The Colleges and Universities, In-Service and Liaison Division will fulfill the assigned mission of the Training Service to furnish standardized training materials to meet the requirements of the Civil Defense Services at the operational levels and to orient and indoctrinate Civil Defense administrative personnel at all levels (see Appendix R2). These standardized training materials will include Instructor guides, Lesson Plans, Audio-Visual Aids, etc. If these cannot be procured from the OCDM Regional Training Office or from commercially available sources, this Division of the Training Service will have to design, produce and distribute the necessary materials. In the interest of standardization it is hoped that all of the principal training materials will be designed and produced by the OCDM Training Office. The complete specific requirements

for training necessarily await the demands of the Service Chiefs at operational levels after they have recruited their personnel and determined the present operational capability of that personnel, have set up a desired standard of operational capability, and have called for training to bridge the gap. Meanwhile this Division of the Training Service will initially establish a capability to furnish training guidance and assistance in the following general areas:

1. Basic Civil Defense
2. Basic Fire and Rescue Service
3. Auxiliary Police
4. Radiological Meter Operators
5. Radiological Instrument Maintenance
6. First Aid
7. Emergency Sanitation
8. Mass Feeding
9. Shelters
10. Registration and Information
11. Survival Plan Indoctrination
12. How to Instruct in Civil Defense

D. Assignment of Students and Faculty

1. Every college should have a plan coordinated with its local Civil Defense echelon to place its students in a pool when a Civil Defense emergency is declared, so that they may be assigned to Civil Defense service during the post-attack period. Particular care should be taken in assigning faculty to this service in areas where they can be of particular use.

LOUISA
COUNTY

Prepared by
the
Iowa Survival Plan Project
December, 1958

S

TRANSPORTATION

LOUISA COUNTY

ANNEX E

TRANSPORTATION SERVICE

I

MISSION & SITUATION

A. Mission. To organize the transportation resources within Louisa County to provide:

1. Transportation facilities and equipment for county emergency government operations during a Civil Defense emergency.

2. Transportation facilities and equipment to assist the movement of evacuees either within or through Louisa County.

3. Transportation assistance to State or support area emergency government organization and to the office of Civil and Defense Mobilization when called upon to do so.

B. Situation. See Basic Plan, paragraph I, B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. The Louisa County Civil Defense Director with the approval of the Louisa County Board of Supervisors appoint Louisa County Superintendent of Schools to be the Chief of the Louisa County Transportation Service.

2. The Louisa County Transportation Service will establish rendezvous points at the following locations, Wapello, Columbus Junction, Letts, Morning Sun and Oakville.

3. At each of the above locations the Louisa County Transportation Service will establish and maintain, maintenance facilities, refueling points and transportation control points where transportation pools will be established and transportation equipment dispatched. (See appendix 2, this annex).

4. Hold and reconsignment points, and interchange points between the motor carriers and the railroads will be established at the following locations. Wapello, Morning Sun, and Columbus Junction.

5. Transportation Requests.

a. Requests for Transportation Service may be initiated at any level of emergency operations by any user or using service,

by presenting such requests to the appropriate transportation emergency operating center (TEOC).

b. The physical act of purchasing and committing space accommodations or service takes place at the local level. The carrier's representative at the local level arranges to accommodate the user during an emergency period at a time and place dictated by the circumstances. If the requested carrier can furnish the required transportation service, procurement of the transportation has been completed.

c. Requests for Transportation will be made by the Civil Defense using services to the TEOC. The TEOC will arrange for the requested movement by the most practical means of transportation available. All transportation requests will be handled at the TEOC by the appropriate transportation officer, who will determine the availability and employment of transportation facilities within his jurisdiction. The TEOC will maintain liaison with the transportation agencies of higher, lower, adjacent subordinate and supported headquarters, and with applicable governmental agencies; transportation media will be detailed using services as required, and all means of transportation will be subject to reassignment by the Transportation Service as required.

d. If, for any cause, at any level of emergency transportation operations, transportation including vehicles, facilities and services is not available to meet the emergency government defense requirements, requests for assistance to overcome shortages and deficiencies will be directed to the next higher level through the Civil Defense Director of the requesting echelon.

6. Movement Symbol and numbers. All shipment of goods and materials originating and moving intra-state in Iowa must be identified by a symbol and permit number. Such symbol and permit number will be indicated on all shipping documents. The use of the symbol will not establish the priority of the movement. It indicates that the movement is an emergency government defense movement and therefore essential. The permit numbers will start with number 1 and continue up and including 9999; then the series will start again with the number 1. The date of issuance will serve as an additional identification in the event of the duplication of a number. The following is the symbol and number system to be used by the Louisa County emergency government transportation Service.

EXAMPLE---County Civil Defense Louisa County 9999 CCD-Lou-9999.

7. Special Instructions.

a. Plans and procedures for the operations of the Rail, Motor Carrier, and Air Transport Division are attached hereto as appendices.

b. Radiological Defense. The Louisa County Chief of Transportation in conjunction with the training and radiological services,

will organize and train a sufficient number of radiological defense teams among the personnel of his service, to provide a radiological defense capability adequate for the protection of personnel equipment and facilities of his service. (See Basic Plan paragraph II, A-6).

B. Organizational Structure.

1. The Louisa County Transportation Service will consist of (1) Chief of Transportation Service (2) Deputy Chiefs of Transportation Service (3) Chiefs of transportation in charge of the following divisions:

- a. Motor Carrier Division.
- b. Rail Division.
- c. Air Division.
- d. Administration planning, and procedure division.

2. Each of these divisions will be headed by a Chief and a deputy Chief to be appointed by the Louisa County Chief of Transportation Service with the approval of the County Civil Defense Director.

3. Transportation Emergency operating Center TEOC. The Louisa County Transportation Service will establish and operate, at or near the Louisa County Civil Defense Control Center in Wapello, Iowa, a transportation emergency operating center (TEOC) to be staffed with qualified representatives from each mode of transportation, who will coordinate the activities of their respective mode of transportation. (See Appendix 1, this Annex).

4. The Louisa County Chief of transportation will be responsible for the organization of his service and for the implementation and execution of the approved county transportation service operational plan during a Civil Defense Emergency.

5. Operations of the Transportation Service will be through the Civil Defense chain of command from State Civil Defense Director to Civil Defense Directors of Support Areas, to County Civil Defense Director and to municipal Civil Defense Directors. The County Chief of the Transportation Service will serve as a staff advisor to the County Civil Defense Director, execute the plan of the County Transportation Service; coordinate the activities of the Transportation Service at Municipal level; and issue orders and directives in the name of the Louisa County Civil Defense Director.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

- A. Mission of Subordinate Units. See Basic Plan, paragraph III, A.
- B. Actions to be Taken Under Warning Conditions.
1. Pre-Attack (See Basic Plan Paragraph III, B, 1.)
 2. Strategic Warning (six hours or more)
 - a. General Instructions See Basic Plan, paragraph III, B -2.
 - b. Specific Instructions.
 - (1) The Louisa County Chief of Transportation Service will activate the County (TEOC) at the Louisa County Control Center at Wapello and prepare to implement operations orders.
 - (2) Predesignated County Transportation Service personnel will proceed to the transportation rendezvous location and prepare to activate Transportation pools, maintenance and refueling points (See paragraph II, A, 3 this annex).
 - (3) Vehicle registration and maintenance procedures will be established and records established and maintained for all emergency government vehicles.
 3. Tactical Warning (one-half hour to six hours)
 - a. General Instructions. See Basic Plan paragraph III, B3.
 - b. Specific Instructions.
 1. All operations orders will be implemented.
 2. Staffing of all transportation facilities will be completed.
 3. All driver and assistant drivers will be mobilized.
 4. Coordinate with the Supply Service regarding all immediate requirements as to parts and fuel.
 4. Attack Imminent. See Basic Plan Paragraph III, B-4.
 5. Post-Attack.
 - a. General Instructions. See Basic Plan paragraph III, B-5.
 - b. Specific Instructions.

(1) During the immediate post attack period and when the situation permits the following will be accomplished:

(a) All county transportation service personnel will move to predesignated posts of emergency duty and proceed with emergency operations.

(b) The County transportation service will establish liaison with related services.

(c) Vehicles and drivers will be assigned to specific duties in accordance with orders from the county chief of transportation.

(d) Until fuel and lubricant rationing procedures are put into effect by the Economic Controls Service, such material will be allotted through the Supply Service on a common sense basis.

IV

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan, paragraph IV, A.

B. Transportation.

1. See Basic Plan, paragraph IV, B.

2. No direction of organic transportation equipment or related facilities will be made by the transportation service, or plans made for their use other than originally intended. Organic equipment is understood to be public safety and public utility vehicles such as fire, police, gas and power company vehicles, taxi cabs assigned to emergency communications networks, mobile engineering equipment, etc., and transportation equipment assigned to other Civil Defense services that are considered as a part of their organic transportation.

V

CONTROL & COMMUNICATIONS

A. Control.

1. The Louisa County chief of transportation is appointed by and responsible to the Louisa County Civil Defense Director. He will coordinate the transportation problems of the municipal transportation chiefs as well as the chiefs of the various transportation divisions.

2. The first officer arriving at any headquarters will assume direction of operations until the arrival of a superior.

3. Continuity of Transportation Service. The lines of succession of command in the service will be as follows if the Chief of Transportation, for any cause or reason is unable to function:

- a. Deputy Chief of Transportation
- b. Chief of Motor Carrier Division
- c. Chief of Rail Division
- d. Chief of Air Division
- e. Chief of Administration, Planning and Procedure Division

The Chief of the County Transportation Service will determine further sequence of command.

B. Communications. See Basic Plan, paragraph V, B.

LOUISA COUNTY
ANNEX S
TRANSPORTATION SERVICE

INDEX TO APPENDICES

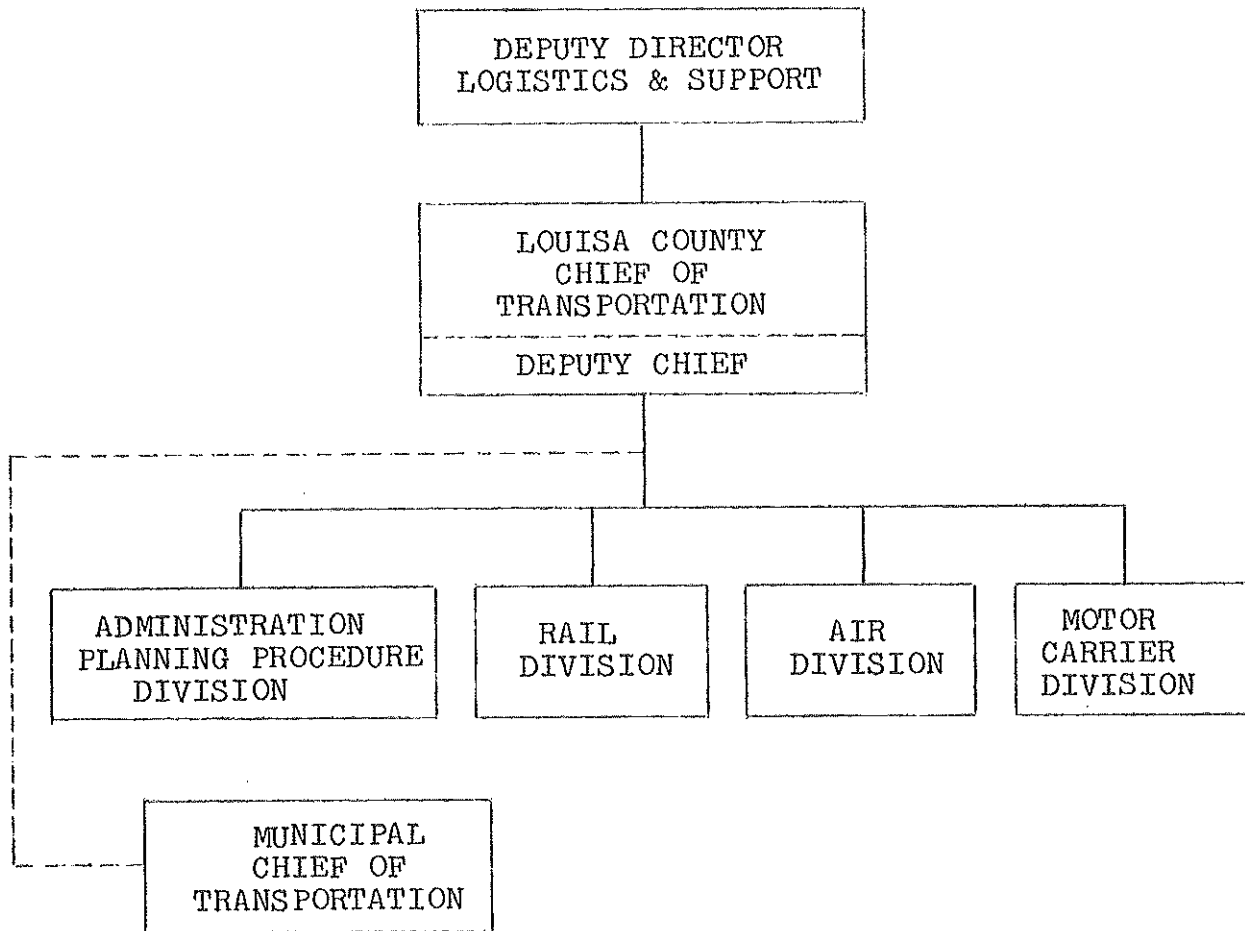
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S-2	Operation Orders & Instructions
S-3	Rail Transport Division
S-4	Motor Transport Division
S-5	Air Transport Division
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S-7	Transportation Resources

LOUISA COUNTY

ANNEX S

Appendix 1

TRANSPORTATION SERVICE ORGANIZATION CHART



----- Line of Coordination

_____ Line of Command

TRANSPORTATION SERVICE

ANNEX S

Attachment #1
Appendix 1
Reference Organi-
zation Chart

RESPONSIBILITY OF OFFICIALS

County Chief of Transportation

The Louisa County Chief of Transportation will appoint a Deputy Chief and a staff composed of personnel from the various segments of the transportation field within Louisa County. He is responsible for the establishment of an appropriate organization and a suitable Transportation Emergency Operating Center (TEOC); the activation and functioning of the center; the coordination and direction of the Transportation Divisions in procuring transportation facilities and service, including the necessary arrangements for making available repair, maintenance and fueling services; establishing liaison with highway traffic control authorities, and appropriate Federal, State, Support Area and local level transportation control and regulatory agencies; the adequacy and readiness of the emergency transportation organization, communications and other facilities, and the claimant functions in connection with procurement of transportation service requirements of the County emergency government.

Deputy Chief of Transportation

The Deputy Chief of Transportation is responsible to the Chief of Transportation and for advising and assisting the chief on carrying out his responsibilities. During the absence of the Chief, the Deputy Chief assumes all responsibilities of the Chief.

Chief of Administration, Planning and Procedure Division

The Chief of this Division is responsible to the Chief of Transportation, and for the supervision and management of the administrative, planning and procedural functions of the County Transportation Service, to include coordination of planning and operations between the divisions of the service.

Chiefs of Motor Rail and Air Transport Divisions

The Chiefs of these divisions are responsible to the Chief of Transportation and for the following:

1. Advising and assisting the Chief of Transportation in all matters pertaining to their respective mode of transportation.
2. Coordination of the planning and operations of the various segments of their respective mode of transportation.
3. Organizing and directing the activities of the emergency operating staff of their respective division.

4. Supervising the details of procurement and direction of transportation service involving the mode of transportation represented by his division.

5. Advising and assisting the representatives of industry for their respective mode, with emergency plans for the preservation, conservation and maximum utilization of transport service in an emergency.

LOUISA COUNTY SURVIVAL PLAN

ANNEX S

Appendix 2

TRANSPORTATION SERVICE

OPERATION ORDERS & INSTRUCTIONS

A. General

1. In order to accomplish the Transportation Service mission in an emergency, complete and detailed pre-emergency planning is necessary. It involves coordination with, and the cooperation of private transportation agencies and the various Civil Defense services that will require transportation in an emergency.

2. It is therefore required that the Louisa County Chief of Transportation, with the assistance of the Division Chiefs at municipal level prepare operation orders and instructions for the Civil Defense Director's signature. These orders and instructions will take into consideration the availability of resources, the needs and priority of those needs.

B. Specific instructions. Refer to attached operations orders.

Transportation Service

Appendix 2

Annex S

Order No. 1

OPERATION ORDER

LOUISA COUNTY CIVIL DEFENSE AGENCY

TO ALL FOR HIRE AND PRIVATE MOTOR CARRIER AND TRUCK OPERATORS AS HEREIN NAMED AND ASSIGNED.

GENERAL MISSION UPON RECEIPT OF A CIVIL DEFENSE WARNING PROVIDE AND DISPATCH AVAILABLE TRANSPORTATION EQUIPMENT WITH DRIVER AND HELPER, TO THE TRANSPORTATION SERVICE ASSEMBLY AREAS AND/OR OTHER DESIGNATED LOCATIONS AS HEREIN NAMED, FOR THE PURPOSE OF MOVING ESSENTIAL EQUIPMENT AND SUPPLIES AND PEOPLE AS DIRECTED BY THE LOUISA COUNTY CHIEF OF TRANSPORTATION SERVICE.

CARRIER OR OWNER	RESPONSIBLE OFFICIAL ADD. & TEL. NO.	EQUIPMENT AVAILABLE	ASSEMBLY AREA AND/ OR OTHER LOCATION
------------------------	---	---------------------	---

DATE _____

ISSUED BY _____

TITLE _____

DECEMBER 1958

S2A1-1

TRANSPORTATION SERVICE

APPENDIX 2

ANNEX S

ORDER NO.2

OPERATION ORDER

LOUISA COUNTY CIVILL DEFENSE AGENCY

TO ALL FOR HIRE AND PRIVATE AIRCRAFT OPERATORS AS HEREIN NAMED
AND ASSIGNED.

GENERAL MISSION UPON RECEIPT OF A CIVIL DEFENSE WARNING PROVIDE
AND DISFATCH PILOTS AND OTHER NECESSARY PERSONNEL TO THE AIRPORTS
OR LANDING AREA WHERE THEIR AIRCRAFT ARE LOCATED TO PERFORM SUCH
MISSIONS AS REQUIRED IN SUPPORT OF CIVIL DEFENSE EMERGENCY OPER-
ATIONS.

AIRCRAFT OWNERS	PILOTS ADD. & TEL. NO.	EQUIPMENT AVAILABLE	AIRPORT OR LANDING AREA
--------------------	---------------------------	------------------------	----------------------------

DATE _____

ISSUED BY _____

TITLE _____

DECEMBER 1958

S2A2-1

LOUISA COUNTY SURVIVAL PLAN

ANNEX S

Appendix 3

TRANSPORTATION SERVICE
RAIL TRANSPORT DIVISION

I

MISSION

The mission of the Rail Transport Division is to provide rail transportation service to the County Emergency Government during a Civil Defense emergency.

II

ORGANIZATION & OPERATIONS

A. Organization. The Chief of the Rail Transport Division will organize his division as necessary to accomplish his mission.

B. Operations

1. No specific plans will be made at county level for the operation of the railroads. The Rail Transportation Chief of Louisa County will upon the declaration of an emergency inventory the rail transport facilities available within the county and report this information to his counterpart at Support Area level. See attached rail evaluation reports.

2. The Rail Transport Chief will coordinate with the officials of the railroads for the movement of essential goods and supplies, in accordance with established priority procedures.

3. In conjunction with the Chief of Motor Transport the Chief of Rail Transport will establish locations for the loading, unloading, transfer and interchange between highway and rail transportation. (See paragraph II A, 4, this annex)

4. Special instructions

a. Upon receipt of air raid warning

(1) Passenger trains inbound

(a) Passenger trains approaching target cities or threatened areas at the time of air raid warning should be held at a convenient location, not less than 25 miles from the target cities or threatened areas.

(b) Inbound passenger trains within a 25-mile radius, but not closer than 2 miles to a target city or threatened area are to be stopped immediately, and reverse their direction to a point of safety, being governed by railroad operating rules.

(c) Inbound passenger trains within a 2-mile radius of a main passenger terminal should be stopped immediately, unless such terminal is underground or would afford additional protection, in which case train should proceed to the terminal.

(d) Outbound passenger trains within the protection of a terminal, especially underground, to remain at that point.

(e) Outbound passenger trains enroute should continue with all reasonable speed away from threatened areas, and passengers be protected from flying glass, effected by pulling curtains over windows, etc.

(f) The responsible members of passenger crews of affected trains will immediately contact the train dispatcher and/or division operating officers at the first available point of communication for further instructions.

(2) Freight Trains

(a) Freight trains inbound should be stopped immediately clear of any conflicting or diverging routes.

(b) Freight trains outbound to continue moving at all reasonable speed away from the threatened area.

(c) Responsible members of all freight trains, yard and transfer crews on duty will immediately contact the yard master and/or other terminal officials at the first available point of communication for further instructions.

b. Upon Attack without alert

(1) Passenger trains. All trains not on or under bridges to be stopped at once. Crews and passengers to immediately pull shades and lie on floor. If conditions permit, train to proceed at restricted speed to the next point of communication for instructions.

(2) Freight Trains. All freight trains, yard and transfer engines not on or under bridges within a 20-mile limit of cities should stop immediately; however, an effort should be made to keep crossings and diverging routes clear. Crews should then seek shelter. If conditions permit, trains to proceed at restricted speed to the first available point of communication for instructions.

c. After attack. Supervisors and staff of each department of each railroad should, when conditions permit, investigate all damage and determine requirements for return to operation, giving this report to the responsible local level Railroad Branch Chief who in turn shall inform the State Railroad Branch Chief at the STEOC. The State Railroad Branch Chief, together with the operating officers of all railroads involved, representatives of the responsible government agencies, the Association of American Railroads and Liaison Officers of other forms of transportation, will then determine

the needs and priority in reopening routes, repairing facilities and proper distribution of equipment, both passenger and freight, and if necessary, coordinate such action with the OCDM Regional Office.

LOUISA COUNTY

ANNEX S

Attachment 1

CITY AND COUNTY TRANSPORTATION OFFICERS

Name of City or County

Name of Rail Transportation Officer

Railroad

Business Address

Business Telephone Number

Resident Address

Resident Telephone Number

DECEMBER 1958

S3A1-1

F. Manpower Situation: (Number Available)

1. Supervisors _____ Dispatchers _____
2. Engineers _____ Firemen _____
3. Road Conductors _____ Road Brakemen _____
4. Yard Conductors _____ Switchmen _____
5. Shop Mechanics _____ Helpers _____
6. Car Repairmen _____ Helpers _____
7. Section Foremen _____ Section Hands _____
8. Clerks and other essential personnel _____

G. Communication Ability: Good ___ Fair ___ Poor ___ Completely Out ___

H. Immediate Needs for Continued Operation:

I. Loaded Cars Held for Disposition and Contents:

1. Food for Humans _____ Perishable _____ Food for Animals _____
2. Medicines _____ Related Commodities _____
3. Miscellaneous Commodities _____

J. General Remarks:

LOUISA COUNTY
TRANSPORTATION SERVICE.

ANNEX S

Appendix 4

MOTOR TRANSPORT DIVISION

I

MISSION

The mission of the Motor Transport Division is to provide motor transport equipment and facilities for county emergency government operations during Civil Defense emergencies.

II

ORGANIZATION & OPERATIONS

A. Organization. The Chief of the Motor Carrier Division will organize his Division as necessary to accomplish his mission.

B. Operations.

1. The Motor Carrier Transport Division will receive orders and directives from the County Chief of Transportation; coordinate the activities of the Motor Carrier Transport Division at city level and issue orders and directives in the name of the County Chief of Transportation.

2. The Louisa County TEOC is located at Wapello, Iowa.

3. The Chief of the Motor Carrier Transport Division in conjunction with the Supply Service will establish locations for vehicle fueling and repair points within the county. (See paragraph II, A-3 this annex).

4. No specific plans will be made for the use of Motor Carrier Transportation resources within the county. Upon the declaration of an emergency, the Chief of the Motor Carrier Transport Division in conjunction with the owners and operators of motor carrier resources will assess the available resources and then develop a plan to best utilize the composite facilities to meet the situation as it develops. See attached--Motor Carrier Reports.

5. Special Instructions.

a. Upon receipt of air raid warning

(1) Buses.

(a) Loaded buses enroute approaching target cities or threatened areas at the time of air raid warning should be held at a convenient location not less than 25 miles from the target cities or threatened areas.

(b) Loaded or empty buses enroute within a 25 mile radius of target cities or threatened areas will proceed to the nearest assembly area or as directed by highway traffic control officers.

(c) All buses on hand at bus terminals in target cities will load to capacity and move out on evacuation routes.

(2) Trucks.

(a) Loaded or empty trucks enroute approaching target cities or threatened areas at the time of air raid warning should be held at a convenient location not less than 25 miles from the target cities or threatened areas.

(b) Loaded or empty trucks enroute within a 25 mile radius of target cities or threatened areas will proceed to the nearest assembly area or as directed by highway traffic control officers.

(c) All empty trucks on hand within a target city will move out on evacuation routes or be used as directed by local civil defense officials.

b. Upon Attack without Alert. All buses and trucks will be stopped at once. Drivers and passengers should then seek shelter. When conditions permit the vehicles should proceed at restricted speed to the nearest assembly area.

c. After Attack. Supervisors and staffs of each department of each highway carrier should, when conditions permit, investigate all damage and determine requirements for return to operation, giving this report to the responsible local level Highway Branch Chief who in turn shall inform the State Highway Branch Chief, at the SETOC. The State Highway Branch Chief, together with the operating officers of all motor carriers involved, representatives of the responsible Government Agencies, State Motor Carriers Association and Division Chiefs of other forms of transportation, will then determine the needs and priority in reopening routes, repairing facilities and proper distribution of equipment, both bus and truck, and if necessary, coordinate actions with the FCDA Regional Office.

LOUISA COUNTY

ANNEX S

Attachment 1

COUNTY AND CITY TRANSPORTATION OFFICERS

Name of City or County

Name of Highway Transportation Officer

Name of Company

Business Address

Business Telephone No.

Resident Address

Resident Telephone No.

DECEMBER 1958

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LOUISA COUNTY

ANNEX S

Attachment 2

MOTOR CARRIER DIVISION

EVALUATION REPORT FORM

- A. Date and Time: _____ Location _____
- B. Operational Status: Good ___ Fair ___ Poor ___ Completely Out _____
- C. Empty Vehicles Available and Operational:
1. Tractors-Type & Capacity _____

 2. Trailers-Type & Capacity _____

 3. Trucks-Type & Capacity _____

 4. Refrigerators-Type & Capacity _____

- D. Fuel & Maintenance Situation: (Quantity Available)
1. Diesel Fuel Supplies _____ Adequate ___ Inadequate _____
 2. Gasoline Supplies _____ Adequate ___ Inadequate _____
 3. Repair & Replacement Supplies: ___ Adequate ___ Inadequate _____
 4. Miscellaneous Supplies:

E. Manpower Situation: (Number Available)

1. Supervisors _____ Dispatchers _____
2. Drivers _____ Helpers _____
3. Mechanics _____ Helpers _____
4. Operating Personnel for Assembly Area _____

F. Communication Ability: ___ Good ___ Fair ___ Poor ___ Completely Out ___

G. Immediate Needs for Continued Operation:

H. Loaded Vehicles and contents Held for Disposition:

1. Food for Humans _____ Perishables _____ Food for Animals _____
2. Medicines _____ Related Commodities _____
3. Clothing _____ Related Commodities _____
4. Miscellaneous Commodities _____

I. General Remarks on Over-all Situation:

TRANSPORTATION SERVICE

ANNEX S

Appendix 5

AIR TRANSPORT DIVISION

I

MISSION

The mission of the Air Transport Division is to organize the Air Transport capability of the County, making maximum utilization of all available facilities and equipment to meet the needs of the County Emergency Government during an emergency, and to provide the direction and control necessary for the establishment of air priorities, scheduling and movement of traffic and the allocation of available aircraft to the various services of the Civil Defense organization.

II

ORGANIZATION AND OPERATIONS

A. Organization. The Chief of the Air Transport Division will organize his division as necessary to accomplish his mission. In addition the Chief of Air Transport may commission such airport and aircraft operators as field representative to assist him in the location and protection of aircraft.

B. Operations

1. The Air Transport Division will receive orders and directives from the County Chief of Transportation; coordinate the activities of the Air Transport Division at City level and issue orders and directives in the name of the County Chief of Transportation.

2. Air Transportation Equipment Allocation:

a. CRAF Civil Air Reserve Fleet-CRAF utilizes airline-type Aircraft for support of the Military Air Transport Service and is normally not available for Civil Defense purposes.

b. WASP-War Air Service Pattern-This is a wartime pattern of airline service to assure the maintenance of essential routes and services following the implementation of the CRAF Plan and provides for increased utilization of aircraft, the shifting of flight frequencies, and suspension of smaller stops.

c. NEDA-National Emergency Airlift-This is a plan which provides for the allocation of transport type aircraft with a gross weight of 12,500 pounds and over to OCDM for direction at the National level. (It does not include those engaged in scheduled air carrier or Military contact operations)

d. SEDA-State Emergency Defense Airlift-General aircraft below 12,500 pounds gross weight have been allocated to the State Civil Defense Organization for direction at State level.

3. There are _____ SEDA aircraft based in Louisa County, the Chief of the Air Transport Division will maintain a current list of these aircraft, together with lists of active pilots and air landing facilities.

4. SCATER PLAN-Security Control of Air Traffic and Electromagnetic Radiations. All aircraft will initially be grounded under the SCATER PLAN. This will require a prompt landing at the nearest airport. Pilot or owner will then notify the Louisa County Chief of Air Transport Division of their identity, type of aircraft and state of readiness. Owners or operators of aircraft not in the air at the time will report in a like manner.

5. No specific plans will be made for the use of Air Transport resources within the county upon declaration of an emergency. The Chief of the Air Transport Division in conjunction with the owners and operators of air transport facilities will assess the available resources and then develop a plan to best utilize the available resources to meet the situation as it develops. See attached Air Transport Division evaluation report form.

AIR TRANSPORT DIVISION
EVALUATION REPORT FORM

Attachment 1

 CDAGENCY

A. DATE TIME LOCATION

B. OPERATIONAL STATUS: GOOD FAIR POOR LIMITED NONE

C. AIRPORTS AND EMERGENCY LANDING FIELDS, AVAILABLE AND OPERATIONAL

<u>NAME</u>	<u>LOCATION</u>	<u>LENGTH RUNWAY</u>	<u>FUEL & LUBES</u>	<u>REPAIR FACILITIES</u>	<u>TEL.</u>	<u>RADIO</u>

D. AIRCRAFT: AVAILABLE AND OPERATIONAL:

<u>TYPE</u>	<u>NUMBER</u>			<u>NUMBER WITH NAVIGATION INSTRUMENTS</u>	<u>LOCATION</u>
	<u>OVER 12,500</u>	<u>UNDER 12,500</u>	<u>WITH RADIOS</u>		
<u>PASSENGER</u>					
<u>CARGO</u>					
<u>SPECIALIZED</u>					
<u>OTHER</u>					

AIR TRANSPORT DIVISION
EVALUATION REPORT FORM

CD. AGENCY _____

CONTINUED

E. FUEL AND LUBES

1. GASOLINE: AIRCRAFT _____ GAL. ADEQUATE _____ INADEQUATE _____
OTHER _____ GAL. ADEQUATE _____ INADEQUATE _____
2. OIL: AIRCRAFT _____ GAL. ADEQUATE _____ INADEQUATE _____
OTHER _____ GAL. ADEQUATE _____ INADEQUATE _____
3. LUBES: AIRCRAFT _____ LBS. ADEQUATE _____ INADEQUATE _____
OTHER _____ LBS. ADEQUATE _____ INADEQUATE _____

F. MAINTENANCE AND REPAIR

- # 1. AIRCRAFT: GOOD _____ FAIR _____ POOR _____ NONE _____
2. PARTS: GOOD _____ FAIR _____ POOR _____ NONE _____
3. VEHICLES: GOOD _____ FAIR _____ POOR _____ NONE _____

G. MANPOWER:

1. AIRPORT MANAGERS _____ 2. DISPATCHERS _____
3. PILOTS _____ 4. AIRMEN _____
5. MECHANICS _____ 6. GROUND PERSONNEL _____
7. SECURITY PERSONNEL _____ 8. OPERATING PERSONNEL _____
9. OTHERS _____

H. SPECIAL EQUIPMENT _____

I. RADIO:

1. TRANS. FREQ. _____
2. REC. BANDS _____

J. REMARKS _____

SIGNED _____

TRANSPORTATION SERVICE

ANNEX S

Appendix 6

ADMINISTRATIVE PLANNING AND PROCEDURES DIVISION

I

MISSION

The Mission of this Division is to provide direction, supervision and management of the administrative functions of the County Transportation Service; coordination between the other divisions of the Transportation Service and the other Civil Defense Services; operational procedures, establishment of transportation, priorities, inventories, records and reports for transportation operations.

II

ORGANIZATION AND OPERATIONS

A. The Chief of the Administrative Planning and Procedure Division will organize his division as necessary to accomplish his mission.

B. The Administrative Planning and Procedure Division will receive orders and directives from the County Chief of Transportation; coordinate the activities of the Division at City level and issue orders and directives in the name of the County Chief of Transportation.

LOUISA COUNTY OPERATIONAL SURVIVAL PLAN

ANNEX S

Appendix S7

TRANSPORTATION RESOURCES

<u>NAME & ADDRESS</u>	<u>NUMBER OF TRUCKS</u>	<u>TYPE</u>
Bell Ready Mix Fredonia	9	Mixer and gravel
John B. Bell	4	Tractors
Columbus Junction	5	Trailers
	2	Straight
	1	Pickup
Bearman transfer	10	Tractors
Wapello	15	Trailers
	3	Straight
Morning Sun Rendering Works	8	Straight
Morning Sun		
Morning Sun Grain Co.	2	Grain
Morning Sun		
Wagner Ready Mix Wapello	19	Mixer and Gravel
Alworthy & Dennison Lumber Oakville	2	Straight
American Petroleum Columbus Junction	5	Liquid Transport
Crawfordsville Rendering Crawfordsville	2	Straight
Dillion Stone Columbus Junction	5	Gravel
Denniston Partridge Lumber Wapello	4	Straight
Eastern Iowa Power & Light Wapello	4	Repair
Eclipse Lumber Letts	3	Straight
Farmers Supply Co. Columbus Junction	3	Straight
Farmers Elevator Exchange Wapello	4	Grain

<u>NAME & ADDRESS</u>	<u>NUMBER OF TRUCKS</u>	<u>TYPE</u>
Hawkeye Concrete Products Morning Sun	2	Straight
Harrison Swailes Columbus Junction	5	Straight
Ronald Thomas Morning Sun	5	Gravel
Louisa Farm Service Co. Columbus Junction	3	Straight
Sinclair Oil Dist. Co. Wapello	3	Liquid Transport
McNeil Bros. Impl. Wapello	3	Straight
Morrison Bros. Impl. Columbus Junction	3	Straight
Mutual Telephone Co. Morning Sun	1	Line Truck
Elis Nyberg Oakville	2	Straight
Oakville Feed & Produce Oakville	2	Straight
Albert R. Feck Oakville	5	Gravel
Stevens Const. Co. Wapello	3	Trucks and some special earth mov- ing equipment
John & Harold Thomas Wapello	3	Gravel
Tri County Const. Co. Morning Sun	1	Lowboy
Wapello Light Co. Wapello	1	Line Truck
Wapello Lumber Wapello	3	Straight
Webber & Huston Feed Columbus Junction	11	Grain
Whitehouse Dairy Morning Sun	2	Straight

<u>NAME & ADDRESS</u>	<u>NUMBER OF TRUCKS</u>	<u>TYPE</u>
WAREFIELD LUMBER Morning Sun	169	STRAIGHT

SPECIALIZED TRANSPORT LOUISA COUNTY

Ross Dudgeon & McCully Wapello.	1 2	Ambulance. Hearse
LeRoy Pierce Morning Sun	1	Hearse
Victor Stacey Columbus Junction.	1 1	Hearse Station Wagon Ambulance
Louisa County School Buses	45	40 Passenger Buses
Independent Bible Church Columbus Junction	1	School Bus
Louisa Center Community Church Columbus Junction	1	School Bus
Dunn Motors Columbus Junction	1	Wrecker
Duncan Motor Co. Columbus Junction	1	Wrecker
Bells Garage Columbus Junction	1	Wrecker
Wapello Service Shop Wapello	1	Wrecker
Pine Motor Co. Wapello	1	Wrecker
Fisher Motors Columbus Junction	1	Wrecker
Motor Inn Garage Morning Sun	1	Wrecker

TRUCKS OF ALL TYPES REGISTERED IN LOUISA COUNTY 1958	Total 1350
AUTOMOBILES REGISTERED IN LOUISA COUNTY 1958	Total 3962
Farm Trucks Registered in Louisa County	Total 668
Farm Tractors in Louisa County	1923

DECEMBER 1958

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RAILROADS IN LOUISA COUNTY

1. Minneapolis & St. Louis Railway Co.
depots at Morning Sun
Interchange point Morning Sun and Oakville

2. Chicago, Rock Island & Pacific Railway Co.
Depots at Morning Sun, Wapello, Columbus Junction, Letts
and Cotter
Interchange point Morning Sun

3. Chicago, Burlington & Quincy Railway Co.
Depot at Wyman

4. Chicago, Milwaukee, St. Paul & Pacific Railway Co.

LOUISA

COUNTY

Prepared by

the

Iowa Survival Plan Project

December, 1958

LOUISA COUNTY

ANNEX T

WARDEN SERVICE

I

MISSION & SITUATION

A. Mission. The mission of the Warden Service is two-fold

1. Pre-Attack. During the period of preparation preceding a civil defense emergency, the Wardens will personally represent the Director of Civil Defense to the people of their echelon. They will explain their echelon's survival plan so that the citizens will understand it, accept it, and be willing to participate in it as directed. The Wardens will disseminate survival information and techniques so that the citizens will be prepared to survive an emergency and will provide for their own safety and be of some assistance to others.

2. Attack and Post-Attack. During this period of the civil defense emergency Wardens will provide the leadership and direction to protect the people under their charge from hazards resulting from the enemy's attack. They will accompany evacuees to their destination in the support area. They will help the evacuees register, find housing, food, and medical care if necessary. They will be available to guard against the innumerable hazards caused by overcrowding the reception area. They will give information and assistance in sheltering the evacuees and residents of the reception area from radioactive fallout.

B. Situation.

1. Refer to the Basic Plan, paragraph I-B.

II

GENERAL PLAN & ORGANIZATIONAL STRUCTURE

A. General Plan.

1. Wardens are the salesmen and service men for civil defense. Under their leadership the private citizens will learn how to take the necessary precautions to save their own lives and help others to survive.

2. The people will be directed in the critical survival measures by Wardens. The evacuees who were started on their way and accompanied along the evacuation route by Wardens, will be directed by Wardens at the reception centers where they will be registered, billeted, fed, and given required medical attention.

3. During their emergency residence in the support area, they will remain under the guidance of the Wardens who will bring them the official information and directives which will enable them to protect themselves from the hazards of radioactive fallout, increased danger from fires, and the sanitation problems incident to the sudden increase in population in support areas.

4. The Chief of the Warden Service at every echelon will make certain that his service personnel are trained and equipped to conduct radiological monitoring and decontamination required in the Basic Plan, paragraph I, B-6.

B. Organizational Structure.

1. The County Director of Civil Defense will appoint the Chief of the Warden Service. He will follow the State plan and appoint an Advisory Committee consisting of the Commanders of Veterans organizations within the county. This committee will recommend a Chief of the Service to be appointed by the County Civil Defense Director and approved by the County Board of Supervisors. The Chief of the Service will direct the plan of the Warden Service in the name of the County Director. Operations will proceed through the civil defense chain of command from the State Director of Civil Defense to the Support Area Director to the County Director of Civil Defense. The Chief of the Warden Service will appoint his staff which will include:

- a. The Deputy Chief of the Warden Service.
- b. A Chief of the Neighborhood Division.
- c. A Chief of the Business, Industry and Institutions Division.
- d. A Chief of the Rural Division.

An organization chart is included as Appendix 1.

III

MISSION OF SUBORDINATE UNITS &

ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS!

A. Mission of Subordinate Units.

1. Refer to Basic Plan, section III-A

B. Actions to be Taken Under Warning Conditions.

1. Strategic Warning (six hours or more)

a. General Instructions. Refer to Basic Plan, paragraph III, C.

b. Specific Instructions.

(1) Block Wardens of the Neighborhood Division, Shop Wardens of the Business, Industry and Institutions Division, and Section Wardens of the Rural Division will contact the people under their charge. They will explain how shelter may be constructed to protect people and live-stock from fallout, they will assist in the preparations to receive the evacuees, and deliver any special information and direction from the Civil Defense Director to the people.

(2) They will warn people in the event of an attack, to remain indoors from the warning of attack imminent until they are advised that there is no danger of a rural burst and that radioactive fallout conditions will permit them to leave their shelters.

(3) They will warn everyone not to watch for the light from a thermo-nuclear explosion because it will blind them.

(4) They will emphasize the danger of radioactive fallout and protective measures to be taken including shelter construction and decontamination.

2. Tactical Warning (one half hour to six hours)

a. General Instructions. Refer to Basic Plan, paragraph III, C.

b. Specific Instructions.

(1) Wardens will contact the people under their charge, advising them of the seriousness of the situation, emphasizing that everyone must take cover when attack is imminent and remain under cover until advised it is safe to come out.

(2) They will urge the unprepared to improvise fallout shelters.

(3) Wardens contacting persons who will be hosts to evacuees will advise them when to expect their guests.

(4) Other Wardens will prepare the reception centers to accommodate the evacuees.

(5) First aid stations and hospital facilities for casualties will be made ready by Wardens assigned to the Health Service.

(6) Emphasis generally will be on instructions about the danger of fallout.

3. Attack Imminent (one half hour or less)

a. All personnel will take the best available cover from possible radioactive fallout and accidental rural bursts of nuclear weapons. They will remain sheltered until advised it is safe to leave their shelters. Wardens may be assigned the duty of delivering the "all clear" message to the people.

4. Post-Attack.

- III, F.
- a. General Instructions. Refer to Basic Plan, section
 - b. Specific Instructions.

(1) Wardens will assist with the reception of evacuees, including registration, billeting, and feeding. They will direct casualties to first aid stations and hospitals.

(2) Early duties will emphasize the warning about fallout danger and the directions on decontamination and fallout shelter construction.

(3) Wardens may later be assigned to assist with police duties, auxiliary fire fighting and fire prevention, and such other assignments as the Director of Civil Defense in any echelon gives to the Chief of the Warden Service.

(4) When re-entry to the evacuated area is ordered, Wardens will help evacuees get a start home and will accompany them, assisting in any manner directed by the Target Area Director.

IV

SUPPLY & TRANSPORTATION

A. Supply.

- 1. Refer to Basic Plan, section IV, A.

B. Transportation.

- 1. Refer to Basic Plan, section IV, B.

V

CONTROL & COMMUNICATIONS

A. Control.

- 1. The line of succession in the County echelon of the Warden Service is from the Chief of the Warden Service to:

- a. The Deputy Chief of the Warden Service.
- b. The Chief of the Neighborhood Division.
- c. The Chief of the Rural Division.
- d. The Chief of the Business, Industry and Institutions Division.
- e. Chiefs of the Warden Service in municipalities within the county in the order designated by the Chief of the Warden Service with the concurrence of the Director of Civil Defense.

B. Communications.

1. Refer to Basic Plan, section V, B.

LOUISA COUNTY

ANNEX T

WARDEN SERVICE

INDEX TO APPENDICES

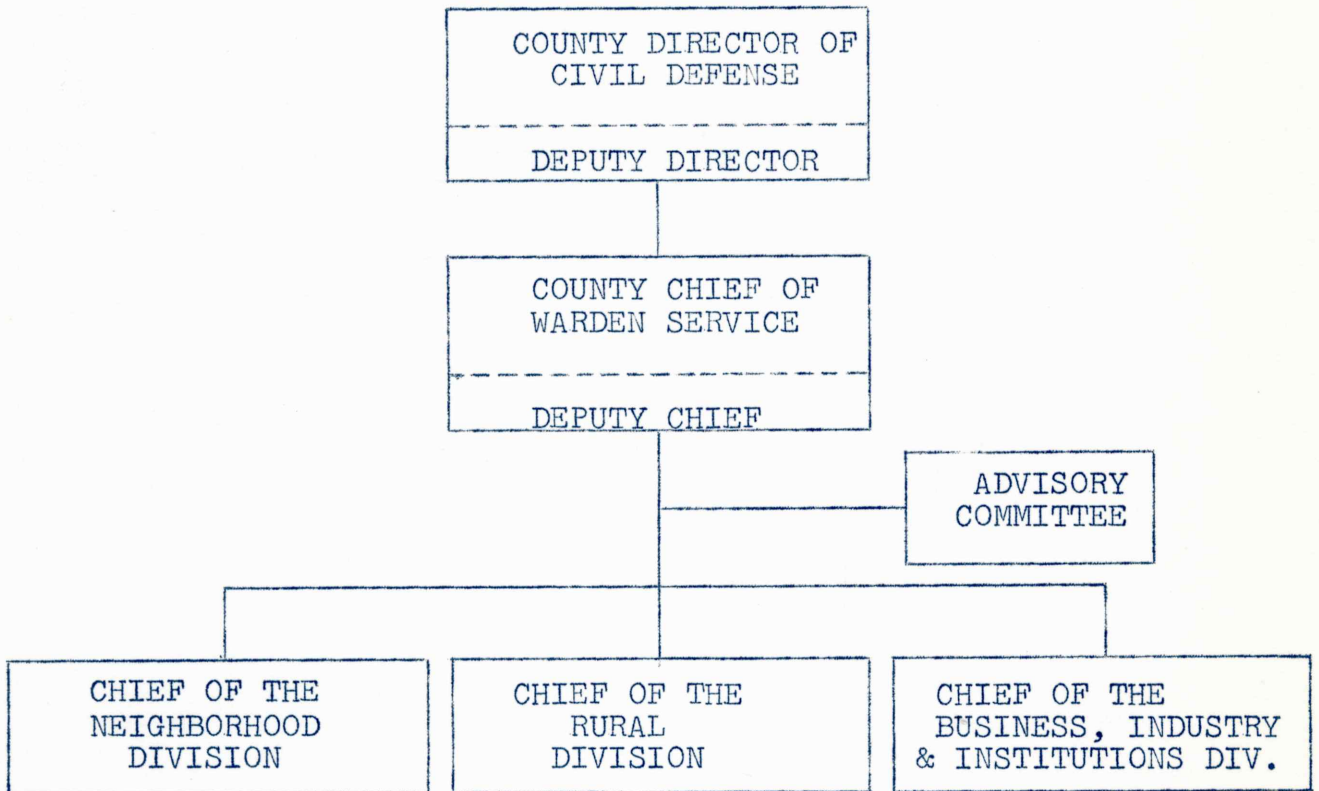
Number	Title
T:1	WARDEN SERVICE ORGANIZATIONAL CHART
T:2	WARDEN SERVICE SUPERVISORY ORGANIZATION

LOUISA COUNTY

ANNEX T

Appendix 1

WARDEN SERVICE ORGANIZATIONAL CHART



WARDEN SERVICE SUPERVISORY ORGANIZATIONA. Ratio of One to Ten.

1. The Warden Service will be composed of volunteers. The personnel of the service must be numerous enough to make personal contact with every person living within any given echelon. The ratio of one to ten is a tried and tested measure of assignment for volunteer effort. That is, one Block Warden may be expected to contact ten families in the Neighborhood Division. Likewise, one supervisor may be expected to recruit train and supply ten wardens. Applying this ratio to the organization, ten Block Wardens contacting one hundred families are supervised by one District Warden. Ten District Wardens overseeing service to one thousand families may be supervised by a Zone Warden. Ten Zone Wardens overseeing service to ten thousand families may be supervised by the Chief of the Division. In case the city is too large to be covered by this organization, ten zone Wardens may be supervised by an Area Warden and ten Area Wardens may report to the Division Chief. This allows service for 100,000 families, more than sufficient for any Iowa city.

2. The exception to the ratio of one to ten is in the Business Industry and Institutions Division, where building superintendents may act as wardens and serve more than ten apartments, offices, or persons. The Shop Wardens of this division may service scores of employees or customers. But beyond the active level, ten Shop Wardens may be supervised by a District Warden, and the same supervisory ratio of one to ten may be used.

3. In the Rural Division the ratio may be reduced to one to five or even less because of the distances involved between rural homes. But here again the supervisory ratio of one to ten may be used.

B. Recruitment.

1. Because veterans have been disciplined to act in cases of emergency, the use of veterans in the personnel of the Warden Service is recommended. At the national level most veterans organizations have pledged to actively support civil defense. This pledge has been seconded in Iowa by the State Adjutants of the American Legion, the Am-Vets, the Disabled American Veterans, and the Veterans of Foreign Wars. They will serve on the Advisory Committee to the Governor for the Warden Service. County Directors of Civil Defense will appoint advisory committees consisting of Commanders of these veterans

organizations within the county. By speaking to these groups, the Civil Defense Director may enlist their active support of the county's civil defense effort as a project of each post.

LOUISA
COUNTY

Prepared by
the
Iowa Survival Plan Project
December, 1958

LOUISA COUNTY

ANNEX U

WELFARE SERVICE

MISSION & SITUATION

A. Mission. The mission of the County Welfare Service for disaster conditions shall consist of providing clothing, housing, preparing and serving food, register and prepare to answer inquiries, and provide financial assistance and counseling service to all people who may be in need as the result of a disaster.

B. Situation. See Basic Plan I B .

II

GENERAL PLAN AND ORGANIZATIONAL STRUCTURE

A. General Plan.

1. The number of evacuees which will be received in Louisa County is based upon a situation ratio of one to one, one evacuee for one resident or 11,100 evacuees. In addition to receiving evacuees many others will pass through the county to other areas. It will be necessary to establish in conjunction with police check point and/or medical collection points a dispensing plan to provide water and food to those evacuees who may be temporarily detained passing through the county.

2. A function of Emergency Welfare which must be accomplished is the registration of all evacuees in the reception and care areas. This is essential so that inquiries as they are received may be handled in an expedient manner to provide the necessary information to the answer of inquiries.

3. In receiving evacuees from areas of destruction close coordination is required with the Police Service; so that the evacuees will be directed to the reception and care centers in an orderly manner. Coordination is also required of the Radiological Defense Service to inspect all incoming personnel for any residual radiation which may be present. In addition key personnel of the Welfare Service will be trained in radiological detection and decontamination as prescribed in the Basic Plan I B 6 c.

4. The County Welfare Service shall determine and maintain a list of resources and capabilities of the county. This study should include a survey of feeding facilities and an estimate of used clothing which would be available (inventories of new clothing is the responsibility of the Supply Service). A

survey of housing facilities should be made, both individual and congregate facilities. The Health Service has first priority on congregate shelters for hospital use; the Welfare Service has second priority for use of congregate shelters for housing. Civil Defense Administration Headquarters shall have third priority.

5. Of the 11,100 evacuees coming into Louisa County approximately 2,860 will be under 14 years of age and of this group approximately 700 will be under 5 years of age. Approximately 7,215 will be between the ages of 15 and 64 years of age and approximately 952 will be 65 years and older.

6. For supporting services to the County Welfare Service see Basic Plan I B 7; the other Civil Defense Service which will require close coordination are as follows:

- a. Administration, Annex A
- b. Radiological, Annex O
- c. Police, Annex N
- d. Health, Annex I
- e. Engineering, Annex F
- f. Wardens, Annex T
- g. Supply, Annex Q
- h. Transportation, Annex S
- i. Communications, Annex C
- j. Manpower, Annex M
- k. Religious Affairs, Annex P
- l. Emergency Information, Annex E
- m. Economic Requirements and Controls, Annex D.

B. Organizational Structure

1. The chief of County Welfare Service is the County Director of Social Welfare. The Chief of the County Welfare Service directs the execution of the Welfare Service in the name of the County Civil Defense Service. The County Welfare Service will be the coordinating center; all reception centers are an arm of the county and under command of the County Welfare Service.

2. The County Welfare Service is organized as follows:

- a. Chief of County Welfare Service
- b. Deputy Chief of County Welfare Service
- c. Chief of Feeding Division
- d. Chief of Housing Division
- e. Chief of Clothing Division
- f. Chief of Registration and Inquiring Division
- g. Chief Special Welfare
- h. Liaison

An Organizational Chart is included as Appendix 1.

III

MISSION OF SUBORDINATE UNITS & ACTIONS TO BE TAKEN UNDER WARNING CONDITIONS

A. Mission of Subordinate Units

- 1. See Basic Plan III-A.

2. All welfare centers in the county have the responsibility in providing all necessary Welfare Services directly to individuals who are in need.

B. Actions to be Taken Under Warning Conditions.

- 1. Strategic Warning (six hours or more)

- a. General Instructions. See Basic Plan III B 2.

- b. Specific Instructions

- (1) Information is to be secured from Welfare staff members and from lower echelons of the Welfare Service as to operational readiness of the Service.

- (2) If the staff is deficient in number, proper requests will be submitted to the Manpower Service to obtain additional staff.

- 2. Tactical Warning (one-half to six hours)

- a. General Instructions. See Basic Plan III B 3.

- b. Specific Instructions. The operating divisions of the reception and care centers will commence operations in

preparations to receive evacuees.

3. Attack Imminent (one-half hour or less). All personnel will take best available cover and remain until notified that conditions are safe to continue operations. It is likely such action will be for protection from fallout rather than the direct effects of a nuclear or thermonuclear weapon.

4. Post Attack

a. General Instructions. See Basic Plan III B5.

b. Specific Instructions

(1) Estimate damage to Welfare Resources and report to the County Civil Defense Director losses of resources.

(2) Determine the need for feeding, housing, and clothing and financial assistance, and prepare requests to submit through the proper channels for the needs.

(3) Provide Welfare support as requested, depending upon capabilities, to other counties in need.

IV. WELFARE SERVICE

SUPPLY & TRANSPORTATION

A. Supply. See Basic Plan IV A.

B. Transportation. See Basic Plan IV B.

V.

CONTROL & COMMUNICATIONS

A. Control.

1. In the event of disability to the Chief or Deputy Chief of the Welfare Service the following succession of command is to apply to insure continuity of operations.

- a. Chief of Feeding Division
- b. Chief of Housing Division
- c. Chief of Clothing Division
- d. Chief of Registration and Inquiring Division
- e. Chief of Special Welfare Division
- f. Chief of Liaison

2. Operation of the County Welfare Service is through the Civil Defense Chain of Command from State Civil Defense Director to Support Area Civil Defense Director to County Civil Defense Director to City Civil Defense Director.

B. Communications. See Basic Plan V, B.

LOUISA COUNTY

ANNEX U

WELFARE SERVICE

INDEX TO APPENDICES

<u>Number</u>	<u>Title</u>
U-1	Organizational Chart
U-2	Duties of Chiefs
U-3	Feeding Division
U-4	Housing Division
U-5	Clothing Division
U-6	Registration and Inquiry
U-7	Special Welfare

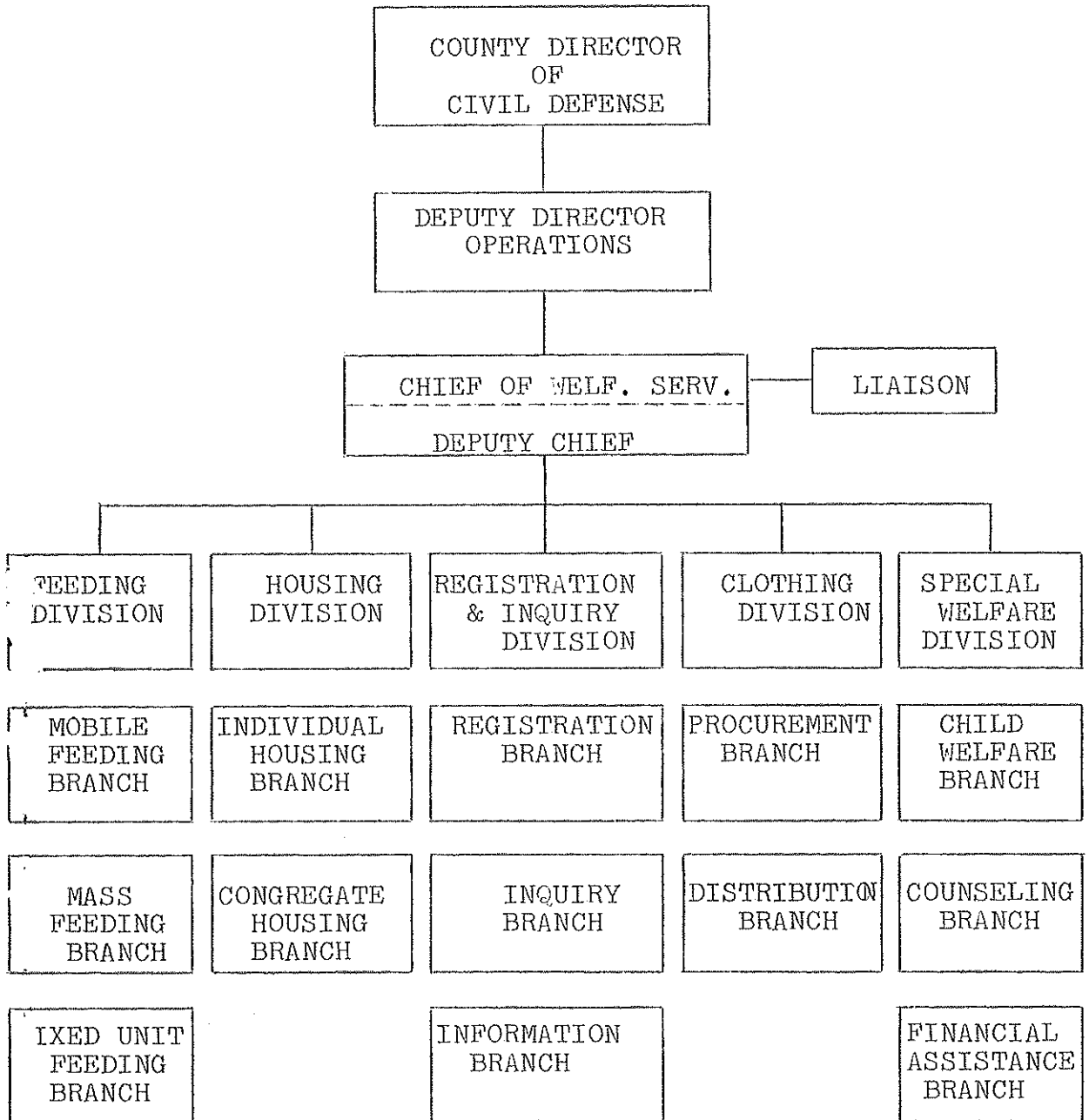
LOUISA COUNTY

ANNEX U

Appendix 1

WELFARE SERVICE

ORGANIZATION CHART COUNTY WELFARE SERVICE



LOUISA COUNTY

ANNEX U

Appendix 2

WELFARE SERVICE

DUTIES OF CHIEFS

I

COUNTY CHIEF

A. The County Chief will:

1. Be responsible for all Welfare activities within the county.
2. Issue all Welfare Service directives and orders; exercise command over and supervise all Divisions within the Service.
3. Allocate supplies, equipment, and manpower to the Divisions in accordance with policies set out by the County Director of Civil Defense.
4. Report to the County Director of Civil Defense.

II

DEPUTY COUNTY CHIEF

A. The Deputy County Chief will assist the County Chief and act in his place in his absence.

III

CHIEF HOUSING DIVISION

A. The Chief of the Housing Division will:

1. Supervise and direct the housing program in the county.
2. Determine housing facilities within the county.
3. Assign evacuees to private homes.
4. Assign special population groups to congregate housing.

IV

CHIEF FEEDING DIVISION

- A. The Chief of the Feeding Division will:
1. Organize the feeding program.
 2. Determine feeding facilities within the county.
 3. Organize a trained feeding staff.
 4. Provide food for patients and personnel in hospitals.
 5. Provide food for billeted evacuees.
 6. Provide food for residents of the county who may be in need.
 7. Obtain cooking fuel and equipment.

V

CHIEF CLOTHING DIVISION

- A. The Chief of the Clothing Division will:
1. Supervise and direct the clothing program in the county.
 2. Establish clothing collection and distribution centers at the District Headquarters.

VI

CHIEF REGISTRATION AND INFORMATION DIVISION

- A. The Chief of the Registration and Information Division will:
1. Supervise and direct the registration and information program in the county.
 2. Register evacuees at reception centers.
 3. Handle inquiries regarding the whereabouts of families and other specified persons.
 4. Provide general information to evacuees concerning conditions within the county and state.
 5. Compile daily lists of dead and injured in cooperation with the Emergency Information Service.

6. Provide Change-of-Address and Safety Notification post cards for evacuees.

VII

SPECIAL WELFARE

A. The Chief of the Special Welfare:

1. Care for orphans and children separated from parents.
2. Provide services for the aged, physically handicapped, chronically ill, and mentally ill.
3. Furnish financial assistance where required.
4. Provide individual counseling.

VIII

LIAISON OFFICER

The Liaison Officer will serve as assistant to the Chief of the Emergency Welfare Service in giving information to, and obtaining information from, related Services and in perfecting working arrangements.

LOUISA COUNTY

ANNEX U

Appendix 3

WELFARE SERVICE

FEEDING DIVISION

I

MISSION

In cooperation with the Supply Service, to arrange for the maintenance of adequate food supplies for the evacuee and resident population of the county; and direct the mass feeding program in the county.

II

ORGANIZATION

- A. Chief of the Feeding Division
- B. Deputy Chief.
- C. Chief Mobile Feeding Branch
- D. Chief Mass Feeding Branch
- E. Chief Fixed Units Feeding Branch.

III

CONTROL

- A. The Chief of the Feeding Division will report directly to the Chief of the County Emergency Welfare Service.
- B. The sequence of command in the Feeding Division will be determined by the Chief of the Division.
- C. The first official of the Division to reach a headquarters will assume control of operations until relieved by a superior.

DECEMBER 1958

U3-1

IV

DUTIES

- A. In the event of evacuation of the Target Areas of the State, Louisa County will have an estimated 100,000 evacuees moving through or into the county on the two evacuation routes.
- B. The Division will, with the cooperation of the Supply Service, assess as closely as possible all food supplies, water resources, fuel supplies, and serving equipment within the county.
- C. The Division will estimate as nearly as possible the food and water requirements for the residents and evacuees and make advance plans with the Supply Service for requisitioning food, fuel, and equipment required.
- D. The Division will establish stations on each of the two major evacuation routes, to provide water and food to evacuees passing through the county.
- E. The Division will recruit a staff qualified in food preparation and service. If a shortage of qualified personnel exists, inexperienced personnel will be given intensive training with the assistance of the Training Service.

LOUISA COUNTY

ANNEX U

Appendix 4

WELFARE SERVICE

HOUSING DIVISION

I

MISSION

- A. To provide and assign immediate housing for evacuees and Emergency Government workers during and following an enemy attack.
- B. To cooperate with the Health Service in allocating congregate housing to special population groups.

II

ORGANIZATION

- A. Chief of the Housing Division.
- B. Deputy Chief.
- C. Chief Congregate Housing Branch.
- D. Chief Individual Housing Branch.

III

CONTROL

- A. The Chief of the Housing Division will report directly to the Chief of the County Emergency Welfare Service.
- B. The sequence of command in the Housing Division will be determined by the Chief of the Division.
- C. The first officer of the Housing Division to arrive at a headquarters will assume control of operations until relieved by a superior.

DECEMBER 1958

U4-1

IV

BILLETING

A. Individual Housing. Evacuees seeking billets in Louisa County will be single persons and families ranging in size from two (2) to five(5) or more. The Housing Division will be confronted with a problem in adjusting evacuee placement to the size of individual dwellings. The Housing Division must, therefore, not only estimate the total evacuee capacity of the individual homes in the county, but must compile detailed data on each individual home. The data should show the location, number of rooms exclusive of kitchen and bath, name and size of family residing there, and evacuee capacity. Records of the assessors in the County Clerk's office will give the information needed.

The individual dwelling information should be indexed for each township.

Copies of the individual dwelling data for each District will be sent to its headquarters upon receipt of Strategic Warning.

B. Congregate Housing. Congregate housing will be reserved for hospitals and billets for special population groups such as children separated from families, children from orphanages and "homes," the aged, care home patients, and inmates of institutions.

The County Director of Civil Defense will, with the cooperation of the Welfare Service, compile data on the congregatè facilities within the county.

The Division will gather information on each school, lodge room, display room, town hall, vacant store room, vacant house (5 or more rooms), and sale barn.

The information for each congregatè dwelling will show the location, type of building, approximate floor space, and facilities such as plumbing, heating and lighting.

On the basis of the information obtained, the use to which each building can be put and its evacuee capacity will be determined. Information on congregatè living quarters will be compiled for each township and sent to the appropriate District Headquarters upon receipt of Strategic Warning.

It will be the responsibility of the Housing Division representative in each reception & care center to make congregatè dwelling assignments for his territory in accordance with instructions provided by the Chief of the County Housing Division.

LOUISA COUNTY

ANNEX U

Appendix 5

WELFARE SERVICE

CLOTHING DIVISION

I

MISSION

To supply and distribute clothing to persons in need following enemy action.

II

ORGANIZATION

- A. Chief of the Clothing Division.
- B. Deputy Chief
- C. Chief of Procurement Branch
- D. Chief of Distribution Branch

III

CONTROL

- A. The Chief of the Clothing Division will report to the Chief of the County Welfare Service.
- B. The sequence of command will be determined by the Chief of the Clothing Division.
- C. The first official of the Clothing Division to reach a headquarters will assume control of operations until relieved by a superior.

IV

DUTIES

- A. Evacuation of Target Area is likely to occur in such a hurried manner that evacuees will take very little clothing beyond what they happen to be wearing.
- B. The clothing problem will be affected by the time of year when evacuation takes place. If cold weather prevails,

extra blankets and clothing will be needed for many evacuees, especially the old and the children.

C. The Clothing Division will make spot checks of the commercial and private sources of supply within the county.

D. The Division will establish collection stations for used clothing at each District Headquarters.

E. All new clothing supplies are the responsibility of the County Supply Service; all used clothing supplies are the responsibility of the Welfare Service.

2010-11-11 10:00 AM

10/11/58

MEMORANDUM

TO: DISTRICT HEADQUARTERS

FROM: [illegible]

SUBJECT: [illegible]

DATE: [illegible]

2010-11-11 10:00 AM

10/11/58

MEMORANDUM

TO: DISTRICT HEADQUARTERS

FROM: [illegible]

SUBJECT: [illegible]

DATE: [illegible]

2010-11-11 10:00 AM

LOUISA COUNTY

ANNEX U

Appendix 6

WELFARE SERVICE

REGISTRATION & INQUIRY

I

MISSION

- A. The mission of the Registration and Inquiry (R & I) Division is to register evacuees as soon as they are billeted; to collect, assemble, and supply information regarding the condition (safe, hospitalized, dead, and unknown) and address of specified persons and separated families.
- B. To provide the means, postage free, whereby the population of disaster areas can notify family members and post offices of new addresses.

II

ORGANIZATION

- A. Chief of the Division.
- B. Deputy Chief
- C. Branch Chiefs
1. Registration
 2. Inquiry
 3. Information

III

CONTROL

- A. The Chief of the Registration and Inquiry Division will report directly to the Chief of the County Welfare Service.
- B. The sequence of command for the Registration and Inquiry Division will be determined by the Chief of the Division.
- C. The first official of the Division to reach a headquarters will assume control of operations until relieved by a superior.

IV

DUTIES

A. Many families will be scattered during evacuation. Friends and relatives in other parts of the county will have great anxiety about the safety of evacuees. It will be necessary to provide information in all such cases as quickly as possible.

B. It will be the responsibility of the Registration and Information Division to register evacuees billeted in the county and to answer and initiate inquiries coming to, or going from, the county.

C. Registration information will include: name, number in family, former address, new address, and condition of evacuee.

D. Due to the confusion existent during evacuation, it will be impossible to register evacuees until they are assigned to billets.

E. The registration information will be kept current.

F. Copies of all completed registrations will be forwarded to State Headquarters for inclusion in the State master file.

REFERENCES

1. [Faint text]

2. [Faint text]

3. [Faint text]

LOUISA COUNTY

ANNEX U

Appendix 7

WELFARE SERVICE

SPECIAL WELFARE

I

MISSION

- A. To provide financial assistance to evacuees in need.
- B. To provide care for the special population groups.

II

ORGANIZATION

- A. Chief of the Division
- B. Deputy Chief
- C. Branch Chiefs
 - 1. Financial assistance
 - 2. Child Care
 - 3. Individual Counseling

III

CONTROL

- A. The Chief of the Division will report directly to the Chief of the County Welfare Service.
- B. The sequence of command will be determined by the Chief of the Division.
- C. The first official of the Division to reach a headquarters will assume control of operations until relieved by a superior.

IV

DUTIES

- A. An enemy attack will result in many homeless adults and children who will be unable to meet their basic needs without assistance, counseling, and guidance.

DECEMBER 1958

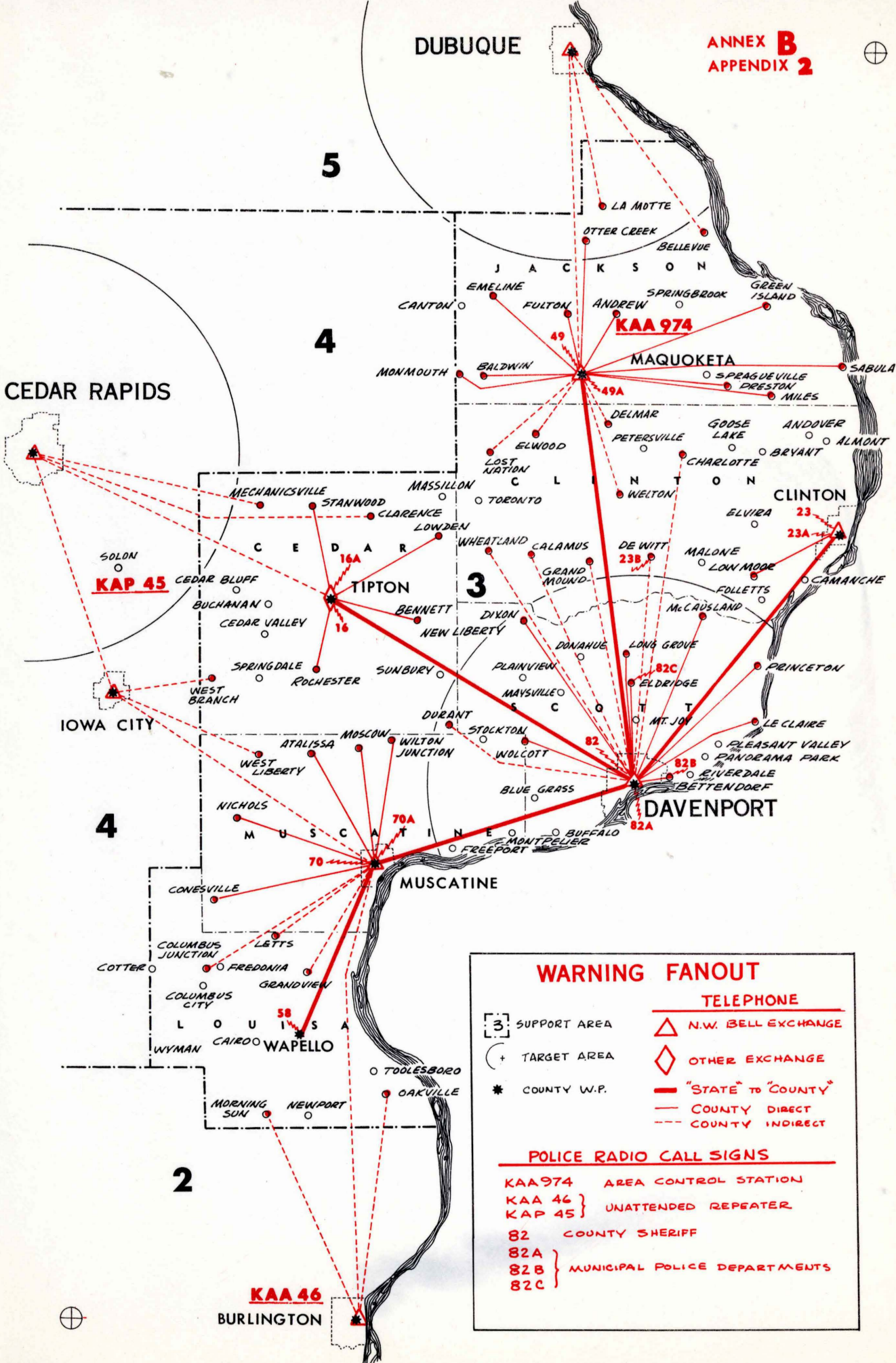
U 7-1

B. The evacuees will include orphans and children separated from their parents, together with aged, physically handicapped, chronically ill, and mentally ill persons.

C. It will be the responsibility of the Division to provide care for the special groups. The Division will also provide financial assistance and individual counseling.

D. The Division will cooperate with the Housing and Feeding Divisions in planning for the special care of evacuees.

E. The Division will provide a training program in the Pre-Attack period for personnel to act as assistants to the Chief of the Division.



WARNING FANOUT

TELEPHONE

- [3] SUPPORT AREA
- (+) TARGET AREA
- * COUNTY W.P.
- △ N.W. BELL EXCHANGE
- ◇ OTHER EXCHANGE
- "STATE TO COUNTY"
- COUNTY DIRECT
- - - COUNTY INDIRECT

POLICE RADIO CALL SIGNS

- KAA 974 AREA CONTROL STATION
- KAA 46 } UNATTENDED REPEATER
- KAP 45 }
- 82 COUNTY SHERIFF
- 82A } MUNICIPAL POLICE DEPARTMENTS
- 82B }
- 82C }

KAA 46
BURLINGTON

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