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# IOWA EMERGENCY PLAN



DEPARTMENT OF PUBLIC  
DEFENSE

CIVIL DEFENSE DIVISION



STATE OF IOWA  
OFFICE OF THE GOVERNOR  
DES MOINES

HAROLD E. HUGHES  
GOVERNOR

STATE LIBRARY OF IOWA  
Historical Building  
DES MOINES, IOWA 50319

## F O R E W O R D

Our state is continuously confronted with the possibility of emergency conditions of every kind. Floods, tornadoes and other natural disasters may occur at any time; and we cannot rule out the possibility of an enemy attack upon this country.

It is essential to have an emergency plan which has the flexibility to react to the entire range of potential emergencies. This plan, known as "The Iowa Emergency Plan", has been prepared to furnish guidance for state government when functioning under emergency conditions.

This plan supersedes the State Emergency Operations Plan of 1966. It requires each unit of state government to define its relationship to other agencies in an emergency and identifies the officials responsible for emergency action. The introduction of the new narrative approach results in a single plan rather than several with overlapping areas. Obviously, it will require continual updating.

The state plan will not stand alone. Its usefulness will depend upon the quality of supporting plans from state agencies having a role in the extension of government under extreme conditions, and it must be paralleled by well-conceived, current plans in political subdivisions. Cooperation is vitally necessary.

The citizens of the State of Iowa have a right to the protection afforded through good emergency planning. I, therefore, by this message call upon all state departments and agencies and political subdivisions to prepare and maintain the necessary plans to fulfill the goals of this state plan. It is an important part of the obligation we have to the people of this state.

*Harold E. Hughes*  
HAROLD E. HUGHES

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IOWA EMERGENCY PLAN

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# I O W A E M E R G E N C Y P L A N

## BASIC PLAN

### GENERAL

1. The State of Iowa has experienced enough unexpected violent conditions to learn that many lives can be saved and property protected when an adequate emergency plan exists. Not only does the threat of natural disaster confront us at any time, but an ever changing international situation raises the possibility of an enemy attack on our country.
2. Pursuant to the authority in Chapter 29C, 1966 Code of Iowa, this plan will provide the broad guidance to continue the essential government functions which would furnish support under emergency conditions. Not only must the State level of government be capable of decisions in emergency situations, but it must directly furnish support to political subdivisions when local capabilities have been exceeded. This Iowa Emergency Plan supersedes the Iowa State Survival Plan, 1961, with Annexes and the State Emergency Operations Plan, 1966, with Annexes.
3. No real attempt has been made to solve for problems before the fact. In the attempt to produce a plan which is short and without great detail, much reliance was placed upon the abilities of the several principal agencies involved to react to the problems at such time as conditions are known, rather than prior to the emergency. This does not say, however, that the mechanics of close coordination of State services have not been provided for.
4. References have been made to natural disasters, which are generally defined as acts of nature having a damaging effect and adversely affecting the population and economy. Also considered is the possibility of an enemy attack upon our country. Such an attack may reach nuclear proportions; however, other forms of war are possible. Preparedness in this plan is required for a major accident which is neither the result of war or of natural causes. The sole purpose of this emergency plan is to provide guidance and planning to limit damage, protect lives and property, and to insure the continuity of government within the State. We must also be prepared to react when civil disturbances threaten the welfare of the general population. Assignment of

responsibilities to specific State agencies in conjunction with the type of emergency is shown in CHART B-5, attached to this plan. Specific types of disasters are covered in the supporting plans of State agencies. The majority will appear in the Civil Defense Plan. The peculiarities of the several emergency conditions are also discussed in supporting plans.

5. Coordination of services in conjunction with the operation of State government during the defined emergencies is vested in the Director, Civil Defense Division, under the supervision of the Executive Director, Department of Public Defense; both in turn responsible to the Governor of Iowa (Section 29C), 1966 Code of Iowa). Existing lines of communication, both landline and radio, will prevail until such time as uniform State districting can become a reality.

#### CONCEPT OF OPERATIONS

6. The Governor of the State of Iowa will mobilize manpower and equipment in order to save lives, protect property, sustain survivors, repair essential facilities, and will direct such resource management policies as are necessary. The Executive Director of the Department of Public Defense is appointed State Disaster Coordinator and will function in the event of a natural disaster which involves the Federal Disaster Act, Public Law 81-875, as amended. The Executive Director of the Department of Public Defense has been delegated the authority for the administration of disaster loans made available to the political subdivisions of the State by SF 796, an Act of the 62nd General Assembly.

7. Control of operations to be exercised by the Governor in any emergency will be from the State Emergency Operating Center (referred to herein as the EOC), Basement, Robert Lucas State Office Building, or from such other place as he may designate.

8. State and local government will be expected to use the necessary resources available to limit damage and injury. In this respect, current emergency plans are mandatory so that preventative efforts, as well as resultant actions, are immediately employed. It is a basic requirement that the local, and then the State governments, will have expended or committed their resources before they will be eligible for Federal or adjoining-state assistance. However, a situation known to be capable of expanding out of local control should be reported without delay to as high a level as necessary to assure adequate support.

9. The development of a situation of emergency nature will be handled in three steps.

STEP I - Increased Readiness

10. Normal increased readiness actions are those daily preparations made by all echelons of government and industry to meet the impact of any foreseeable disaster situation.

11. Emergency increased readiness actions are those actions taken in anticipation of a greater need for preparedness, based on an indication of an impending disaster situation of whatever nature or magnitude.

12. When sufficient intelligence has been received of the impending emergency, the Executive Director of the Department of Public Defense and the Director of the Civil Defense Division will take steps to activate the EOC and to initiate selective alerting of key officials who have an emergency role. The number of persons designated to occupy the State EOC will be determined by the known space limitations existing at this time. Priority shall be given to those departments having decision-making responsibilities or responsibilities in support of carrying out the most vital EOC functions. The alerting procedure is provided as a part of the Civil Defense Plan, Tab 2. Preparedness actions will be taken in this phase, and communications established to assure continuity of authority. Supporting agencies will be briefed and requested to activate their own plans to the degree they deem necessary. Public information may be released if conditions warrant it.

STEP 2 - Operations

13. At this time it is considered that the emergency has developed. Direction and control are in effect, and support agencies are making resources available on a priority basis. Emergency broadcasts and releases containing guidance to the public will be given.

14. The continuous flow of information from sources at federal and county level as well as laterally at state level will provide the intelligence necessary to cope with the problems of an emergency situation. Close coordination of effort by all agencies at state, federal, county, and municipal level is necessary in this step to assure that maximum benefit is obtained.

from available resources. When existing conditions do not permit recovery actions to be conducted simultaneously with this step, planning and preparation can proceed, using the intelligence available as the emergency progresses. Losses can be reduced and recovery hastened by the right preparatory actions during this step.

### STEP 3 - Recovery

15. Primary attention during the recovery phase will be given to the restoration of essential services and facilities. Maximum coordination with Federal agencies, as they may be available, is required. All necessary actions in the interests of health and welfare of the populace of the State will be taken.

16. Emergency government within the State of Iowa will be implemented in accordance with CHARTS B-1 and B-2.

17. State Emergency Operations Districts are shown in CHART B-3. These districts are in conformance with the request in the Governor's Executive Order No. 11, dated 19 February 1968 for all state departments, commissions and agencies to adapt their own need for districting to the multi-county concept established by the Office for Planning and Programming. (See CONTROL, paragraph 31, page 7.)

### POLICIES

18. Civil governments will provide for the control of emergency operations at their respective levels of jurisdiction.

19. The logistical support of resources will be in accordance with the established policies of the Iowa Resource Management Plan, Tab 23. Agency directors of the Iowa Resource Management Plan may be called upon at any time that a period of rising international tension would indicate the need for taking Increased Readiness actions. At any time following the declaration of a National Emergency, the President of the United States may declare an Emergency Freeze Order placing all resources under the Office of Defense Resources (ODR), which in peacetime is known as the Office of Emergency Planning. See Tab 23, Resource Management.

20. Surplus resources at any location in the state will be considered for support to other areas in need.

21. State support of political subdivisions will be through the established departments of State government. Each level of government will be prepared to support the next higher or lower level of government. Political subdivisions are encouraged to enter into mutual aid agreements with other political subdivisions.

EMERGENCY TASK ASSIGNMENTS IN STATE GOVERNMENT

22. The Governor of Iowa shall exercise general direction and control of emergency operations through established departments and agencies of the Government of the State of Iowa, and those emergency organizations created by executive proclamation. In the event that the Governor, for any of the reasons specified in the constitution, is not able to exercise the powers and discharge the duties of his office, or is unavailable, then succession to the office of Governor shall be as follows:

Lieutenant Governor  
President Pro Tem of the Senate  
Speaker of the House  
Attorney General  
Secretary of State  
State Treasurer  
State Auditor

Emergency executive succession is provided for in Chapter 38A.5, Code of Iowa, 1966.

23. At other than State Government it is essential that county/municipal emergency plans clearly indicate responsibilities of officials and provide for the delegation of authority. The official in control, and therefore the responsible officer within a county, but not including the confines of an incorporated city or town, is the sheriff. The responsible officer within the corporate limits of a city or town is the mayor. All civil defense and emergency resources are made available to this authority, and will be used as determined by the emergency plan in the county.

24. The Executive Director of the Department of Public Defense, under the direction and control of the Governor, shall have general direction and control of the Iowa Civil Defense Division. The Executive Director will be prepared to assume the role of Disaster Coordinator for the purpose of providing direction and



control of emergency operations within the State of Iowa. The Executive Director, functioning as the Adjutant General, will utilize National Guard forces of the State as are available. Nothing in this plan shall authorize or permit National Guard units to be placed under the field command of any person not having the military or National Guard status required by law for the field command position in question. At his direction, a plan for the use of military forces in support of civil authorities has been included as Tab 3 of the Iowa Emergency Plan.

25. At the direction of the Governor, the Commissioner of Public Safety will use his law enforcement personnel, others made available, and the National Guard providing support, in order to maintain control in an emergency situation. Such other functions as are the responsibility of the Department of Public Safety are outlined in their Tab 9 of the Iowa Emergency Plan.

26. The Director of the Iowa Civil Defense Division is vested with the authority to administer civil defense and coordinate all other emergency planning affairs in the State. He is responsible for preparing and executing the civil defense and emergency planning programs of the State. He shall prepare and maintain the Civil Defense portion, Tab 2, of the Iowa Emergency Plan. He shall maintain an Emergency Resource Management Plan, Tab 23, of the Iowa Emergency Plan.

27. Each State Department and political subdivision of the State of Iowa will prepare plans for providing its personnel, facilities, materials and services toward the accomplishment of the provisions of this plan. Plans and support activities will be coordinated with the Director, Iowa Civil Defense Division. Authority for the integration of stated departmental resources in the event of an emergency is contained in Chapter 29C.4, Code of Iowa, 1966. Assignment of Primary or Support responsibility of State Agencies during disaster activities is indicated in CHARTS B-5 and B-5, page 2.

#### CONTROL

28. Control in all emergencies beyond the scope of local authority is vested in the Governor or his legal successor when the Governor is unable to act. Direct operational control of civil defense and emergency planning functions may be assumed by the

Executive Director, Department of Public Defense, in the event of a disaster beyond local control. The civil defense and emergency planning affairs of the State, including natural disasters, are subject to the direction of the Governor and the supervisory control of the Executive Director, Department of Public Defense.

29. At the discretion of the Governor, control of State Government during any emergency involving more than one State Agency shall be from the State EOC, Room B-33, Robert Lucas State Office Building, Des Moines.

30. The placement of the emergency seat of government is covered by Chapter 38C, 1966 Code of Iowa, in the event the State EOC is unusable.

31. A constantly available line of control from State to counties, using district offices as relay points, does not exist at this time. Control will be direct from State to county, until such time as district coordinators of the State Civil Defense Office are assigned. The use of an operational EOC in a major city within each of districts 1 through 5 (see CHART B-3) is proposed to provide control from State through district to county. A mutual agreement between State Civil Defense and the designated County/District EOC would include the necessary state funded communication support equipment. Changes in this concept of operational control will be reflected by revision of the Iowa Emergency Plan as needed.

32. No specifically designated relocation site is available at this time. Should relocation become necessary, efforts will be made to co-locate with a suitable county/municipal EOC. When a relocation site has been built specifically for the alternate location of State Government in an emergency, a revision in the Iowa Emergency Plan will be made to show this location.

33. The Office of Civil Defense (OCD), Region Six Emergency Operation Center is located at the Denver Federal Center, Denver, Colorado. Designated alternative headquarters for OCD, Region Six are:

Primary: Region Four, Battle Creek, Michigan.

Secondary: Region Seven, Santa Rosa, California.

34 Emergency Operating Centers of the Iowa Highway Commission in their district offices are located as follows:

District	A	1420 4th St. S. E., Mason City	515/423-7852
	B	430 16th Ave.S.W., Cedar Rapids	319/364-0235
	C	307 W. Briggs St., Fairfield	515/472-4171
	D	U. S. Highway 6 East, Atlantic	712/243-4557
	E	2800 E. Gordon Dr., Sioux City	712/276-1451
	F	826 Lincoln Way, Ames	515/232-7250

In an enemy attack emergency, communications support from County EOC's to State EOC may be available, using facilities of the Highway Commission at the district office location shown above.

#### COMMUNICATIONS

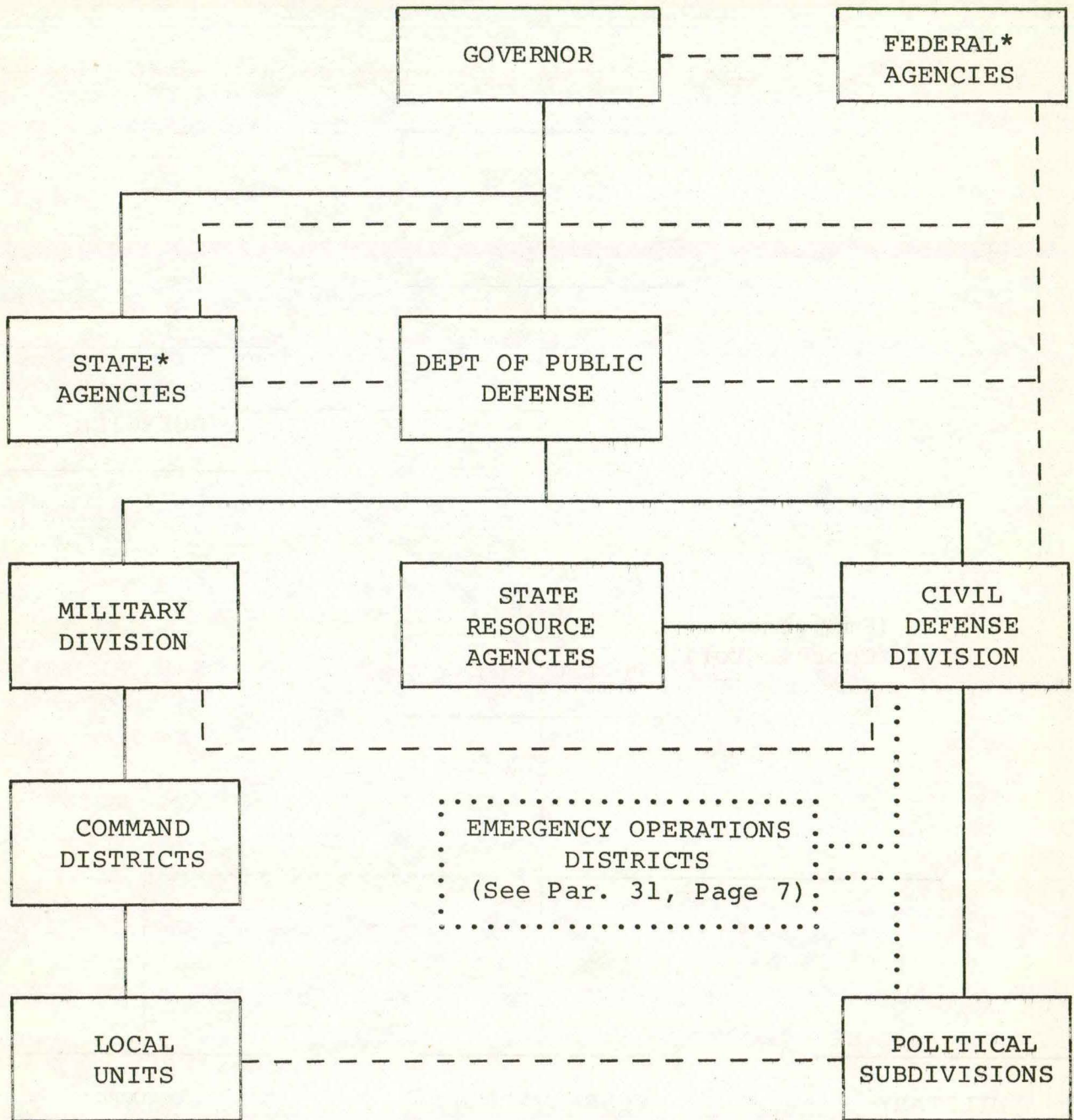
35. The best possible communications capability during any emergency situation is vital to the successful conduct of all operations relative to the emergency. Communications systems for the State EOC are in various stages of completion. Continued efforts are being made to expand all systems to eventually provide complete coverage of the State's needs in combating any emergency. These systems, in their present state of development, provide a common point of communications entry for those departments and agencies having the need for close personal liaison during an emergency. The co-location of these systems with other specialized systems of communication to the regional and national levels provide for the best possible coordination between responsible agencies.

36. The Iowa Civil Defense Division maintains an expanded internal communications plan. A short form version of this plan is contained in TAB 2, Civil Defense.

37. Departmental staff alerting plans shall be a part of the internal plans of each of the State departments having a part in the Iowa Emergency Plan. Each department must make a current list of key personnel available to the Civil Defense Division for the purpose of activation of State Government in an emergency.

ORGANIZATION OF STATE GOVERNMENT FOR EMERGENCIES

OTHER THAN CIVIL DISTURBANCES



LEGEND:                   \* As Required  
 \_\_\_\_\_ Command or Control  
 - - - - - Coordination or Support

CHART B-1

ORGANIZATION OF STATE GOVERNMENT  
FOR CIVIL DISTURBANCES

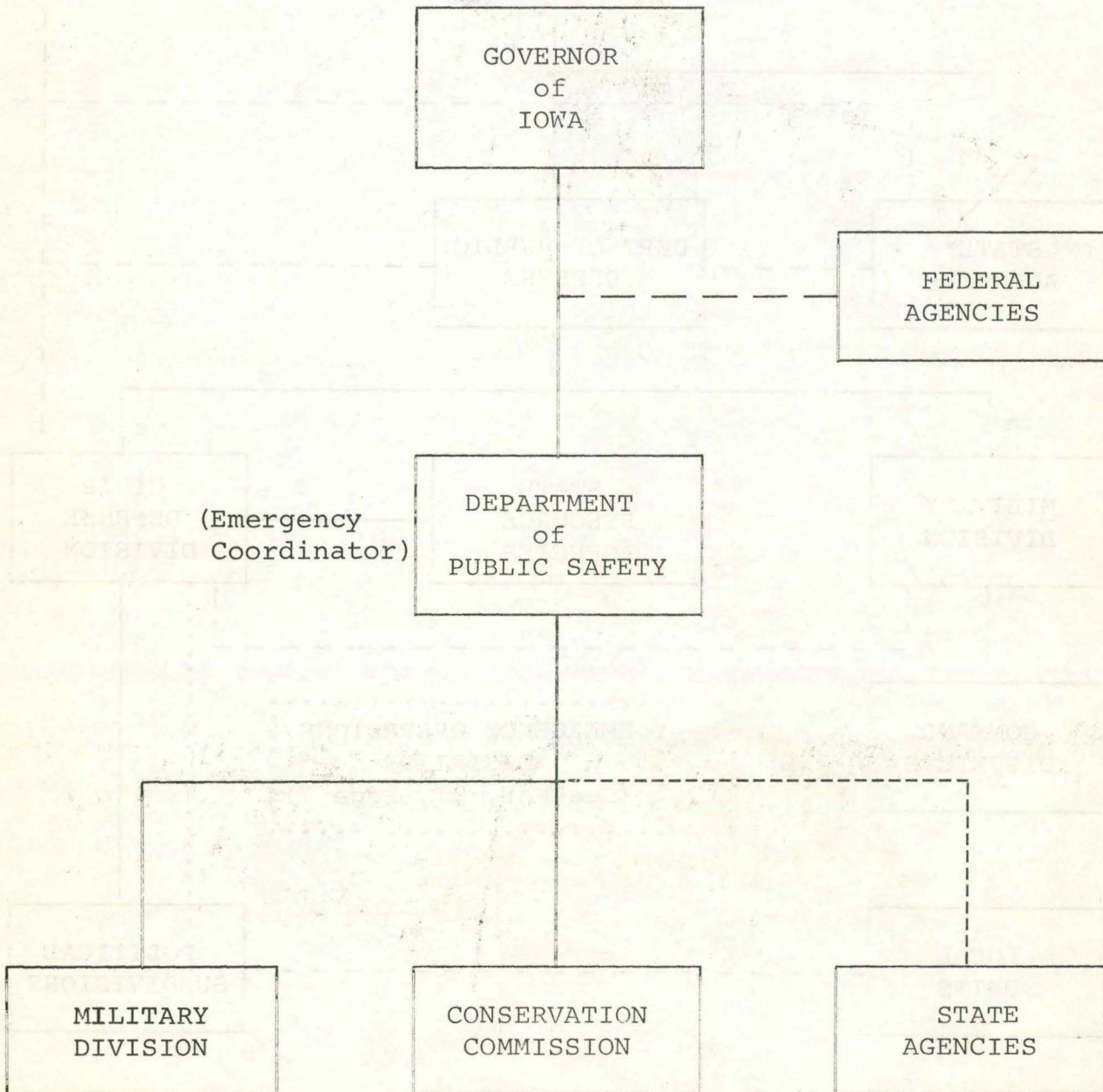


CHART B-2

# IOWA EMERGENCY PLAN

## EMERGENCY OPERATIONS DISTRICTS

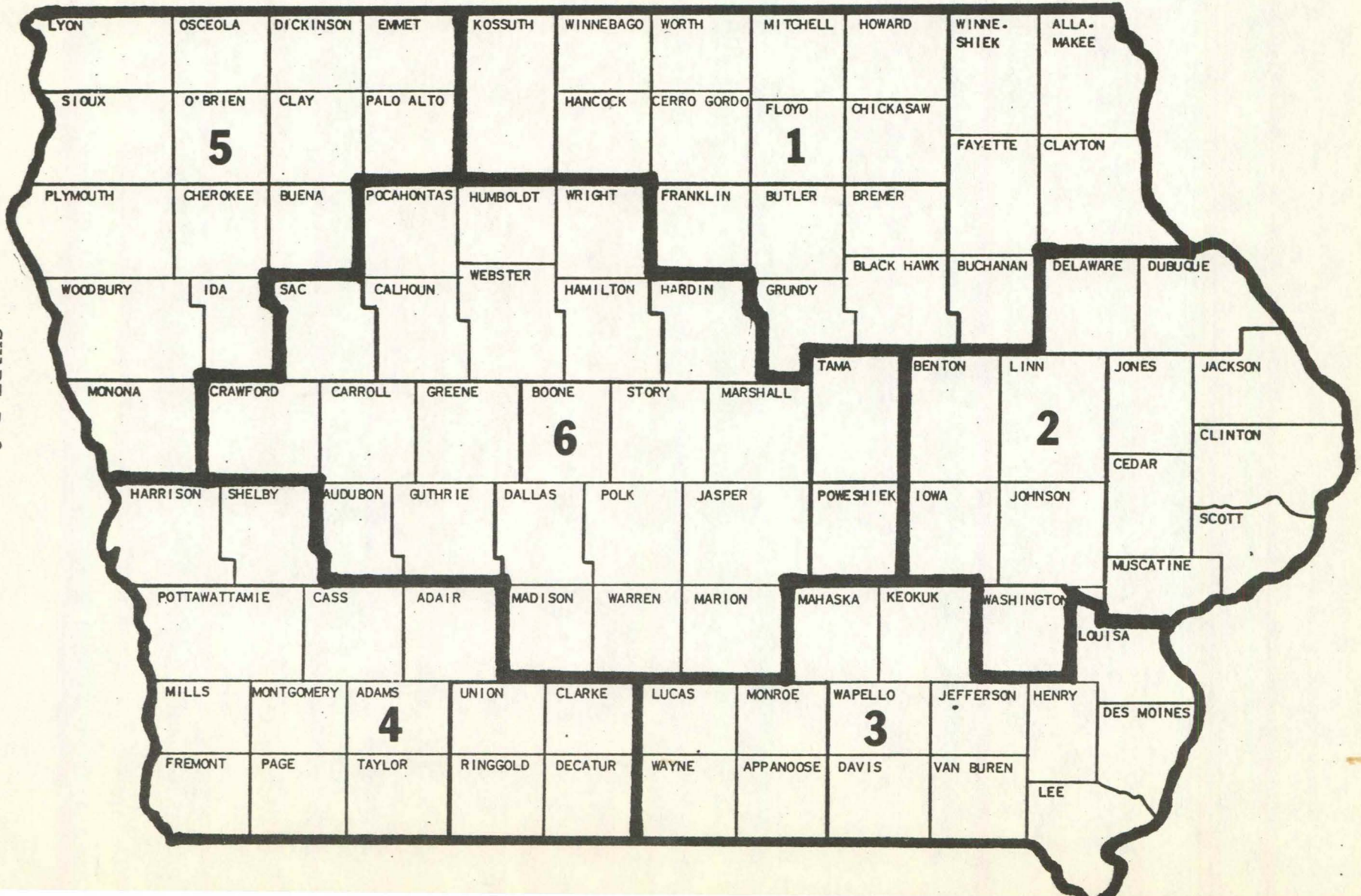


CHART B-3

IMPLEMENTATION OF EMERGENCY GOVERNMENT

(1) ENEMY ATTACK EMERGENCY	(2) NATURAL DISASTER OR CIVIL DISTURBANCES	(3) FEDERAL DISASTER ASSISTANCE
1. Presidential or Gubernatorial proclamation or announcement.	Analysis of disaster by all State Agencies.	Presidential approval of Federal assistance under PL 875 Proclamation of Disaster.
2. Implementation of State Emergency Operating Plan.	Governor announces Disaster Coordinator or Emergency Coordinator.	Appointment of Disaster Coordinator.
3. Activation and manning of State EOC and Mutual Aid District EOC's available.	Exec. Dir., Dept. of Public Defense and State CD Dir. or Comm. of Pub. Safety, establishes necessary organization to coordinate & control operation.	Delegation of responsibility for coordinated action.
4. Establish communications in accordance with Civil Defense Emergency Operations Communications Plan.	Allocation of resources to combat disaster.	Coordination with Federal and State, and political subdivisions.
5. Control of resources and facilities in accordance with planned action and policy through the State Emergency Operations Ctr.	Control of resources and appropriate coordination of agencies concerned. For natural disasters see Col. 3 for Federal Assistance.	Evaluation of total disaster conditions within the State.
6. Analysis of damage through established agencies and all levels of government.	Coordination of information releases to all agencies.	Submission of required reports and other administrative actions.
7. Allocation of resources with the implementation of Emergency Resource Management Plan.	The implementation of actions as outlined above shall not be considered as restrictive in nature and all Agencies of Government have the responsibility to initiate such actions as may be necessary to protect lives and property within the State of Iowa.	

CHART B-4

**DISASTER OPERATIONS**

OPERATION	RESPONSIBLE AGENCY  (P--Primary) (S--Support)	ENEMY ATTACK	NATURAL DISASTER	MAJOR ACCIDENT	CIV. DISTURBANCE
1. Alert Key Officials and Staff	Civil Defense Division Adjutant General Dept. of Public Safety	P	P	P	P
2. Continuity of Government	Attorney General Secretary of State	P S			
3. Radiological Monitoring	Civil Defense Division Adjutant General Dept. Public Safety	P S S		P	
4. Chemical, Biological Monitoring	Health Department Dept. Agriculture	P S	P S	P S	
5. Damage Assessment	Civil Defense Division Dept. Public Safety Highway Commission Adjutant General	P S S S	S P S	P	P S S
6. Communications	Civil Defense Division Adjutant General Dept. Public Safety	P S S	P S S	P	P S S
7. Law and Order	Dept. Public Safety Adjutant General Conservation Commission	P S S	P S S	P S S	P S S
8. Rescue	Dept. Public Safety Conservation Commission Adjutant General	P S S	P S S	P S S	P S S
9. Resource Management	Civil Defense	P			

**CHART B-5**



DISASTER OPERATIONS

OPERATION	RESPONSIBLE AGENCY  (P--Primary) (S--Support)	ENEMY ATTACK	NATURAL DISASTER	MAJOR ACCIDENT	CIV. DISTURBANCE
10. Debris Clearance	Highway Commission Resource Management	P S	P S	P	P
11. Fire Fighting	Dept. Public Safety	P	P	P	P
12. Medical and Health	Dept. of Health Health Agency Resource Management	S P	P	P	P
13. Emergency Welfare	Dept. Social Welfare Dept. of Health Volunteer Agencies	P S S	P S S	P S S	P S S
14. Shelter Occupancy	Civil Defense Division Dept. Social Welfare	P		P	P
15. Decontamination	Dept. of Health	P	P	P	P
16. Public Information	Civil Defense Division Adjutant General Dept. Public Safety Governor Public Instruction	S S S P S	S S S	S S S P	S S S P
17. Finance	Comptroller Treasurer of State	P S			
18. Water Pollution	Dept. of Health Conservation Commission Natural Resources	P S S	P S S	P S S	P P

IOWA EMERGENCY PLAN

CIVIL DEFENSE DIVISION

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IOWA EMERGENCY PLAN

CIVIL DEFENSE DIVISION

REFERENCES

1. Code of Iowa, 1966.
2. Federal Civil Defense Guide (FCDG).
3. Emergency Operations Plan of Region VI, OCD, DA.

SITUATION AND ASSUMPTIONS

1. The resources of all agencies of the State, each county and each municipality shall be available for use during disaster conditions.
2. Military resources of the active and reserve components will be allocated to the Iowa Area Command through 5th US Army in accordance with the availability of troops and their respective capabilities for providing military support to civil authorities.
3. Resources of the various Federal agencies shall be allocated to the State of Iowa and support of operations will be provided by, but not limited to, the following:
  - Office of Civil Defense (OCD), DA, Region VI.
  - Office of Emergency Planning, (OEP), Region VI.
  - US Department of Health, Education & Welfare.
  - US Department of Agriculture.
4. Assistance from the volunteer, welfare and charitable organizations will be made available in accordance with Federal and State agreements.
5. It is assumed that an enemy may attack the United States, the North American continent, or nations friendly to the United States. Any such attack on adjacent areas or other friendly nations would serve as warning of a possible attack on the United States.
6. Enemy attack targets are assumed to be military bases, missile sites, and centers of government, industry, transportation, and population.

7. An enemy attack could cause total destruction of some areas, with fallout contamination over large areas; radiation doses could be high and persistent, denying access to these areas for long periods of time. Commerce and industry could be disrupted by destruction of facilities, materials, transportation, communication, and loss or displacement of operating personnel.

8. Other man-made emergencies and natural disasters may occur at any time. These could result in loss of life, danger to the population, and loss to or disruption of industry and transportation.

9. Enemy attack, natural disasters, or man-made emergencies may create conditions which are beyond the capability of the political subdivisions to combat, control, or conduct recovery operations.

#### MISSION

10. The mission of civil defense organizations at all levels of government in the State of Iowa is to coordinate the organization and supervision of those functions required to accomplish the following objectives in the event of any emergency:

- a. Insure the continuity of government.
- b. Protect life and property.
- c. Sustain survivors and repair essential facilities.
- d. Provide support in all areas of the State.

#### EXECUTION - ENEMY ATTACK

11. Total damage in large areas, extensive fallout, lack of communications and transportation may restrict the control, movement and support capabilities at all government levels. Civilian and military resources with priority commitments may have limited availability for other tasks within the State of Iowa.

12. Control of operations within the Iowa Civil Defense Division will be maintained by staffing with personnel from existing State agencies and those created by Executive Proclamation. The following functional areas shall be utilized:

- a. Command and Control (CHART CD-1)
- b. Administrative Support (CHART CD-2)
- c. Attack Analysis (CHART CD-3)

- d. Operations (CHART CD-4)
- e. Logistics (CHART CD-5)
- f. Communications and Warning (CHART CD-6)

13. Each level of government will be prepared to conduct its own operations using all available resources to reduce the total State requirement for assistance.

14. Each county and State organization will increase support efforts when local resources are depleted.

15. Overall coordination will be from the State Emergency Operations Center (EOC) to the affected political subdivision.

16. Phases of operation for any enemy attack are: Step 1 - Pre-attack; Step 2 - Trans-attack; and Step 3 - Post-attack.

Step 1 - Pre-attack

17. When there is no indication of an enemy attack, this step will be a period of routine preparation for attack by training and education, and the development of supporting facilities, plans and procedures. During periods of increased tensions accelerated preparations will be made as motivated by the Iowa Civil Defense Division as outlined in the FCDG, Part G, Chapter 5.

18. The use of IRIS (Increased Readiness Information System) will be activated upon the request of the National, Regional, or State Office of Civil Defense to lower echelons. IRIS information obtained from State and county levels will be disseminated to primary State officials. Summary reports will be forwarded to Region VI.

19. Coordination and assistance will be provided by the Director of the Iowa Civil Defense Division, Robert Lucas State Office Building, Des Moines, Iowa.

20. The Emergency Broadcast System (EBS) has been devised to provide the President and the Federal Government as well as State and local governments, with a means of emergency communications with the general public through non-government broadcast stations during and following an emergency action condition. Mass communications from such sources might include, but would not be limited to, messages from the President or other Federal

officials and National, Regional, State, and Operational Area (local) authorities providing instructions, news, and information.

### Step 2 - Trans-attack

21. After sounding of attack-warning signals, measures taken during this step will be limited to in-shelter activities required for assuring continuity of government, orderly control of actions, sustaining life, and reducing human distress, except that the most urgent public services may be rendered, e.g. fire fighting, during times that continued attack is not imminent and radiation levels will permit within known safety limits.

22. Collection and evaluation of attack reports will establish order of emergence from shelter in various parts of the State and define support to be organized by State and local authorities. Plans will be reviewed for early implementation of general post-attack operations.

23. This step will continue until radiation levels permit emergence to commence recovery operations.

24. Complete radiological defense actions to be taken are outlined under separate heading RADIOLOGICAL DEFENSE, paragraph 28.

### Step 3 - Post-attack

25. During this step, continued evaluation of the attack effects on the State will provide the information needed to make decisions and take actions in the best interest of the affected populace.

26. Mutual aid should be exercised wherever possible, even though it may cross state or county boundaries, using to the fullest extent State, county, and municipally-owned or directed resources.

27. Operational control during Steps 2 and 3 of an enemy-attack emergency will be from the State EOC.

## RADIOLOGICAL DEFENSE

### Introduction

28. At the urban and rural levels, detailed and current radiological intelligence would be essential for warning and for directing the protective action to be taken by the local populace

as well for control of radiation exposure to personnel performing locally directed emergency and recovery functions.

29. At the higher levels of government, there is increasing responsibility for planning, coordinating, and (as necessary) directing protective, remedial and recovery actions and programs beyond the capabilities of the individual communities. In order to perform such radiological defense (RADEF) functions within the framework of the overall Civil Defense Plan, the State, county or local level needs areawide intelligence which is dependent upon reliable monitoring and reporting.

#### Scope of Responsibility

30. Protection of the people, early recovery of vital facilities and rehabilitation can be accomplished only through an organized capability of detecting, monitoring, reporting, and analyzing the fallout situation at each affected locality. Radiation measurement and detection instruments in the hands of trained personnel is the only means of gaining reasonably accurate information of the fallout radiation level at a given time at a geographic location since the levels of radiation will vary geographically, even in small areas. Therefore, an organized capability of detecting, measuring, and reporting levels of fallout radiation is needed to furnish information to authorities at all levels of government as a basis for making decisions affecting:

- a. The period of shelter occupancy.
- b. Restoration of vital facilities and obtainment of needed food, water, and supplies at the earliest possible time.
- c. Fire-fighting, law enforcement, and other public service operations.
- d. Relocation of people from areas of high radiation intensity.
- e. Rescue, first-aid, medical, and welfare operations.
- f. Decontamination, recovery, and rehabilitation operations.
- g. Control of radiation exposure of workers assigned to post-shelter tasks in fallout areas.

31. Because there is no counterpart for the radiological service in normally-operating government, the planning and implementation of radiological defense services must be achieved through a constant state of readiness.

## RADEF Actions

32. Emergency RADEF actions are divided into two categories, those that are predicated upon RADEF support to the overall State mission and those that are predicated upon the internal security and welfare of the State EOC and its operating staff.

A. Support to the overall State mission, to:

1. Detect, measure, report, plot, analyze, and evaluate fallout contamination.
2. Provide guidance for fallout decontamination.
3. Give staff support to the director and other staff members in the technical aspects of radiological defense.
4. Collect, evaluate, and disseminate information relating to radiological hazards.
5. Forecast probable areas of contamination and fall-out arrival time to State agencies and local governments through established channels.
6. Obtain data needed for the planning and execution of specific recovery operations.

B. Internal security and welfare of the State EOC and its operating staff, to:

1. Develop a trained State EOC Emergency RADEF operations staff.
2. Check and release RADEF instruments to internal staff.
3. Prepare and maintain exposure records for all State EOC personnel.
4. Establish criteria for emergency missions outside the State EOC protected area and for decontamination on the return.

## Operations

33. Personnel of the RADEF section will have the following responsibilities:



A. RADEF Officer

1. Plans and implements programs to minimize the effects of radiation resulting from a nuclear attack on the United States.
2. Recommends actions and coordinates emergency radiological defense activities in his area including monitoring; reporting; analyzing; evaluating radiological data; prepares summary reports for government officials and warning messages for the populace.

B. Assistant RADEF Officer

Under the general supervision and direction of the RADEF Officer:

1. Conducts indoctrination courses for administrative and planning personnel.
2. Plans and directs training and refresher courses for monitors.
3. Prepares and assists in the administration and evaluation of exercises and tests.
4. Assists in the recruiting and training of the Emergency Operating Center Radiological Defense staff.
5. Assists in directing the EOC radiological defense and monitoring operations.

C. Analyst

1. Prepares monitored radiological data in analyzed form for use in the areas served and for reporting to other levels of government.
2. Evaluates the radiation decay patterns as a basis for the estimation of future dose rates and radiation doses associated with shelter occupancy, emergency operations, and post-shelter living.

D. Plotter

1. Records incoming data in appropriate tabular form and on maps.
2. Performs routine computations under general direction and supervision.

E. Chief of Monitors

1. Supervises the assignment of monitors and the collection of radiological data.
2. Assures the radiation exposure records of monitors are maintained and that monitoring assignments are in accord with the appropriate radiation exposure control standards.

F. Monitors

1. Measures, records, and reports radiation dose and dose rates.
2. Provides limited field guidance on the radiation hazards associated with the emergency operations to which he is assigned.
3. Performs operator's maintenance of radiological defense instruments.

Organization

34. See Flow Charts. (CHARTS CDRD-1, CDRD-2, pages 9-10)

Communications

35. In general, the upward and downward dissemination of radiological intelligence and warning information will be accomplished by means of the best communications available between the points of contact.

RADEF Plan

36. A RADEF plan containing specific guidance in the field of radiological defense will be available from the State Civil Defense Office.

RADIOLOGICAL DEFENSE  
ORGANIZATIONAL FLOW CHART

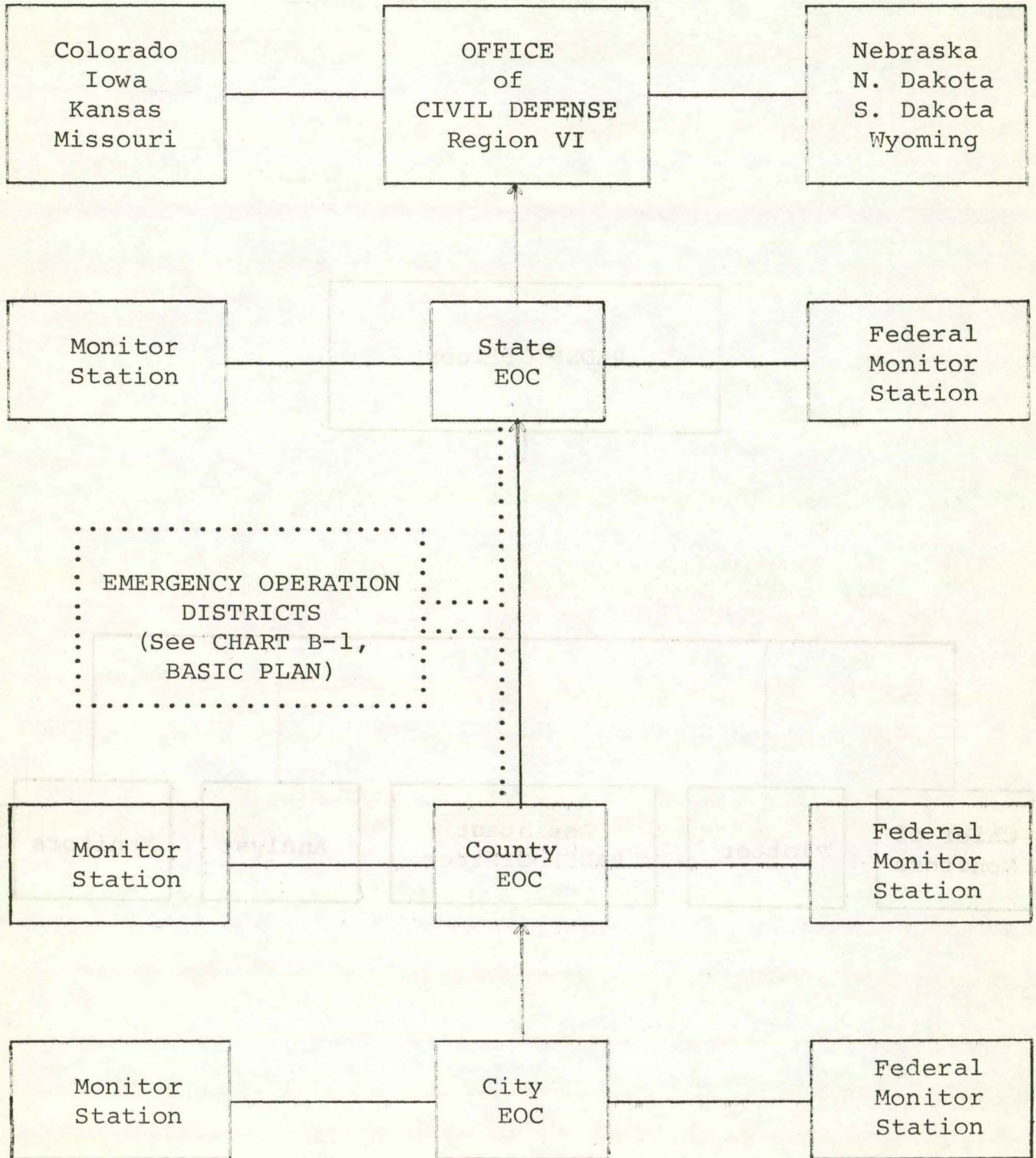


CHART CDRD-1

ORGANIZATIONAL FLOW CHART

EOC RADEF SECTION

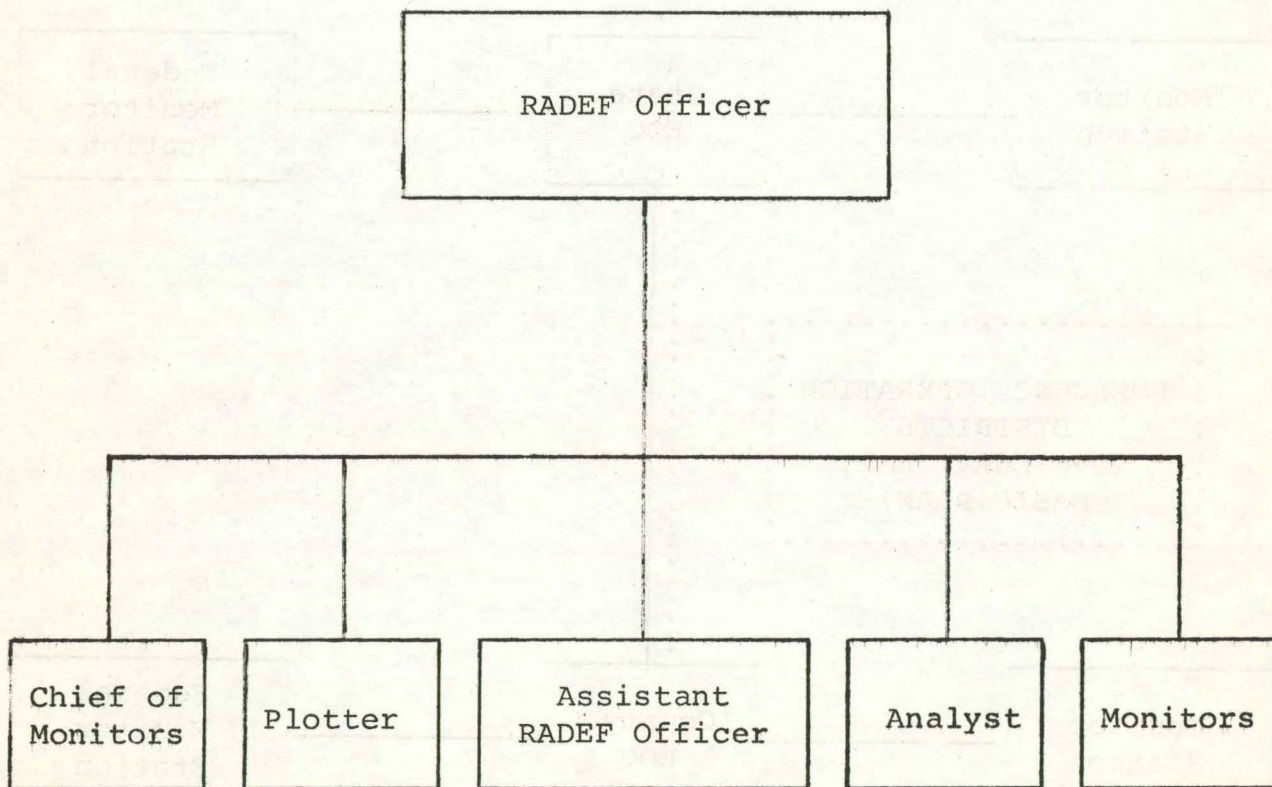


CHART CDRD-2

## EXECUTION - NATURAL DISASTERS AND OTHER EMERGENCIES

### Step 1 - Increased Readiness

37. Preparation for natural disasters and other emergencies during normal conditions will be a continuous function of the Iowa Civil Defense Division, each State department or agency with civil defense responsibilities, and all political subdivisions within the State.

38. The short form Emergency Plan of each State department or agency will be made a part of the Iowa Emergency Plan. Detailed operating procedures of each department or agency will be established and maintained by each as an internal departmental document for use during all emergencies.

39. Increased Readiness actions for natural disasters and other emergencies will be taken by the Civil Defense Division and the affected State departments, agencies and political subdivisions when developing conditions permit advance preparations (e.g. flood and tornado seasons).

40. Preparedness actions to save lives and protect property will be taken, to include coordinating the stockpiling of supplies, transfer of equipment, assigning areas of responsibility, available manpower, dissemination of public warnings, and release of appropriate information to the public. Mutual aid plans should be reviewed and contact made with reciprocating political subdivisions.

### Step 2 - Operations

41. During emergencies, actions taken by the Civil Defense Division, with affected State agencies and political subdivisions will stress the saving of lives, protection of property and coordination of these and other efforts to alleviate human distress, reduce property damage and insure that the most efficient use is made of available resources in the affected area and others that are in support.

### Step 3 - Recovery

42. During natural disasters and other emergencies, the Civil Defense Division will coordinate support, as available, with

other State agencies and with political subdivisions that have exhausted their available resources.

43. The Civil Defense Division will provide coordination during recovery through the Executive Director of the Department of Public Defense when he assumes the post of Disaster Coordinator. The qualification for financial aid under Federal Public Law 875 and SF 796, an Act of the 62nd Iowa General Assembly, shall be under the direction of the Disaster Coordinator.

44. The complete organization of Civil Defense agencies at all levels, using established local Mutual Aid agreements, will enable each agency to conduct operations designed to protect and save lives, sustain survivors, repair essential facilities and protect property.

THE IOWA CIVIL DEFENSE DIVISION WILL:

45. Coordinate, assist and provide guidance for all programs needed to improve emergency readiness within the State.

46. Prepare for the necessary internal alerting, manning, and operations plan for the State Emergency Operations Center.

47. Prepare and maintain the State Emergency Resources Management Plan. (Tab 23 of the Iowa Emergency Plan)

48. Coordinate and assist in the preparation of plans for emergency operations in the political subdivisions and departments of the State of Iowa that have civil defense responsibilities.

49. Prepare and maintain the necessary expanded internal plans to support this plan. These will include, but will not be limited to, emergency communication and warning systems, radiological monitoring, damage assessment, reports, and emergency broadcasting. Distribution of these expanded internal support plans to recipients of the Iowa Emergency Plan will be limited to those having specific need for them, and will be made as they become available. It is recommended that they be used by certain State departments and the political subdivisions in preparing their own internal plans.

50. Incorporate into the Iowa Emergency Plan the supporting plans of State departments and agencies (as listed in the BASIC "Contents", showing their location by Tab numbers).

THE POLITICAL SUBDIVISIONS OF THE STATE SHALL:

51. Develop Civil Defense and Emergency Planning organizations at their respective levels. (Chapter 29C, 1966 Code of Iowa)

52. Prepare plans for the continuity of government. (Chapter 38D, 1966 Code of Iowa)

53. Develop and maintain the capability to perform radiological and damage assessment.

54. Develop and maintain an inter- and intra-county communications system capable of providing at least two (2) exiting systems, one of which shall provide contact to the next higher EOC.

COORDINATION

55. Requests for resources in enemy attack emergency shall be processed through Civil Defense channels at the State EOC.

56. Requests for assistance in all other emergencies may be made to the Governor, Adjutant General, Department of Public Safety, or Civil Defense Division by the procedure outlined on (CHART CD-9).

57. Manning requirements for the State EOC will be established by the State Civil Defense Division and other State departments having emergency governmental responsibilities. (See CHARTS CD-1, CD-2, CD-3, CD-4, CD-5, CD-6).

58. State emergency Government officials, required for the State EOC, will be designated by the department head and reported to the Director of the Iowa Civil Defense Division.

59. Alerting procedures for the State EOC will be the responsibility of the Iowa Civil Defense Division. EOC manning requirements will be coordinated with all state departments having Civil Defense responsibilities. (See CHARTS CD-7 and CD-8).

60. Each department or agency of State Government having a communication system, other than telephone, shall prepare a communications plan, coordinated with the Iowa Civil Defense Division, to support Annex A, State Emergency Communications and Warning Plan. Annex A is an expanded internal communication plan for the Civil Defense Division.

61. Departments or agencies having a responsibility for preparing expanded internal departmental plans will do so upon receipt of this plan. Review and updating shall be done as required and sufficient copies of the revision made available to the Iowa Civil Defense Division for distribution to recipients of the plan.

62. Requests for military assistance will be processed in accordance with instructions contained in Military Support of Civil Defense Plan, Tab 3.

63. The allocation of facilities for pre-positioning necessary materials within the EOC will be arranged by the Civil Defense Director with the Executive Council.

#### ADMINISTRATION

64. During an enemy attack emergency, fiscal obligations against the State of Iowa will be forwarded to the State EOC for action.

65. Training - Maximum use of current approved courses of instruction is encouraged for all personnel involved in Civil Defense plans and operational aspects.

66. Civil Defense Tests - Tests to determine readiness posture, communications, and warning systems will be conducted periodically.

67. Establishment of Civil Defense Agencies - The administrative requirements necessary to establish a county or municipal Civil Defense Agency are set forth in the Federal Civil Defense Guide and Chapter 29C.7 of the Iowa Code. Copies of the guide are available from the Iowa Civil Defense Division.

68. Direction for distribution of available resources initially will be at local levels. Requests for re-supply will be through Civil Defense channels in a nuclear disaster and



through the agency having prime responsibility in other instances.

Operational Reports - Enemy Attack (Civil Defense Organizations refer to FCDG E-2-3, E-5-5, G-2-2 and G-5).

69. Operational reports gathered or disseminated at all levels of government will help provide the needed intelligence to make sound coordinated decisions in any emergency.

70. All operational reports will be made available to any echelon of government that has a need for such information. To the extent possible, such information should be exchanged as a function of each EOC. Careful planning should avoid duplication of reports, and consolidation will reduce the strain on the communications system.

71. All State and local Civil Defense Agencies will report in an emergency in accordance with the following instructions.

72. Uniform reporting times are essential for effective reporting. For reporting purposes, H-hour is assumed to be the time the initial attack-warning is transmitted over NAWAS. This establishes a common time. D-day starts at H-hour and ends at midnight of the first day. Each succeeding day begins at 0001 hour and ends at 2400 hours (ZULU). State and local government agencies will use Greenwich Mean Time (ZULU) for reporting purposes.

Phase I - Preattack

73. Increased Readiness Information System (IRIS). See Step 1, page 3, tab 2 and Part G, Chapter 5, FCDG.

Phase II - Transattack

74. Transattack reports will begin at H-hour, and communications and general conditions permitting, will be limited to "FLASH" reports of:

A. Time, location, size, and type of all nuclear detonations (NUDETS).

B. Time of arrival and intensity of fallout.

Phase III - Postattack

75. Verification of NUDETS to SCDD, SCDD to OCD Region 6, and others as appropriate, as information becomes available to include:

- A. Time.
- B. Location.
- C. Size.
- D. Type (air, ground).

76. A daily situation report to SCDD as of 2359Z, SCDD to other as appropriate and to OCD Region 6 by 0300Z the following day. These daily reports, during the period through D+14, will include the following:

A. Attack damage assessment county or statewide populations in terms of:

- (1) Number surviving.
- (2) Number killed.
- (3) Number injured.
- (4) Number in fallout shelter.
- (5) Number without shelter.
- (6) Mass movement if any.

B. The county or statewide protective services situation of government by reporting any unmanageable situations of:

- (1) Traffic.
- (2) Law enforcement.
- (3) Fire and flood.
- (4) Rescue.
- (5) Health.
- (6) Welfare.

C. The county or statewide postattack governmental situation regarding:

- (1) Functioning of governments including command organization and control facilities.

- (2) Major State Departments or political subdivisions not operating.
- (3) Civil/military mutual support operations underway or proposed.
- (4) County or State communications capability.

D. A summary of resource requirements and shortages projected through next 30 days or other established period to include:

- (1) Critical shortages of essential survival items listed in RM-5, Part A, Iowa Emergency Resource Management.
- (2) Problems related to services by support agencies which affect the health, safety, and security of people in the affected areas.
- (3) Requirements for the restoration of utilities, facilities, and other services essential to continued survival and rapid recovery.

#### Natural Disasters

77. Immediate reporting of the occurrence of a natural disaster to the State Civil Defense Division is essential to the taking of early remedial actions to assist the affected political subdivision. First reports of natural disasters are to be made to the Civil Defense Division at the earliest possible time, and by the quickest means available. These reports will be transmitted to the affected Federal or state agency for action, as required, by the Iowa Civil Defense Division. Supplementary reports to the state may be necessary as additional information becomes available. Report elements should include place, county, date, time, type of emergency, casualties and damage. Actions taken by all agencies at the disaster site and requests for assistance from other agencies are to be included.

#### CONTROL

78. Control of operations and the seat of Government shall be from that element of the EOC complex where the Governor or his legal successor has established himself for EOC manning.

79. Succession to the Executive Office of the Governor of Iowa - Chapter 38A.5, 1966 Code of Iowa.

## EMERGENCY PUBLIC INFORMATION

80. Adequate and timely information and guidance to the populace during the period of any emergency situation will minimize losses of life and property and speed the resumption of normal life in the state.

81. The dissemination of emergency public information will be by newspaper, radio and television. The emergency broadcast system may be used in a national emergency.

82. Public information releases shall be by the Governor with support from the agency or agencies having operational responsibilities in the emergency. Releases by the operational agencies in certain disaster situations may be made in coordination with the Governor.

## COMMUNICATION AND WARNING

### REFERENCES:

83. Chapters 1 through 4, Part E. Chapter 5, Part F, and Chapter 5, Part G, Federal Civil Defense Guide.

84. National Warning System (NAWAS) Operations Manual, FG-E-1.2, Department of Defense, Office of Civil Defense.

85. Frequency Allocation Plan for the Radio Amateur Civil Emergency Services (RACES), Appendix 1, Annex 15-Communication. NP-15-1 National Plan Appendix Series, Executive Office of the President, Office of Civil and Defense Mobilization.

86. Office of Civil Defense Region Six Blue Bulletins, numbers: 21, 62, 63, 64, and 65.

### OBJECTIVES:

87. Provide survivable communications to essential elements and services under ALL emergency conditions.

88. Provide adequate communications for warnings, command, intelligence and other essential functions for authorities at all echelons.

ASSUMPTIONS:

89. An attack on the United States could seriously disrupt communications between Federal, State, and local governments.

90. The resumption, restoration, and improvement of State and local essential communication services and facilities are a priority prerequisite for carrying out Civil Defense activities.

91. Optimum utilization of the remaining communication facilities will be necessary.

92. Essential communications must continue to function from protected locations during a fallout environment.

CONCEPT OF OPERATIONS:

93. General

- A. EOC entries into State and local government owned communication systems will provide sufficient flexibility and alternate routing capability to insure communications between the echelons of government.
- B. Control of communication systems will remain with the owners. (Exceptions: State RACES Networks and State Fire Defense Radio Network)
- C. Maintenance services and operating personnel for EOC entries will be provided by the system owner.
- D. All systems will participate to the fullest extent possible in National, Regional, and State conducted Civil Defense communication tests and exercises.
- E. All systems are available for use in natural and other types of disasters.
- F. The United States Weather Bureau stations in Iowa are authorized to use the State warning system for the dissemination of severe weather warnings and alerts.

94. Phase 1--Preattack

A. Normal Readiness Actions

- (1) State Department personnel and volunteers with assigned duties in the EOC's will report to their EOC the first Wednesday or each month from 2:30 to 4:30 p.m. (DST or CST, whichever is in effect) for training and briefing sessions.
- (2) Develop communication plans and SOP's. Update as necessary.
- (3) Maintain communication equipment systems and emergency power. Check emergency power fuel tanks periodically to insure adequate supplies for a two week continuous operation capability. Refill tanks to capacity as required.
- (4) Review EBS plan periodically. Revise as necessary.
- (5) Maintain communication supplies and spare parts at adequate operational level. Replenish as necessary.

B. Increased Readiness Actions

- (1) State Department personnel and volunteers with assigned duties in the EOC's will report daily from 2:30 to 4:30 p.m. (DST or CST, whichever is in effect) to their assigned EOC for training and briefing sessions.
- (2) Review all communication plans and SOP's. Update as necessary.
- (3) Check all communications equipment, systems and emergency power daily for operational readiness. Inspect emergency power fuel tanks to insure adequate supply. Refill as required.
- (4) Review operational area Emergency Broadcast System plan (EBS) with operational area EBS stations. Request EBS stations test emergency power generators and fill generator fuel tanks.
- (5) Inspect all communication supplies and spare parts for adequacy. Obtain required supplies where necessary.

- ( 6) Place standby orders for rapid installation of additional lines, trunk lines, TWX, etc., as needed.
- ( 7) Establish 24 hour watch on NAWAS and NACOM circuits.
- ( 8) Check all warning systems without sounding public warning devices. Siren systems can be tested by the inaudible (growl) method. Do not allow the sirens to reach full sound output.
- ( 9) Order installation of communications which were placed on standby installation orders.
- (10) Provide physical security for the Communications Center.
- (11) Place all personnel with EOC communication assignments on 24 hour alert. As situation dictates, move assigned personnel to full time duty in the EOC.
- (12) All communication systems to be manned and operational 24 hours daily.
- (13) Continue daily warning system operational checks without sounding public warning devices.
- (14) Emergency power and fuel checked to insure two weeks of continuous operation.

95. Phase 2--Transattack

- A. All communication and warning systems fully operational on a 24 hour basis.
- B. Communication Center fully staffed and manned to provide communication services to EOC staff.

96. Phase 3--Postattack

- A. Continuation of Phase 2 support.
- B. Gradual closeout of EOC operations as situation permits and normal functions can be resumed.

COMMUNICATIONS:

97. The following communications are available in the Primary State Emergency Operating Center, State Office Building, Des Moines:

A. RADIO

- (1) NACOM-2, Civil Defense System (SSB)--A high frequency radio system interconnecting all States in Region VI.
  - (a) Net Control Station--OCD Region VI
  - (b) Primary day frequency--6107.5 KCS
  - (c) Primary night frequency--3389.5 KCS
  - (d) Alternate frequencies--2659.5, 3342.5, and 11958.5 KCS.
- (2) Civil Air Patrol Net
  - (a) Net Control Station--Wing Headquarters
  - (b) Operating frequency--4585 KCS
- (3) Radio Amateur Civil Emergency Services (RACES)
  - (a) Net Control Station--Iowa Civil Defense Division
  - (b) Operating frequencies--3990.5 KCS, single side band. 147.27 MCS, 147.27 MCS, FM
- (4) Iowa Army National Guard Administrative and Training Net (SSB)
  - (a) Net Control Station--Adjutant General
  - (b) Primary day frequency--4926 KCS
  - (c) Primary night frequency--3175 KCS
  - (d) Alternate frequencies--4035 and 3195 KCS



- (5) Iowa Highway Commission Net (FM)
  - (a) Net Control Station--Highway Commission
  - (b) Operating frequencies:  
F1-T156.060 MCS, R159.180 MCS  
F2-T156.105 MCS, R159.195 MCS
- (6) Iowa Fire Defense Net (FM)
  - (a) Net Control Station--State Fire Marshal,  
Department of Public Safety
  - (b) Operating frequency--154.280 MCS
- (7) Emergency Broadcast System (FM)--Material is input to protected facility at radio station KRNT and transmitted throughout the state by the WHO protected transmitter facilities at Mitchellville.
  - (a) Remote programming unit operating frequencies: 161.64, 161.67, 161.70, 161.73 and 161.76 MCS

B. TELEPHONE

- (1) NACOM-1 is an off-premise extension of the Denver Federal Center. Four extensions are located in the State EOC and two are located at Camp Dodge. The Iowa extension number is 8804.
- (2) Common carrier telephones:
  - (a) Iowa Civil Defense: 281-5241, 281-5242, 281-5243, 281-5831, 281-5832, 281-5833, all area code 515.

C. TELETYPE

- (1) NACOM-1 (landline) 100 word-per-minute system. Refile at OCD Region VI for National and other State addressees. This is a duplex system (can send and receive simultaneously).
  - (a) Net Control Station--OCD Region Six

- (2) NACOM-2 (Radio Teletype) Same as above. Serves as a backup to NACOM-1.

D. WARNING

- (1) National Warning System (landline)

- (a) Net Control Station--OCD, Warning Center 1, NORAD Combat Operations Center, Colorado Springs, Colorado

- (2) Iowa Warning System (landline)

- (a) Net Control Station

- (1) For other than a national emergency--Communications Division, Department of Public Safety

- (2) A national emergency--Iowa Civil Defense Division

COMMUNICATIONS AND WARNING PLAN:

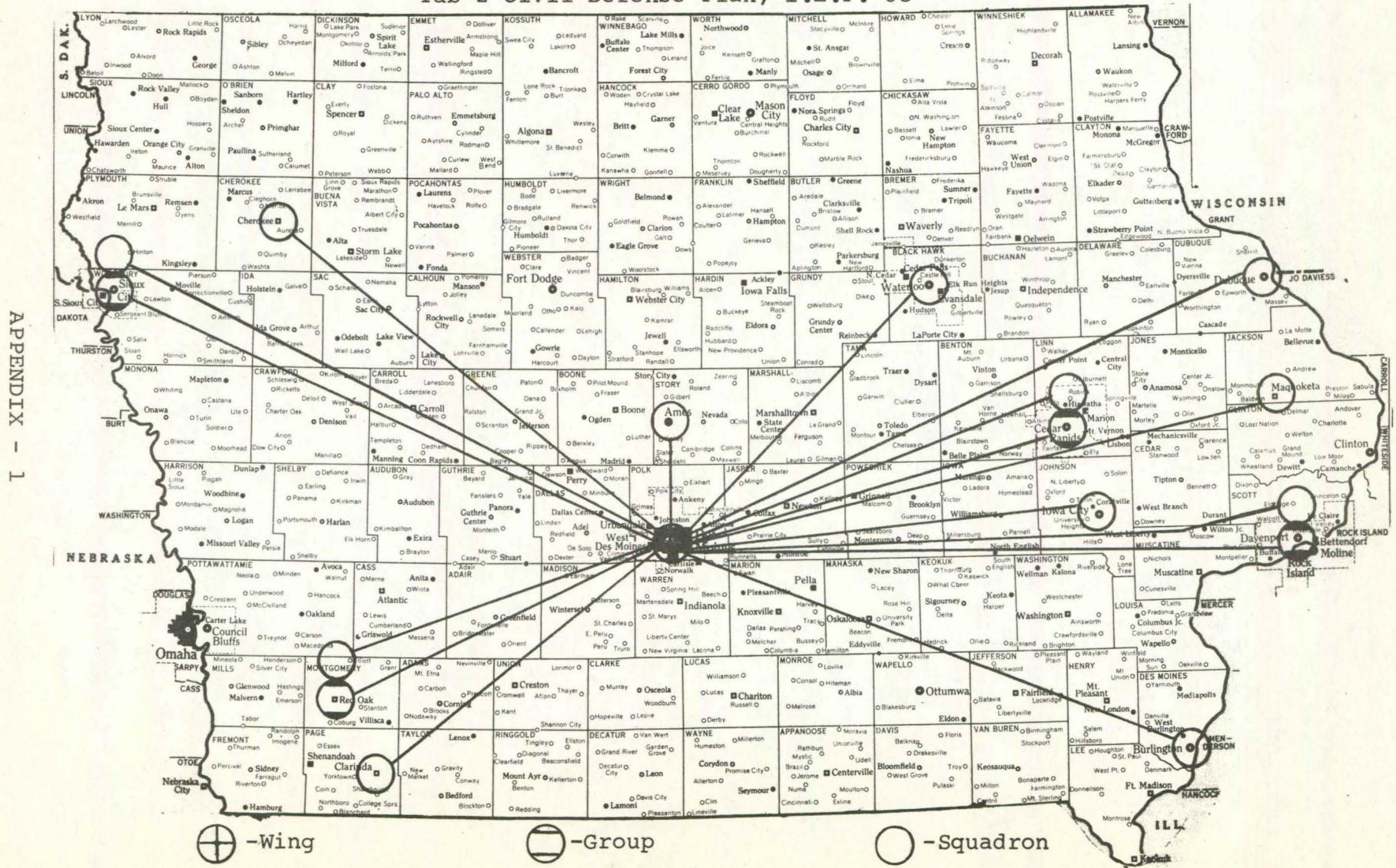
98. Complete expanded internal communication and warning plans with specific guidance in communication and warning will be available from the Iowa Civil Defense Division office as the need may require.

LIST OF APPENDICES:

- Appendices:
- 1--Civil Air Patrol Radio Net
  - 2--Radio Amateur Emergency Services (RACES) Radio Nets
  - 3--Iowa Army National Guard Administrative and Training Radio Net
  - 4--Iowa Highway Commission Radio Net
  - 5--Iowa Fire Defense Radio Net
  - 6--Iowa Warning System
  - 7--Iowa Emergency Broadcast System Program Areas

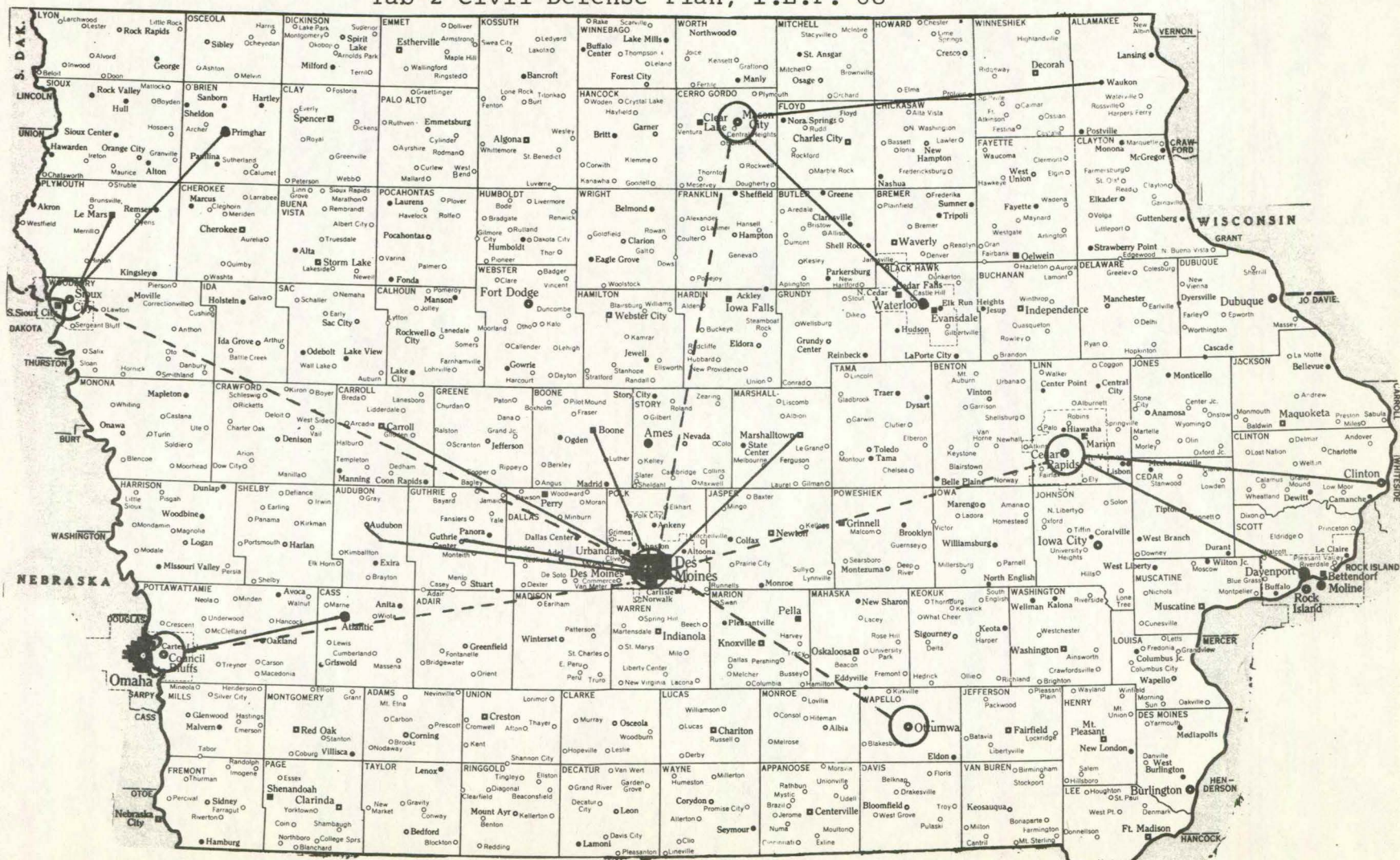
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Civil Air Patrol Radio Net (Emergency Communications and Warning Systems)  
 Tab-2 Civil Defense Plan, I.E.P.-68



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Radio Amateur Emergency Service (RACES) Radio Nets (Emergency Communications and Warning Systems)  
 Tab-2 Civil Defense Plan, I.E.P.-68



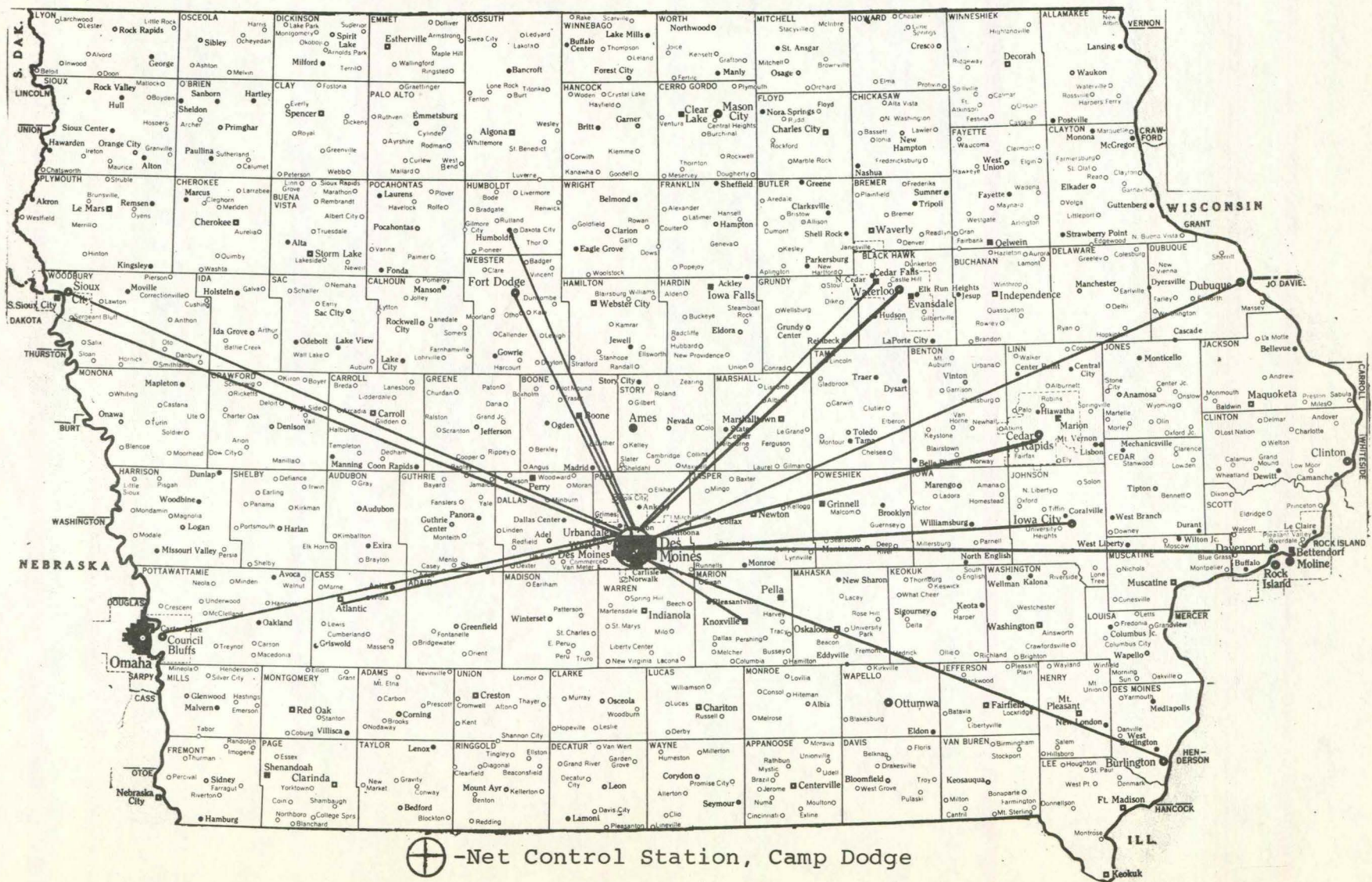
APPENDIX - 2

- State NCS
- Area NCS
- State Network
- Alternate NCS
- Alternate NCS
- Area Networks

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Iowa Army National Guard Administrative and Training Radio Net  
 (Communications and Warning Systems) Tab-2 Civil Defense Plan, I.E.P.-68

APPENDIX - 3

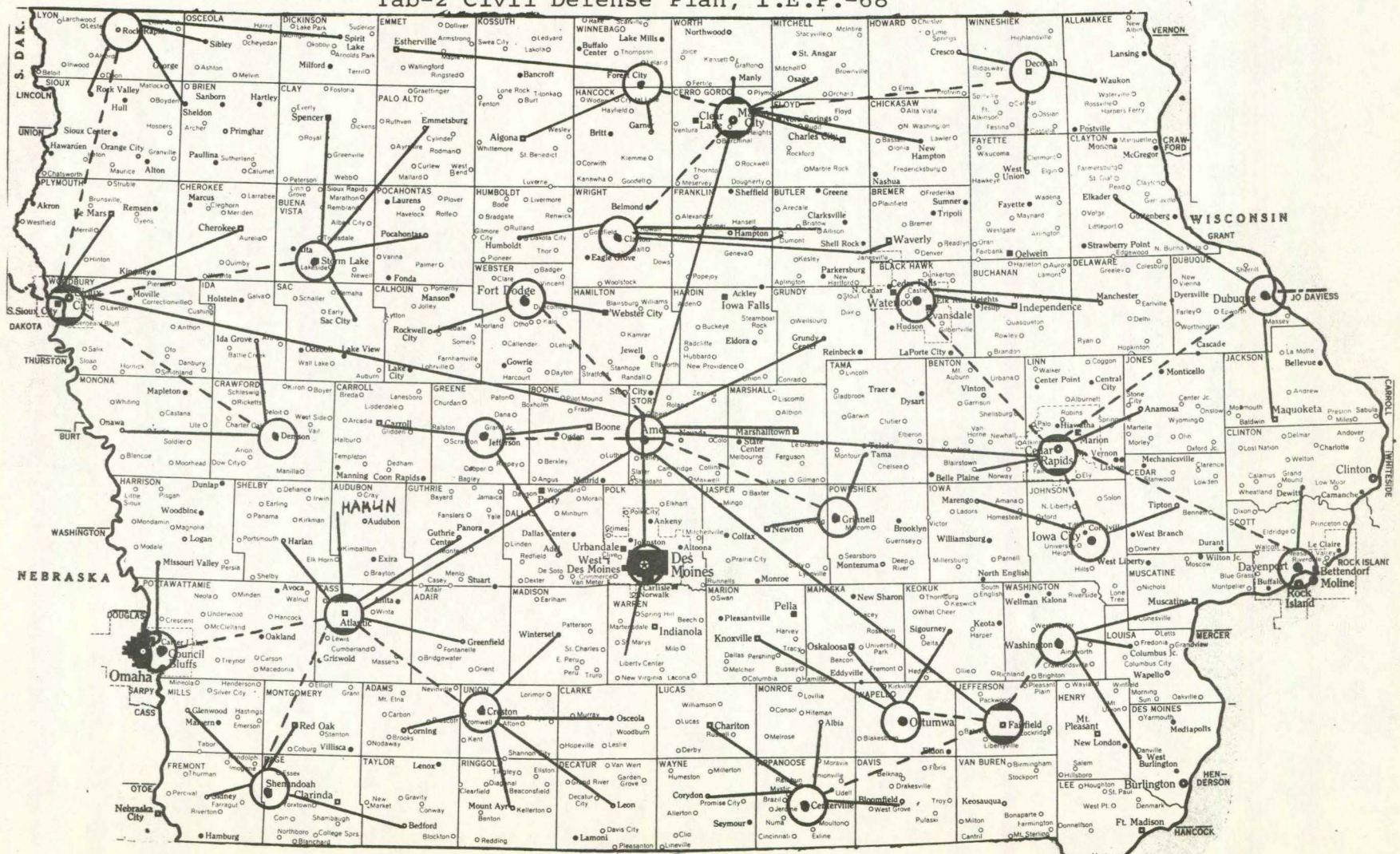






⊕ -Net Control Station, Camp Dodge

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## Iowa Highway Commission Radio Net (Communications and Warning Systems) Tab-2 Civil Defense Plan, I.E.P.-68

APPENDIX - 4

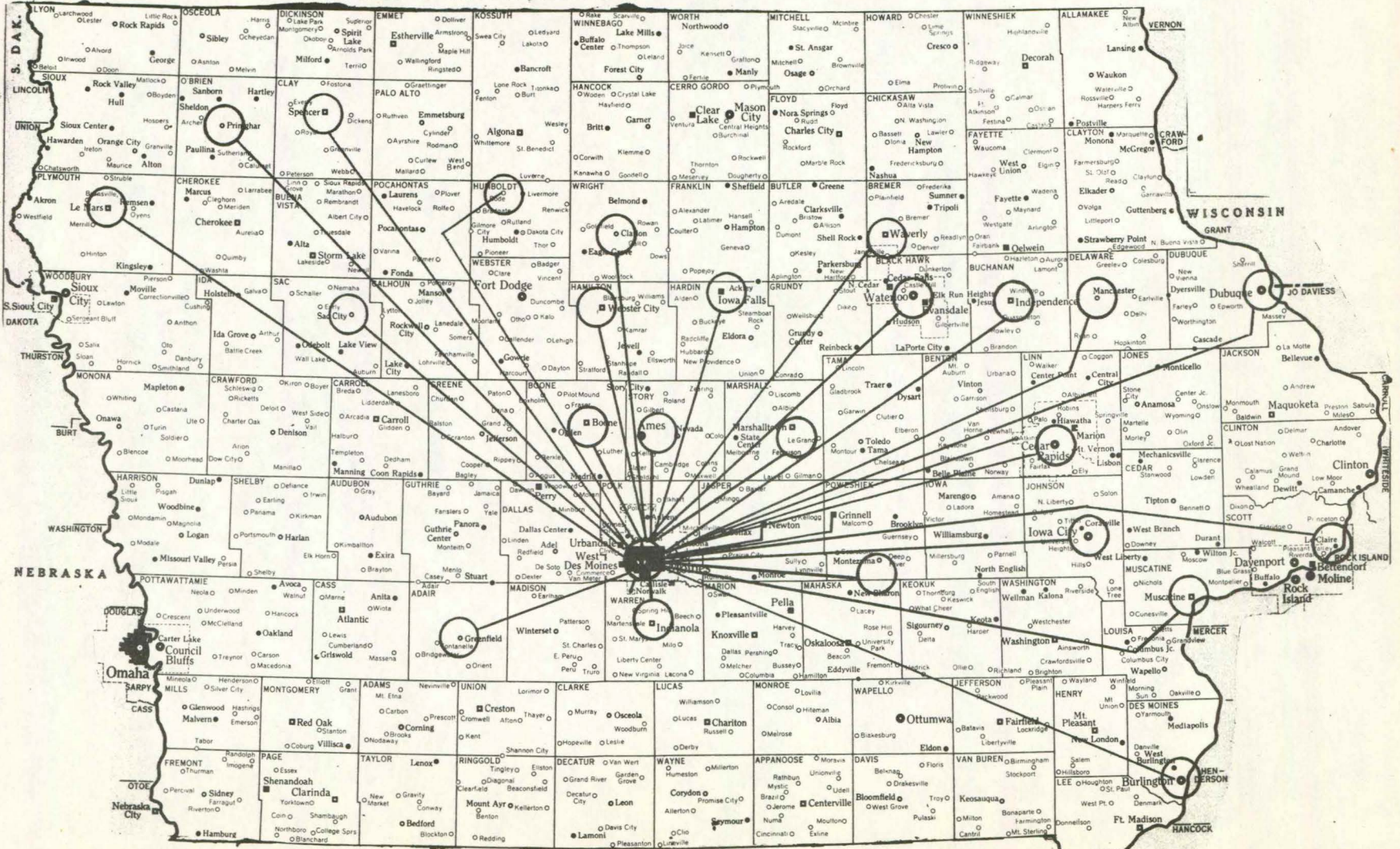


-  -Net Control Station
-  -District Control Station
-  -State EOC
-  -Residency Area Control Station

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Iowa Fire Defense Radio Net (Communications and Warning Systems)  
 Tab-2 Civil Defense Plan, I.E.P.-68

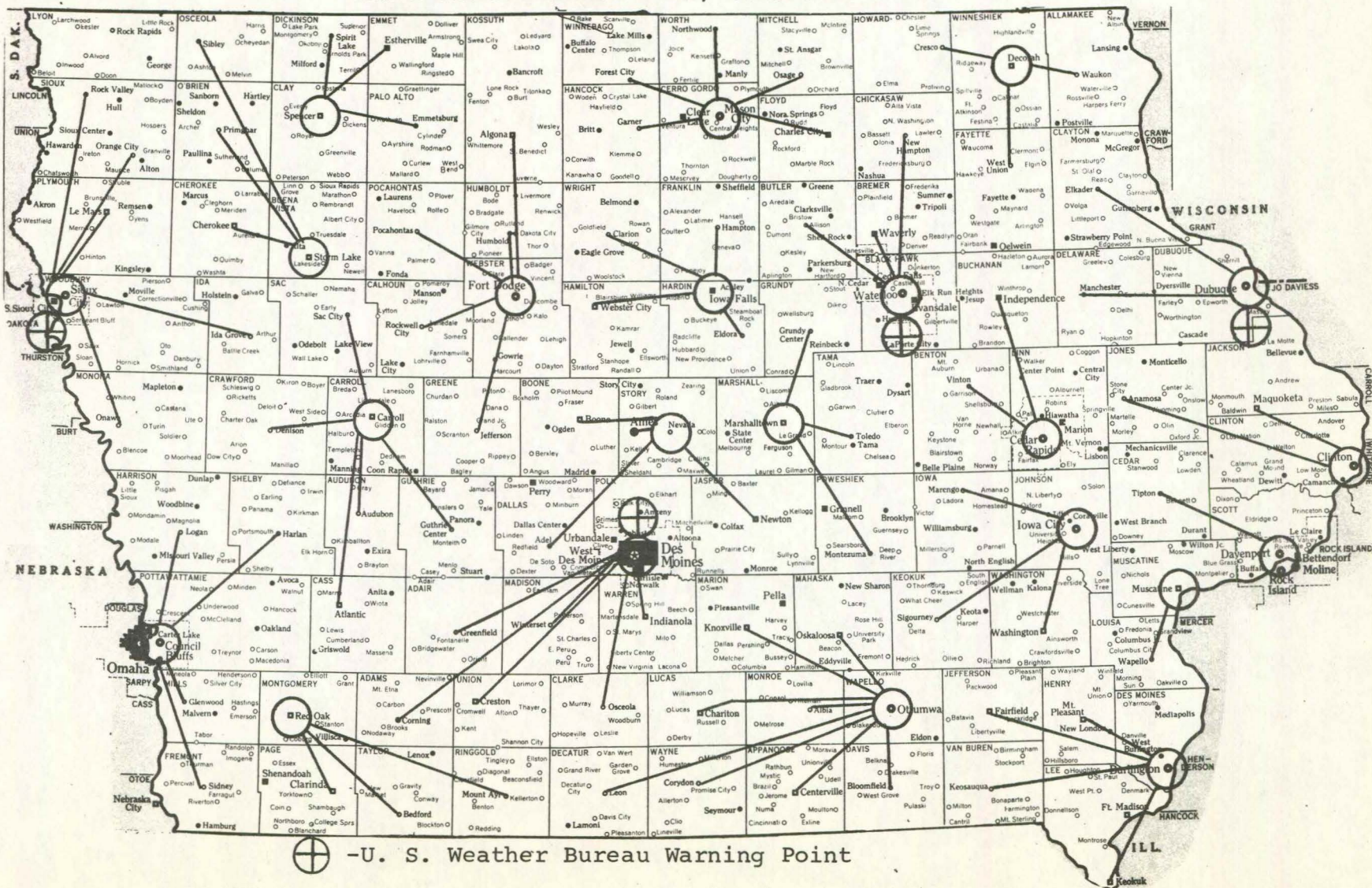
APPENDIX - 5



⊕ - Net Control Station, EOC  
 ○ - County Base

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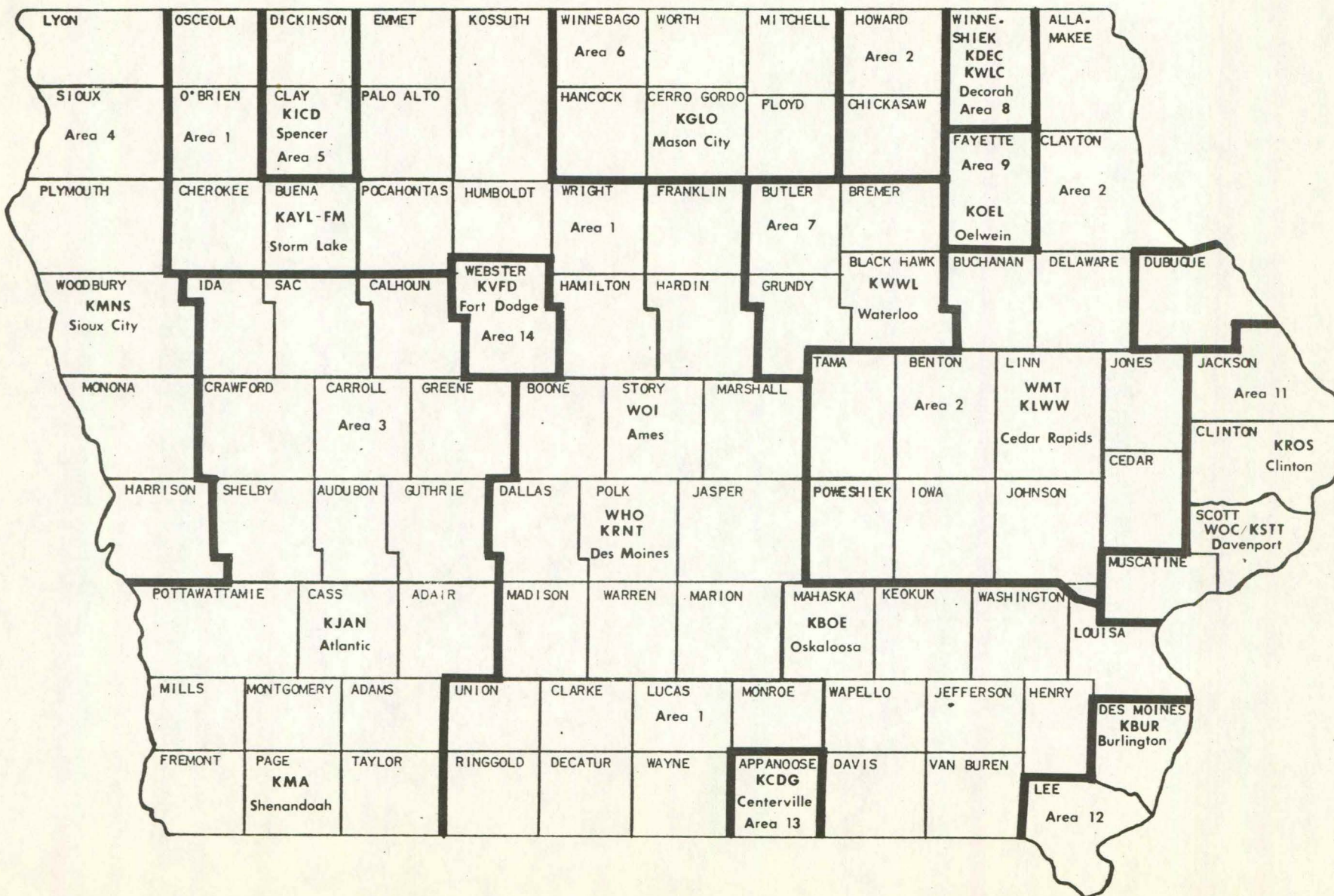
Iowa Warning System (Communications and Warning Systems)  
 Tab-2 Civil Defense Plan, I.E.P.-68



APPENDIX - 6



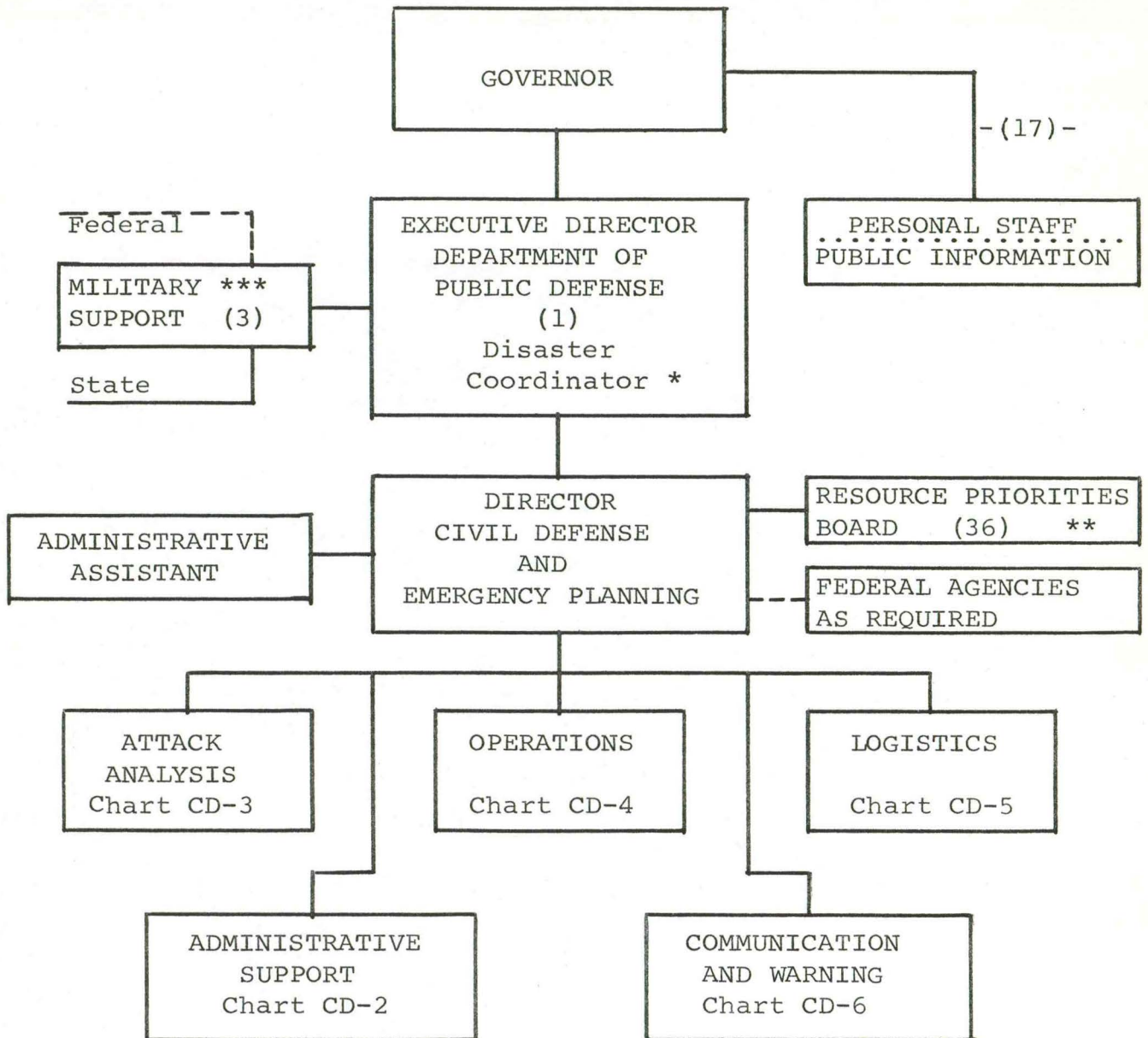
Iowa Emergency Broadcast System Program Areas (Communications and Warning Systems)  
 Tab 2 Civil Defense Plan, I.E.P.-68



APPENDIX - 7

STATE CIVIL DEFENSE  
EMERGENCY COMMAND AND CONTROL GROUP

Total (60) \*\*\*\*



\* OR AS DIRECTED BY GOVERNOR

\*\* COMPOSED OF THE CHAIRMEN, AND ALTERNATES AS REQUIRED, OF EACH OF THE AGENCIES LISTED IN THE IOWA RESOURCE MANAGEMENT PLAN, TAB 23.

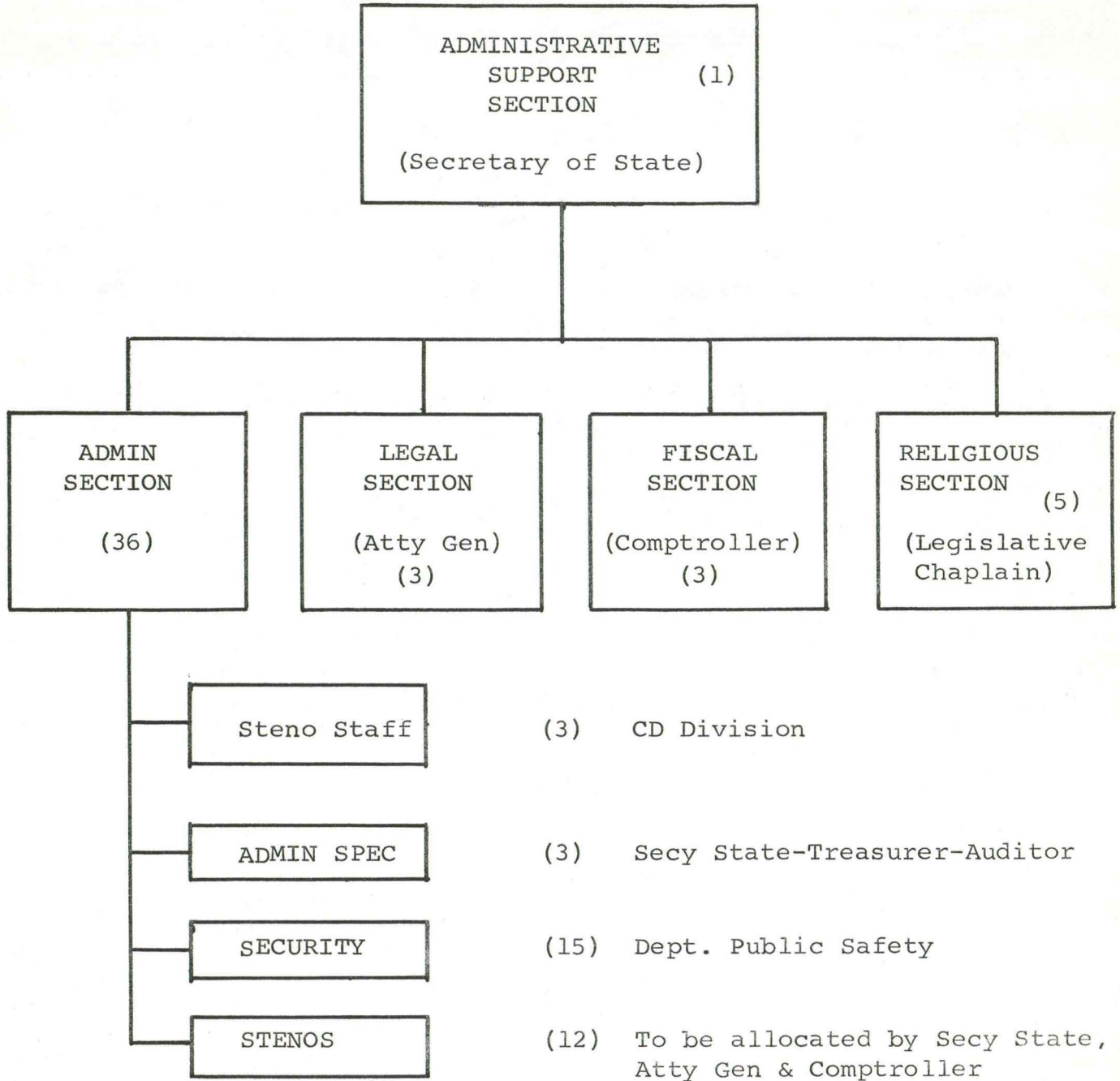
\*\*\* IOWA MILITARY SUPPORT SECTION IS LOCATED AT CAMP DODGE WITH THE IOWA MILITARY COMMAND.

\*\*\*\* STAFF IS ASSIGNED FOR EOC MANNING DEPENDING ON SIZE AND SCOPE OF EMERGENCY.

————— CONTROL      - - - - - COORDINATION

ADMINISTRATIVE SECTION - STATE EMERGENCY STAFF

Total (48)



INTERNAL DEPARTMENTAL PLANS WILL INDICATE THOSE INDIVIDUALS TO OCCUPY EACH POSITION.

ATTACK ANALYSIS SECTION - STATE EMERGENCY STAFF

Total (17)

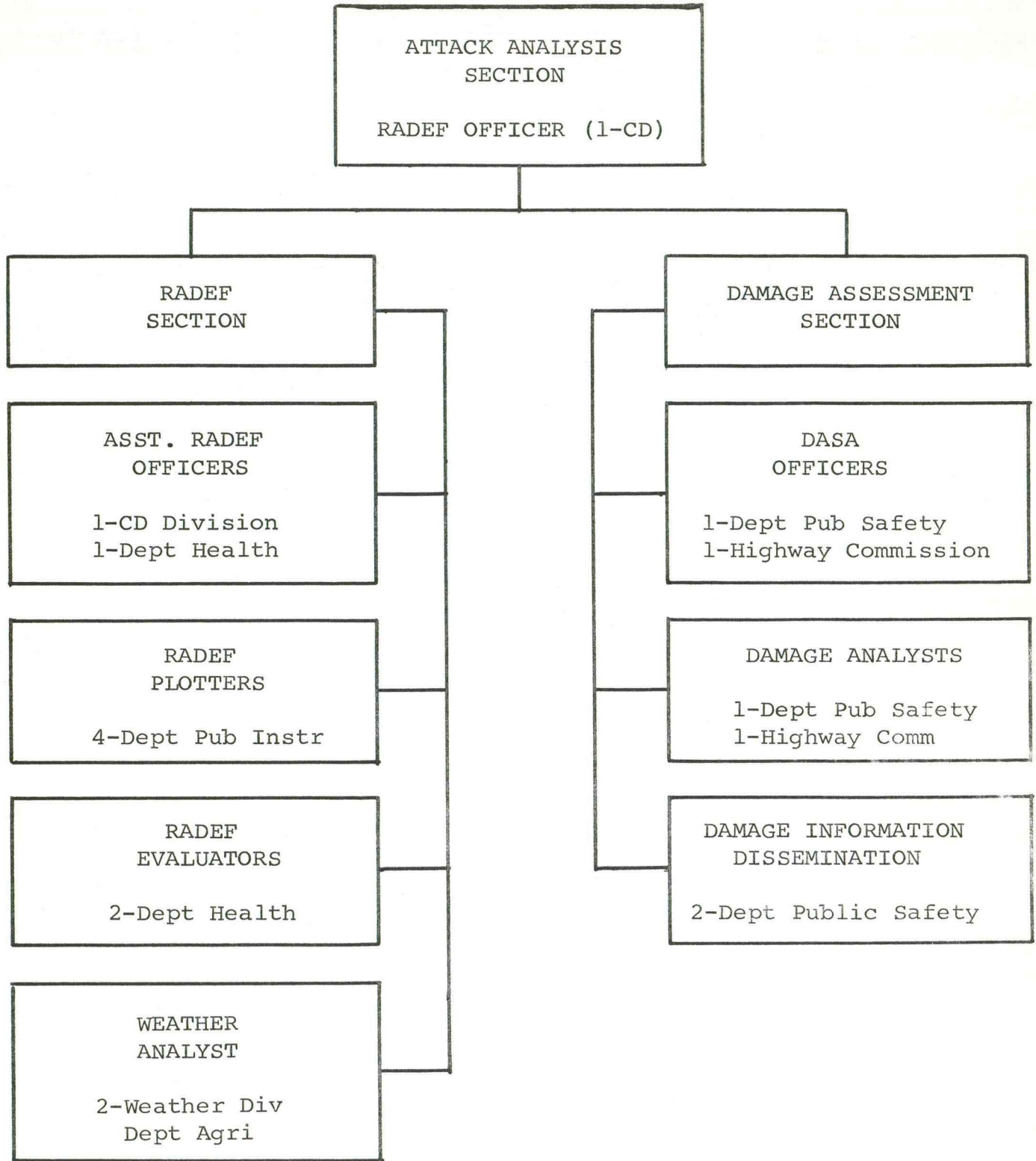
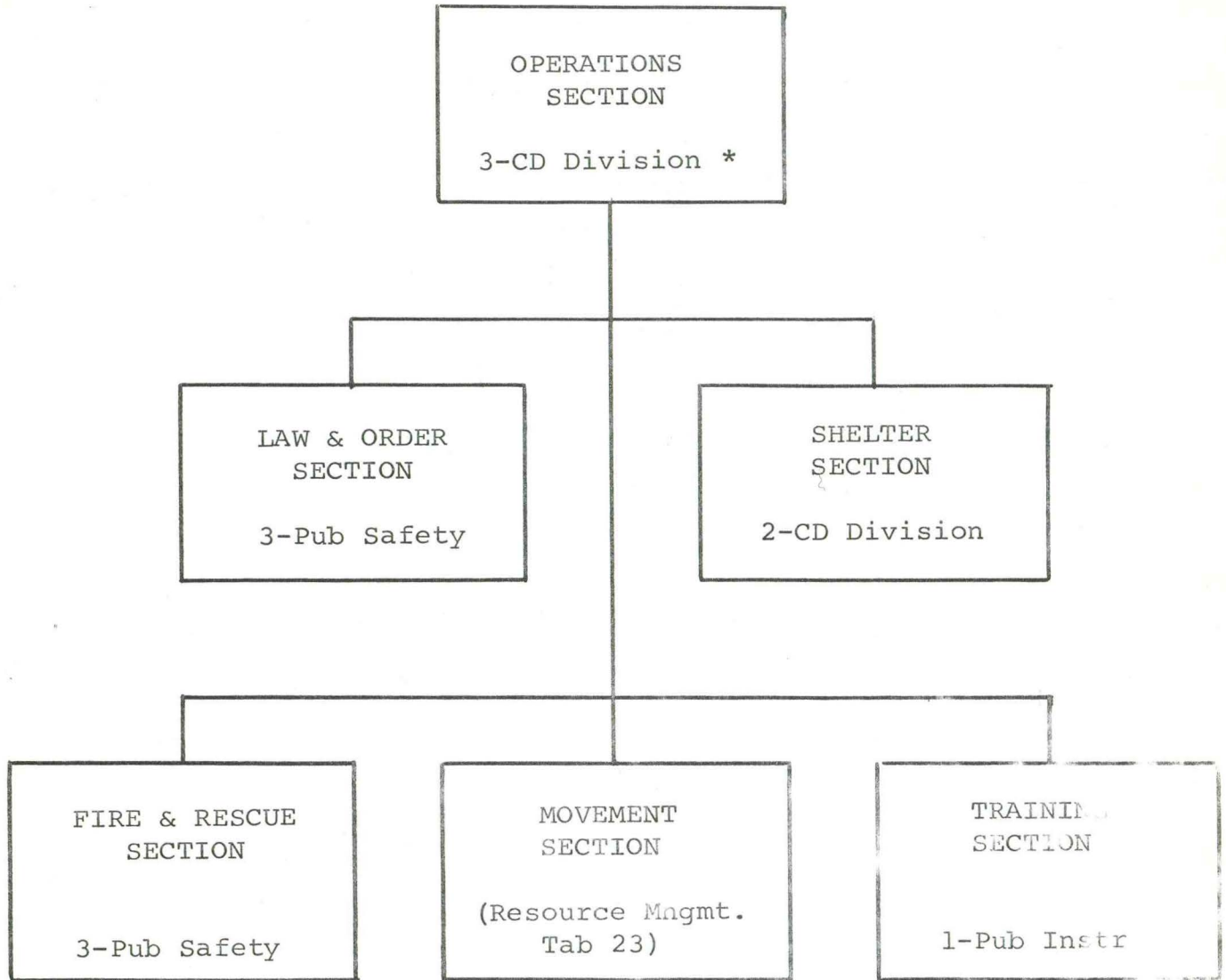


CHART CD-3

OPERATIONS SECTION - STATE EMERGENCY STAFF

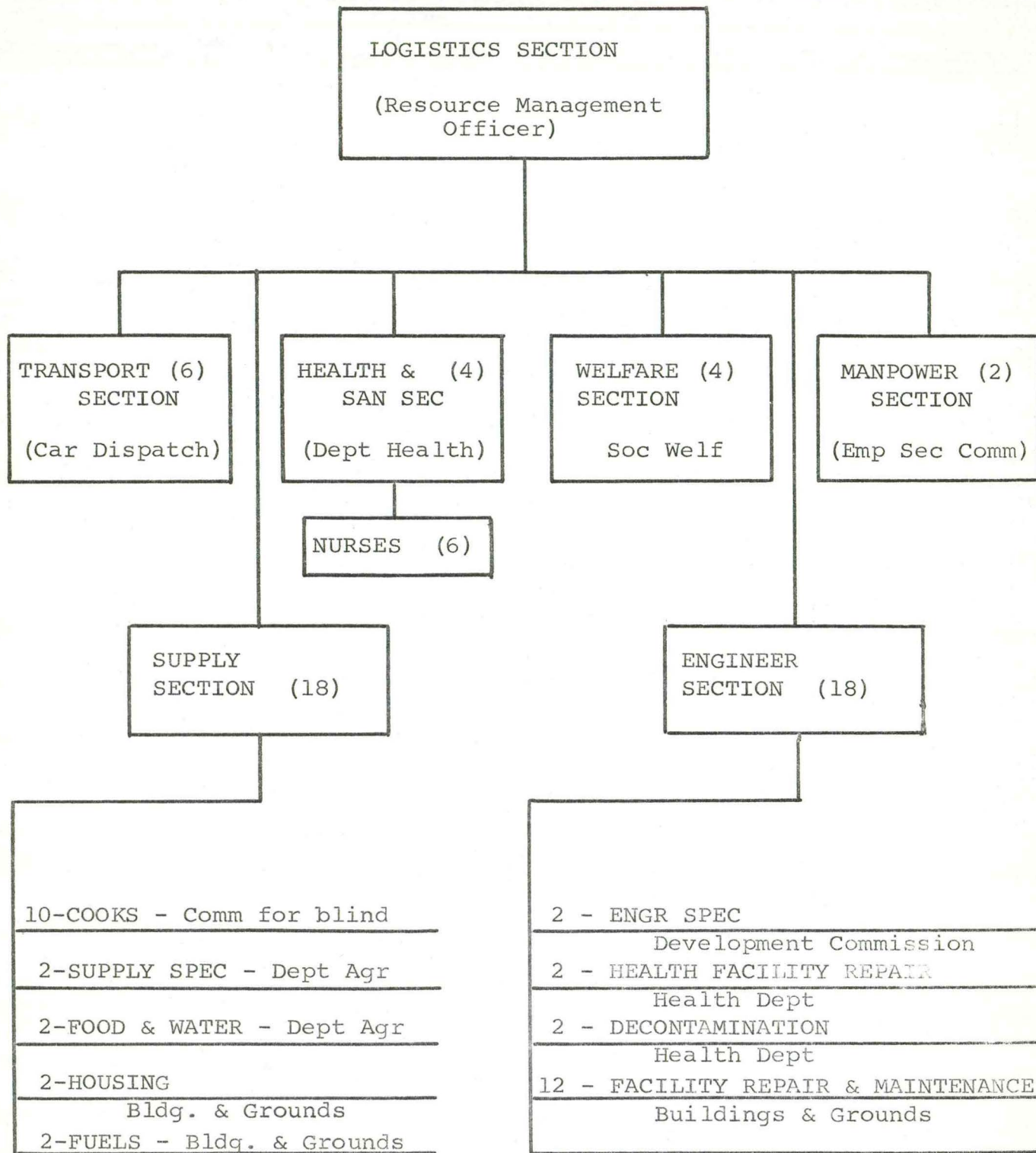
Total (13)



Note: \* 12 Hour Shifts

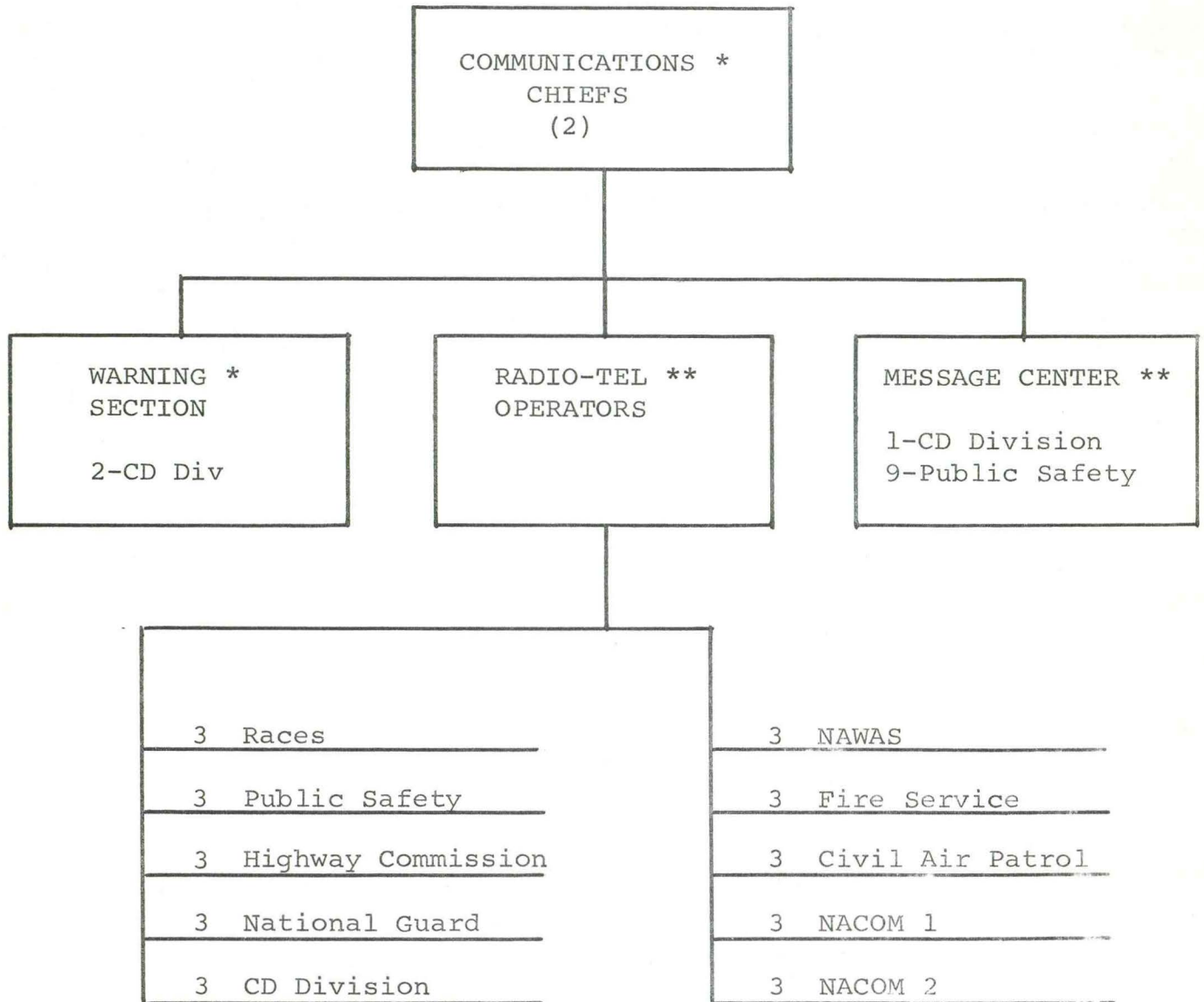
LOGISTICS SECTION - STATE EMERGENCY STAFF

Total (59)



COMMUNICATIONS AND WARNING SECTION  
STATE EMERGENCY STAFF

Total (44)



NOTE:  
\* 12 Hour Shifts  
\*\* 8 Hour Shifts

RESTRICTED INFORMATION

IOWA CIVIL DEFENSE DIVISION  
EMERGENCY OPERATING CENTER  
ACTIVATION PROCEDURE

1. GENERAL:

This establishes procedures for the activation of the State EOC, as required, during periods of Enemy Attack, Natural Disaster, Civil Disturbance, Major Accident or Other Emergencies.

2. RESPONSIBILITIES AND FUNCTIONS:

- a. A Civil Defense staff member receiving notification of a disaster within the State will perform the following actions as indicated for each type of disaster:

1. Natural Disaster and Enemy Attack:

NOTIFY:

Governor's Office (Administrative Assistant)  
Commissioner of Public Safety  
Adjutant General  
Office of Civil Defense, Region 6  
(Duty Officer after normal working hours)

2. Civil Disturbances, Major Accident and Other Emergencies:

Upon receipt of a request from the Governor's Office, Department of Public Safety, or the Adjutant General, report to the State EOC and open the facilities for emergency operation.

- b. Notify the following agencies when need of their support is indicated by a particular situation:

Red Cross  
Health Department  
County Civil Defense Directors  
Highway Commission  
Others as needed

1 March 68



PROCEDURE FOR CONTACTING AGENCY HEADS  
WITH PRIMARY INTEREST IN AN EMERGENCY

The immediate delivery of emergency requests for assistance and the ready availability of primary agency officials is critical in coping with all emergencies.

All County Sheriffs, City and Town Mayors, and County Civil Defense Directors have been provided with instructions for contacting the Governor, Adjutant General, Department of Public Safety and the Iowa Civil Defense Division when immediate direct contact cannot be achieved. (See CHART CD-9)

The duty operator at Iowa Police Radio in Des Moines, upon receiving a request from one of the above, will make initial contact from the alerting list, then advise the caller when contact can be made. The duty operator then activates the chain of contact shown below to provide for the notification of all those agencies with primary responsibilities as shown.

<u>TYPE OF EMERGENCY</u>	<u>KEY AGENCY</u>	<u>KEY AGENCY CALLS THESE</u>
WAR DISASTER	CIVIL DEFENSE	GOV.-AG-P/S
ENEMY ATTACK	CIVIL DEFENSE	GOV.-P/S-AG
MAJOR ACCIDENT	PUBLIC SAFETY	GOV.-AG-CD
CIVIL DISTURBANCE	GOVERNOR	P/S-AG
OTHER EMERGENCY	PUBLIC SAFETY	*GOV.-AG-CD

\*IF CONSIDERED NECESSARY

ABBREVIATIONS:

GOVERNOR	GOV.
ADJUTANT GENERAL	AG
CIVIL DEFENSE	CD
COMM. PUBLIC SAFETY	P/S

The Emergency Operating Center will be activated by the Civil Defense Division if the need is indicated or if it is requested by the Governor, Adjutant General or Department of Public Safety.

RESTRICTED INFORMATION

IOWA  
EMERGENCY/DISASTER COMMUNICATION PROCEDURE  
FOR USE BY SHERIFFS AND MAYORS

TO CONTACT THE GOVERNOR OF IOWA OR THE NATIONAL GUARD:

BY TELEPHONE:

Call one of the telephone numbers below. Advise the radio operator briefly of the nature of your call and REMAIN ON THE LINE until he has made contact with a number you can call OR advises you that he will return your call as soon as contact is made.

515-288-6509

515-288-6500

515-288-4725\*

All these numbers are at the Iowa Police Radio Station in Des Moines.

\* (Unlisted) Use ONLY when the others are busy.

BY RADIO:

In the event that your land lines are inoperative, your request may be made by radio from available base station or car to the nearest Iowa Police Radio Station for transmittal to the Des Moines State Police Radio Station.

IF conditions DO NOT permit your going to a telephone after contact is established by radio, give your message to the radio operator for transmittal to the appropriate person or department.

1 March 68

IOWA EMERGENCY PLAN

TAB - 3

MILITARY SUPPORT

1. AUTHORITY AND REFERENCES:

a. Civil Defense Emergency.

- (1) Department of Defense Directive, 3025.10.
- (2) Chapter 29A, Code of Iowa, 1966.
- (3) Operation Plan for Military Support of Civil Defense, HQ Iowa Area Command, 5USA.

b. Domestic Emergencies.

- (1) Chapter 29A, Code of Iowa, 1966.
- (2) Iowa National Guard Emergency Plan, HQ Iowa National Guard.

2. SITUATION AND ASSUMPTIONS:

a. Civil Defense Emergency: The post attack period will be marked by widespread fallout, disruption to communication facilities, and great damage to facilities and installations which will require mobilization of available military forces to assist the civil authorities.

b. Domestic Emergencies: Natural disasters or civil disturbances may create conditions beyond the capability of civil authorities and the resources available to them which will require mobilization of elements of the Iowa National Guard (Army and Air) to provide assistance to civil authorities.

3. MISSION: In the event of an emergency beyond the capabilities of civil authority, employ available military resources, on receipt of orders from appropriate authority, to protect the welfare, life and property of the people of Iowa and be prepared to assist in maintaining or restoring the normal and legal functions of government.

4. EXECUTION:

a. Concept of Operation.

(1) General: Military forces may be employed to assist civil authorities under various conditions, in accordance with

two separate authorities.

(a) Federal Duty: Active and Reserve components of the Army, Navy and Air Force may be utilized to provide Military Support of Civil Authorities during a civil defense emergency or during a civil disturbance. All military forces in the State of Iowa have been assigned specific priorities of availability as well as capabilities for performing various tasks in a civil defense emergency. These capabilities are listed in para 4c (3) below.

(b) State Duty: Elements of the Iowa National Guard (Army and Air) may be utilized, on orders of the Governor of Iowa, to provide for the defense of the State, the enforcement of its laws, the protection of life and property and in cases of insurrection, invasion or breaches of the peace or imminent danger thereof.

(2) Conditions. Assistance or support of civil authority may be supplied under the following conditions.

(a) At the request of civil authorities when all available resources have been committed and such resources have been adjudged to be inadequate, or

(b) At the volition of executives of State or Federal Government when civil authorities refuse or are incapable of taking appropriate action.

(3) Emergency Actions.

(a) Normal Periods: Military elements will continue to train and operate in accordance with their respective service policies.

(b) In-Shelter Period: Military personnel will take shelter in public shelters or any other available shelter. Elements possessing shelter and communication means will assemble damage information in preparation for the recovery stage. Emphasis will be placed upon force survival.

(c) Post-Attack: Military elements will respond to requests for military support from civil authorities. The amount of support will be dependent upon the specific capabilities of those elements made available.

(d) Natural Disasters and Civil Disturbances: Elements of the Iowa National Guard will maintain liaison with civil authorities in accordance with pre-arranged plans. All elements will be prepared to respond as required on orders of the Governor of Iowa.

b. Operation Policies:

(1) Priorities: The following priorities of availability have been established for military elements in planning for military assistance during a civil defense emergency.

(a) Priority I: Those forces that have a high probability of availability for civil defense support in the immediate emergency period.

(b) Priority II: Those forces that have a lower probability of availability to support civil defense in the post attack period.

(c) Priority III: Those forces least likely to be available for civil defense support operations because of the high priority of their combat and combat support missions.

(2) Districts: The six districts utilized by the Iowa Civil Defense Division are also utilized by the Military Division for providing support during any emergency.

(3) Liaison: Liaison will be maintained with agencies designated in pre-arranged plans, see Chart 1. Liaison will be expanded as required during any increased readiness period.

c. Task Assignments:

(1) Sector Commands. The following elements of the Iowa National Guard have been directed to prepare plans for their respective sectors. See Chart 2.

(a) Sector A - 1st Bn 133rd Inf - Waterloo, Iowa.

(b) Sector B - 1st Bn 185th Arty - Davenport, Iowa.

(c) Sector C - 224th Engr Bn - Fairfield, Iowa.

(d) Sector D - 1st Bn 168th Inf - Council Bluffs, Iowa.

(e) Sector E - 1st Bn 194th Arty - Humboldt, Iowa.

(f) Sector F - Hawkeye Brigade - Des Moines, Iowa.

(2) Units. Specific delegation of tasks to units have not been made in the plans of this headquarters. All elements will be utilized in accordance with their availability and specific capabilities.

(3) Capabilities. Many of the following capabilities for assistance during a civil defense emergency are also applicable

to assistance in other emergencies:

CATEGORY

CAPABILITY

- A Emergency clearance of debris and rubble from streets, highways, rail centers, dock facilities, airports, shelters and other areas, as necessary, to permit rescue or movement of people, access to and recovery of vital resources; emergency repair or reconstitution of facilities; rescue, evacuation, and first aid treatment of casualties; maintenance of law and order, to include general police and law enforcement operations, emergency highway traffic control and supervision, security and protection of vital facilities and resources, and enforcement of economic stabilization measures; and recovery, collection, safeguarding, and issue of food, essential supplies, and critical items.
- B Restoration of facilities and utilities, including transportation, communication, power, fuel, water, and other essential facilities.
- C Explosive ordnance disposal.
- D Medical treatment or hospitalization of casualties, recovery of critical medical supplies, and the safeguarding of public health. This may involve sorting and treating of casualties, and preventive measures to control the incidence and spread of infectious diseases.
- E Recovery, identification, registration and disposition of deceased personnel.
- F Radiation monitoring and decontamination to include identifying contaminated areas.
- G Movement control to include plans and procedures for essential movements.
- H Emergency provision of food and facilities for food preparation, should mass or community subsistence support be required.
- I Damage assessment of facilities, utilities and communication.
- J Provision of interim communications utilizing available mobile military equipment to provide command and control.
- K Fire Fighting.

d. Operations:

(1) Requests for Support.

(a) Civil Defense Emergency: Requests for military support in a civil defense emergency will be processed through civil defense channels to the State Civil Defense Director then to the Adjutant General of Iowa. The Adjutant General will assign the task to the appropriate Sector Commander. In extreme emergencies the nature of the requirement may preclude securing authority through established channels in time available. In those circumstances a military commander at any level may receive and respond to requests for assistance when in his own knowledge and judgement, the military situation considered, such action is dictated by the overruling demands of humanity for the saving of lives and the prevention of starvation, extreme suffering and property loss.

(b) Natural Disasters: Requests for military assistance will be processed by the Sheriff of the County to the Governor of Iowa. If approved the Governor will direct the Adjutant General to provide assistance to the civil authorities. Concurrent with the allocation of forces, the Adjutant General will direct the Sector Commander to establish liaison with civil authorities of the community or county for the purpose of determining specific tasks for military elements.

(c) Civil Disturbances: Maximum advantage will be taken of prearranged plans. Authority to employ military forces will be in accordance with such plans.

(d) All requests for military support must be adequately substantiated, based on need, and will include information pertaining to specific support required, estimated personnel, equipment and duration of support requirements.

(e) Termination of Support: All of the military services and components recognize that military support is a temporary measure. Such support must be terminated as soon as possible in order to conserve military resources and avoid infringement on the responsibility and authority of civil government at all levels. Forces may be withdrawn at any time to perform essential combat or combat support missions or for more essential military support missions. Withdrawal of military forces will be coordinated with civil authorities to insure continuity of essential operations.

5. CONTROL AND COMMUNICATIONS:

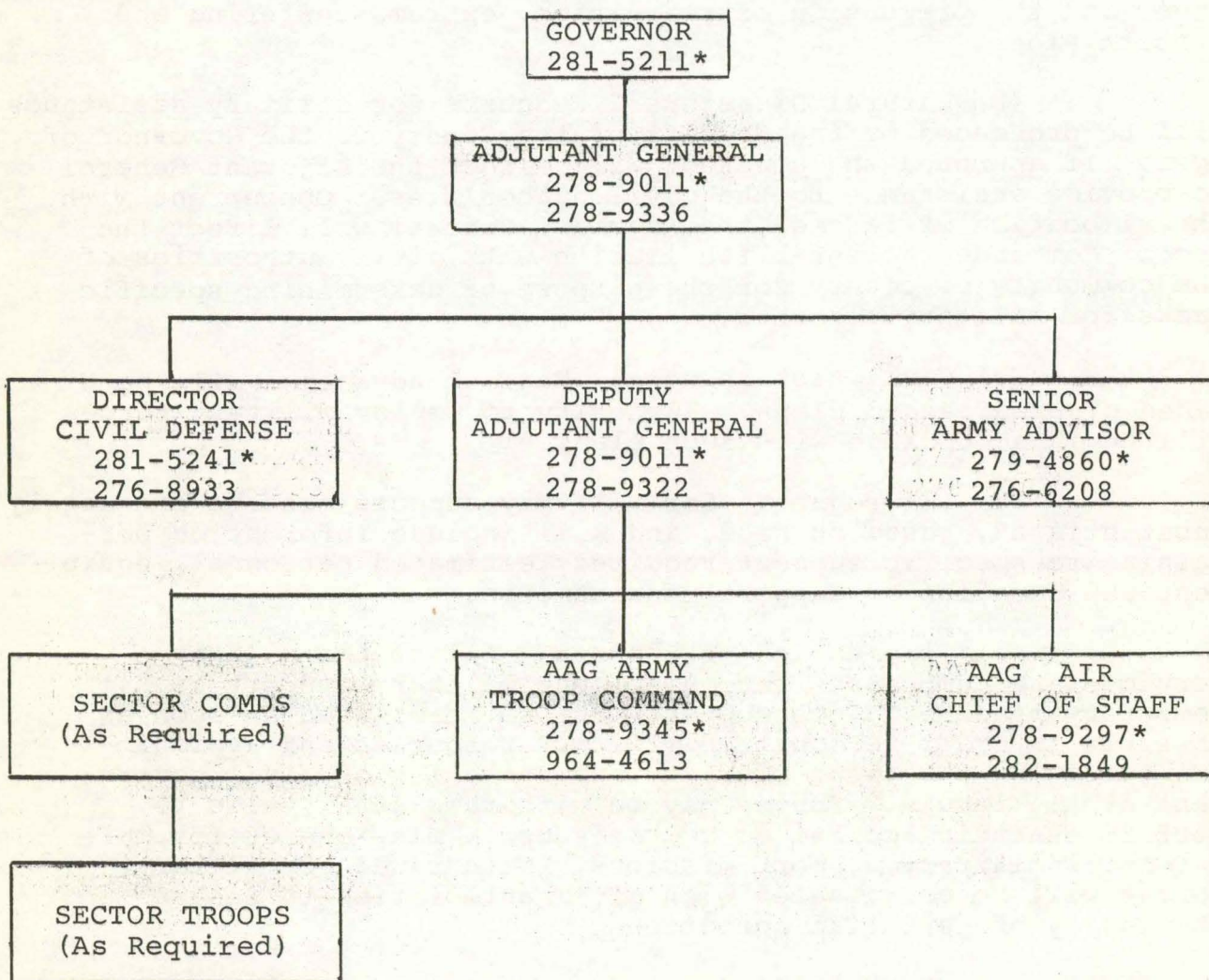
a. Control: Continuity of command for the military forces of the State of Iowa will be from the Adjutant General to the following:

- (1) Deputy Adjutant General.
- (2) Assistant Adjutant General, Army (Troop Command).
- (3) Assistant Adjutant General, Air (Chief of Staff, Air).

(4) Succession to the position of Adjutant General beyond the above shall be by gubernatorial appointment in accordance with 29A.11 or 29A.67 of the Code of Iowa, 1966.

b. Alerting.

(1) Alerting of key officials will be in accordance with the following:



NOTE: \* Business Numbers



(2) Any break in continuity will require the recipient of any alert to notify individuals (higher and lower) to assure adequate dissemination.

c. Communications. The following systems of communication are available to this headquarters.

(1) Commercial Telephone.

278-9011 AGO, Iowa.

278-9317 EOC. (Interim)

(2) AUTOVON. Automatic voice network of the DOD.

(3) ARNG Training Net. Single side band radio system (4 channels crystal control).

(4) NACOM 1. Extension of wire system from State CD Office.

(5) Leased TWX.

d. Command.

(1) Command and or operational employment over forces employed in a civil defense emergency will be as portrayed in charts 3 and 4.

(a) Chart 3 portrays the automatic response of military forces at the local level to meet the overruling demands of humanity or when communications means are so disrupted that approval can not be secured from higher military headquarters.

(b) Chart 4 portrays the follow-on controlled phase to meet the changing conditions as communications and control are reestablished.

(2) Command and control of military forces will remain in military channels.



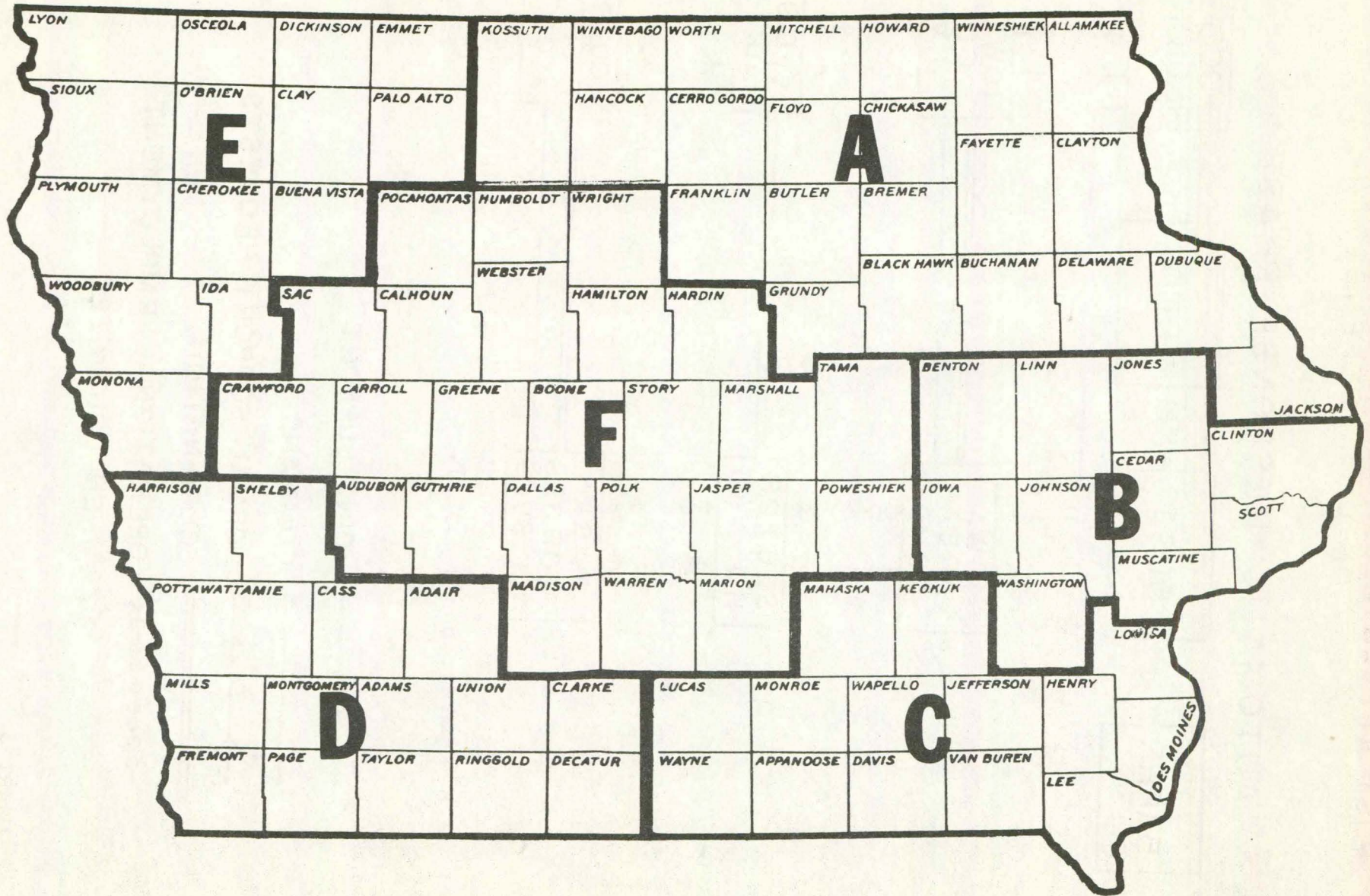
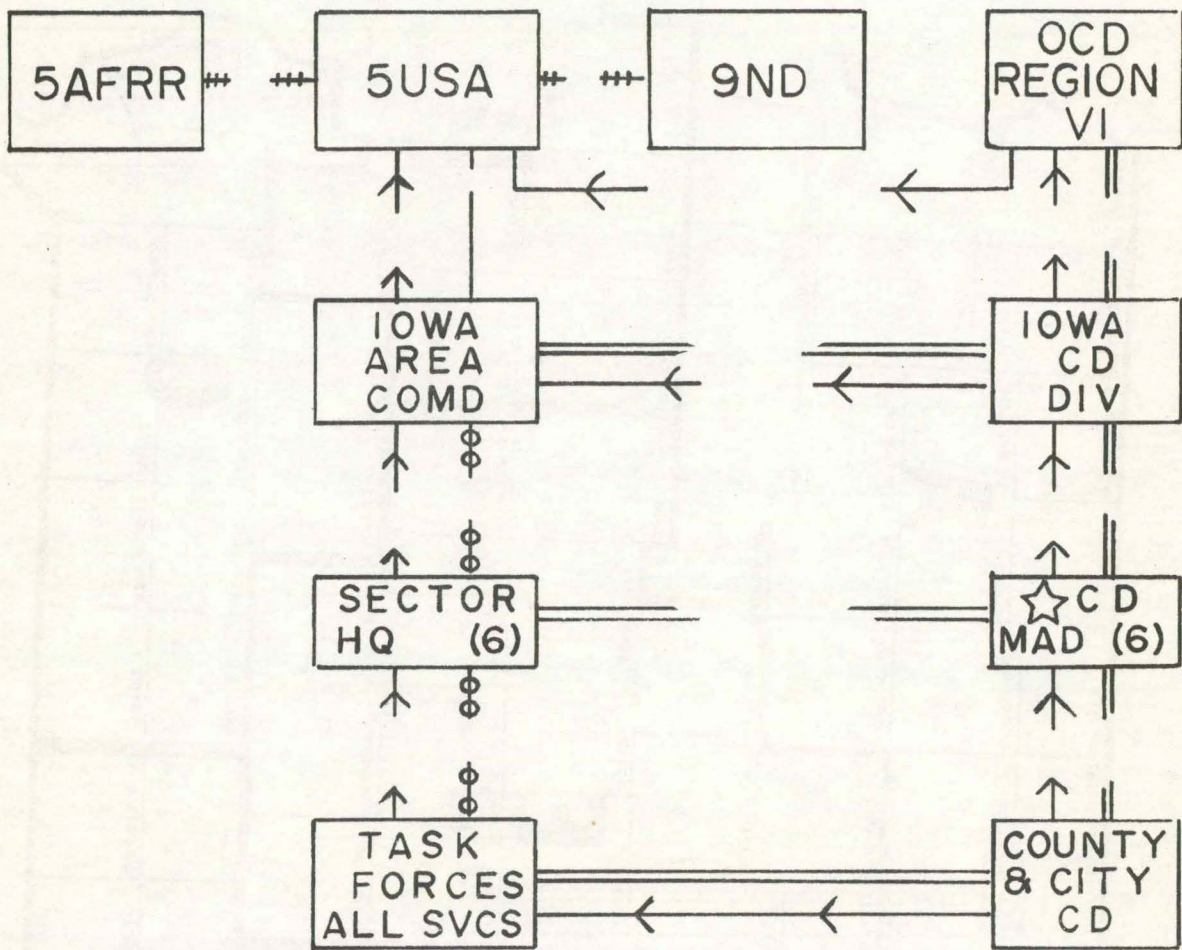


CHART 2

POST ATTACK RELATIONSHIP FOR MILITARY SUPPORT  
OF CIVIL DEFENSE

AUTOMATIC RESPONSE PHASE \*



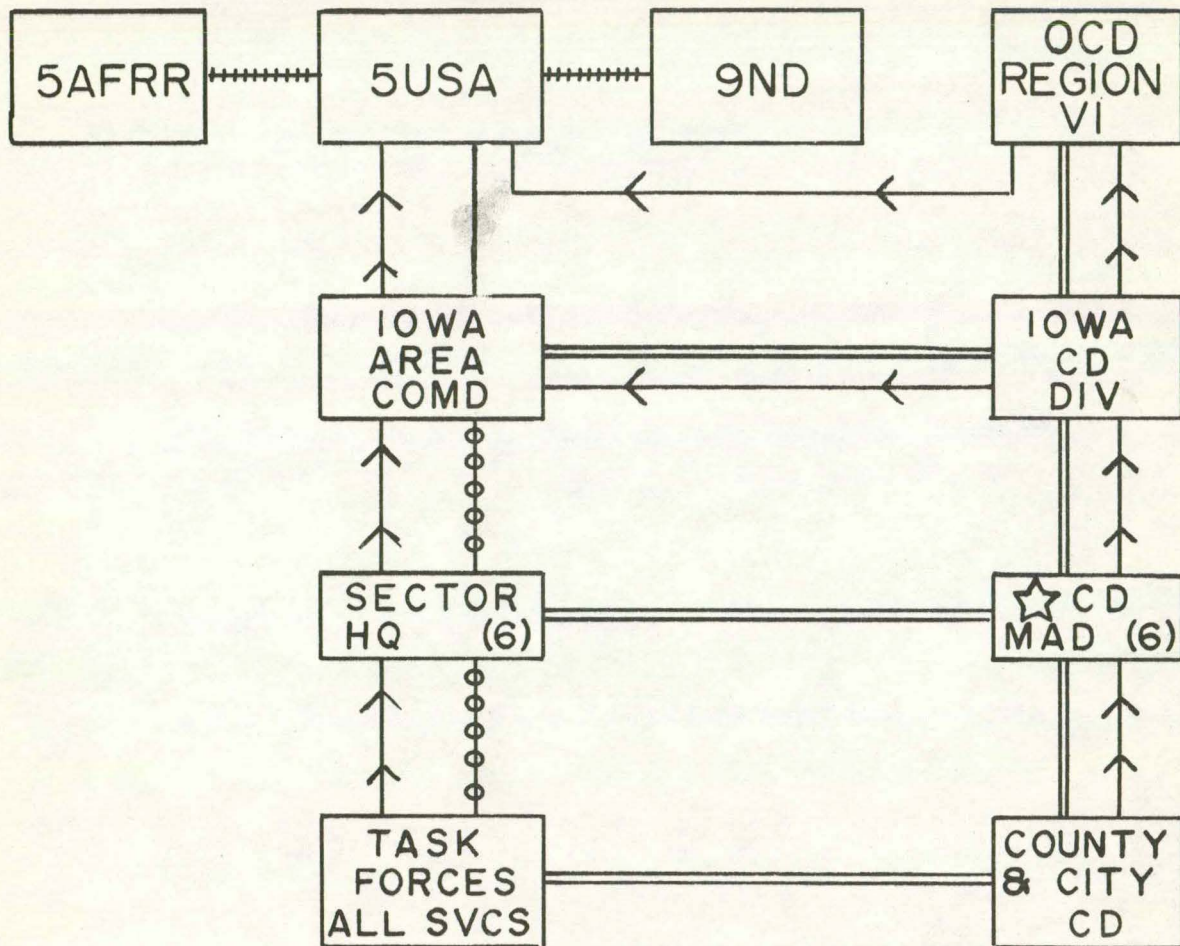
\* See paragraph 5d (1) (a).

- JOINT SUPPORT
- COMMAND
- → → NORMAL SUPPORT REQUESTS
- ==== COORDINATION
- ○ ○ ○ ○ OPERATIONAL EMPLOYMENT
- ☆ WHEN ORGANIZED

CHART 3

POST ATTACK RELATIONSHIP FOR MILITARY SUPPORT  
OF CIVIL DEFENSE

FOLLOW-ON CONTROLLED PHASE



\*See paragraph 5d (1) (b) .

- JOINT SUPPORT
- COMMAND
- NORMAL SUPPORT REQUESTS
- ==== COORDINATION
- OPERATIONAL EMPLOYMENT
- ☆ WHEN ORGANIZED

CHART 4

IOWA EMERGENCY PLAN  
IOWA AERONAUTICS COMMISSION

1. INTRODUCTION

This section of the Iowa Emergency Plan reflects responsibilities, policies and scope of operations of the Aeronautics Commission in providing guidance for the use of air transportation in time of war, natural disaster, man-made emergencies and civil disturbances. The authority for this portion of the plan is provided for in Chapter 29C, Chapter 38D, and Chapter 328 of the Code of Iowa, 1966.

2. SCOPE OF AERONAUTICS COMMISSION RESPONSIBILITY

The Aeronautics Commission is responsible for furnishing to the State Civil Defense Office, assistance and guidance for the conservation and appropriate use of air transportation in the event of state or national emergency. Utilization of these resources will be pursuant to:

Federal Civil Defense Act of 1950 as amended  
Federal Aviation Act of 1958  
Executive Order Number 11003  
Code of Iowa Chapter 28A  
Emergency Planning Order Number 1

3. ASSUMPTIONS

It is assumed that in the event of a national emergency (wartime), air traffic will be restricted and controlled at the federal level with possible delegation to the state of control of civil (other than certified scheduled air carrier) aircraft within the state, whereas: in time of a local or state emergency, availability of aircraft and aircrews other than those possessed by the state, will necessarily be on a volunteer basis.

4. POLICIES

The following policies in effect under the Iowa State Regional Defense Airlift Plan (SARDA), dated April 1, 1965, will apply to this plan:

1. Resources management for SARDA will be a joint responsibility of Federal, regional, and state transportation authorities, and local governments. The local government will honor Federal and State control measures that are in effect.
2. Under Federal plans, functions within the state will have use of inter-state air transportation

IOWA EMERGENCY PLAN  
IOWA AERONAUTICS COMMISSION

- operating under the War Air Service Program, (WASP), originating or passing through the state, to the extent their requirements qualify under any priorities then in effect.
3. The state administrators of SARDA including their designated SARDA representatives in the field, will assure that flight activities during an emergency are necessary in the interest of national, state, or local survival or recovery.
  4. The state will apply only the minimum amount of control necessary to accomplish the required effective use of aviation resources.
  5. The state will coordinate the use of aviation resources with the Federal and regional transportation organizations.

5. ORGANIZATION

The Aeronautics Commission in accordance with Chapter 328 of the Code of Iowa, is composed of five appointed board members with a Director (Executive Officer) in charge of the Commission Office. The Director supervises an office force of: an Assistant Director, an Administrative Assistant, an Air Education Officer, an Airport Engineer, an Enforcement Officer, a Receptionist and two Clerk Typists.

6. OPERATIONS

In time of emergency, the Director having the responsibility for coordination and implementation of the Aeronautics Commission's participation in either actual or exercise situations has delegated the responsibility to the Enforcement Officer with the Director being primary alternate and the Assistant Director being secondary alternate for alerting purposes. It is conceivable that the Aeronautics Commission will work closely with the Department of Public Safety, Iowa State University, Conservation Commission, and Highway Commission, which all possess aircraft and aircrews.

IOWA EMERGENCY PLAN  
IOWA AERONAUTICS COMMISSION

7. RESPONSIBILITIES

The Aeronautics Commission is responsible for:

1. Maintaining a current roster of registered aircrews by type qualification.
2. Maintaining a current inventory of state and privately owned aircraft (other than air carrier).
3. Maintaining a current tabulation of the status of Iowa airports to include services and facilities available.
4. Assisting the Director of Civil Defense in providing airlift capability as required.
5. Performing liaison with designated district SARDA chiefs and their airport personnel.

8. COMMUNICATIONS

The Aeronautics Commission does not possess any means of communication other than normal commercial service.



FRANK W. BERLIN  
Director  
Iowa Aeronautics Commission



## IOWA EMERGENCY PLAN

### IOWA DEPARTMENT OF AGRICULTURE PLAN

The Iowa Department of Agriculture with its' organization of Food Inspectors, Milk Sanitarians, Commercial Feed and Seed Inspectors, Veterinarians, Lay Inspectors, and Weights-Measures and Petroleum Products Inspectors will have a very important part in the handling of all types of food in case of a natural disaster, war disaster, man made emergency or civil disturbance. This Department employs about ninety (90) Field Men, Inspectors and Veterinarians. These trained men, at the present time are on twenty-four (24) hour call to supervise the salvage of food from truck or train wrecks, fires, floods, or tornadoes.

Under the Iowa Code, the Iowa Department of Agriculture is authorized to inspect and license all types of food manufacturing or processing plants, warehouses or places where food is stored and retail stores where food is sold to consumers. Also, the vehicles used in transporting food, and Hotels, Restaurants and Eating Places where food is prepared or served.

The Code references are found in Title IX and Title X, 1966 Code of Iowa and in the Iowa Departmental Rules. Reference is also made in Sec. 29C - 38A - 38D.

These Sections include the Hotel and Restaurant Laws, the many Dairy Products Laws, Egg Laws, the Weights and Measures and Labeling Laws, the Motor Fuel Laws. The Division of Animal Industry, including the Laws regarding Animal Health, the Meat and Poultry Act - the Laws regarding Commercial Feed and Fertilizer, the Seed Laws, the State Entomologist and the State Apiarist and many others.

The State agencies with which the Iowa Department of Agriculture would have working contact with in emergencies, are the Iowa Department of Health and the Department of Public Safety.

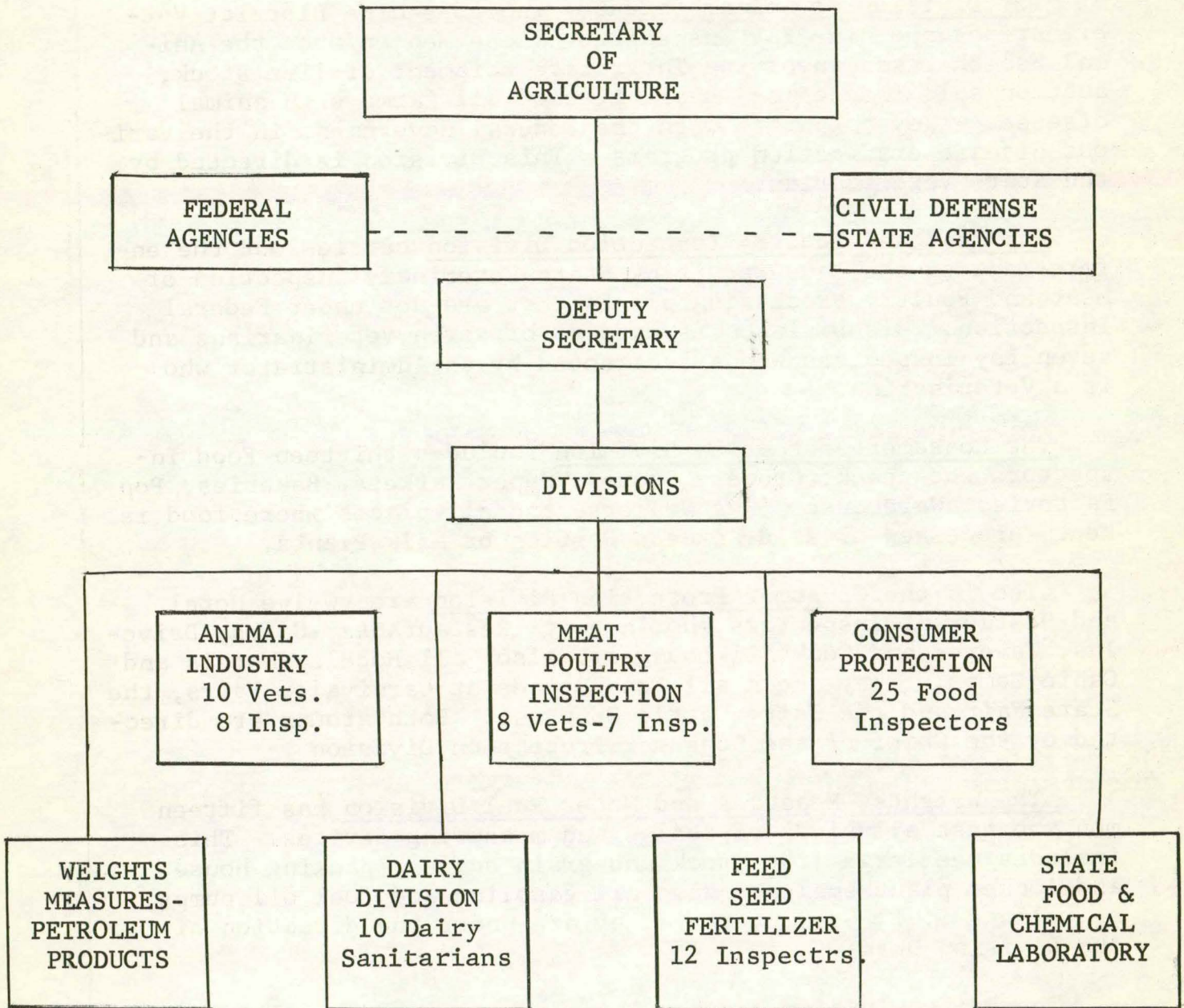
The Federal agencies where working contact would occur in an emergency, are the U. S. Department of Agriculture, the U. S. Department of Public Health and the Food and Drug Administration.

## IOWA EMERGENCY PLAN

Under the Iowa State plan for emergency management of resources, revised March 30, 1966, the Governor of the State of Iowa has assigned to the Iowa Department of Agriculture, the responsibility of providing administrative support, ie., personal, facilities, and supplies for the operations of the Iowa Food Agency, as described in the Iowa Resource Management Plan - Tab. 23.

The Iowa Department of Agriculture has an established policy of taking control of all food salvage operations following floods, fires, tornadoes and wrecks. This policy involves one or more inspectors at the scene of a disaster, making certain that food unfit for human use is destroyed.

IOWA DEPARTMENT OF AGRICULTURE ORGANIZATION



## IOWA EMERGENCY PLAN

The Secretary of Agriculture directs all of the activities of the Department, assisted by the Deputy Secretary of Agriculture and the Division Heads.

The Division of Animal Industry includes nine District Veterinarians and nine Lay Inspectors. These men enforce the Animal Health Laws, involving Interstate shipment of live stock, auction sale inspection, quarantine of all farms with animal disease. They cooperate with the Federal Government in the various disease eradication programs. This Division is directed by the State Veterinarian.

The Meat and Poultry Inspection Division carries out the enforcement of the Laws requiring State Veterinary Inspection of Meat and Poultry processing plants that are not under Federal Inspection. This Division is made up of seven Veterinarians and seven Lay Inspectors who are directed by an Administrator who is a Veterinarian.

The Consumer Protection Division includes thirteen Food Inspectors who check; Grocery Stores, Super Markets, Bakeries, Pop Factories, Warehouses, Egg Dealers, and all places where food is kept, processed or sold, except Dairies or Milk Plants.

Also in the Consumer Protection Division are twelve Hotel and Restaurant Inspectors who inspect: Restaurants, Cafes, Drive-Ins, Taverns and Cocktail Lounges. Also, all Hotels, Motels and Cabin Camps. They check all Food Stands at Carnivals, Fairs, the State Fair and the Dairy Cattle Congress. Both groups are directed by the Chief of the Consumer Protection Division.

The Weights, Measures and Motor Fuel Division has fifteen men who test all kinds of scales and measuring devices. This includes the large live stock and grain scales, packing house and locker plant scales. Also all gasoline and fuel oil pumps, as well as L. P. Gas meters. They are under the direction of the Division Head.

The Dairy Division has ten Inspectors who check all Grade A milk not under City supervision. They also inspect all Milk Manufacturing Plants, including Creameries, Cheese Factories, Dry Milk Plants and Ice Cream Plants. Their work includes farm inspection for both Grade A and Manufactured Milk. They work under the Dairy Division Head.

## IOWA EMERGENCY PLAN

The Feed, Seed, Fertilizer Division is made up of twelve Inspectors who inspect and sample all types of Commercial Feed, Fertilizers and Seeds. They also carry out the enforcement of the Iowa Pesticide Law. They work under the direction of the Administrative Assistant who also directs the work of the State Food and Chemical Laboratory.

The Department of Agriculture's Food and Chemical Laboratory is completely equipped to test all kinds of food and dairy products. This includes the latest type of equipment for detecting pesticide residues in food.

There are about thirty employees, including Chemists, Bacteriologists and trained workers.

Twenty of the present Dairy and Food Inspectors have attended the two day schools given by the Food and Drug Administration on the use of Radiological fall out detection equipment. This school also included studies on chemical warfare and food plant sabotage.

It is planned to have all Dairy, Food, Restaurant and Meat Inspectors attend such a school when it is offered again.

In case of a serious emergency, the Department of Agriculture Inspectors would cooperate with the City, State and Federal Inspectors.

Liason with the Civil Defense Division in a nuclear war would be by the Secretary of Agriculture and minimal staff located in the State Emergency Operating Center, Room B-33, Robert Lucas State Office Building, Des Moines, Iowa.

In the event of an enemy attack upon the United States, the below listed personnel should report immediately to the State Emergency Operating Center, Room B-33, Robert Lucas State Office Building.

Chief, Consumer Protection Division  
Administrative Assistant, State Food and Chemical Laboratory.  
Department of Agriculture, State Veterinarian.  
Supervisor - Weights, Measures and Petroleum Products.

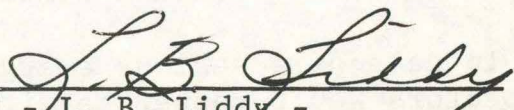
## IOWA EMERGENCY PLAN

In times other than emergencies, the Secretary of Agriculture bears the responsibility of insuring that all staff members are adequately trained for emergency operations. Staff members are also charged with the responsibility of preparing their day-to-day operations for rapid transition to emergency operations and gearing these operations to the needs of the state.

For communication, in time of emergency, the facilities of the State Police Radio would be used. At the present time, the Director of the Des Moines Station has an up to date list of Department of Agriculture Inspectors, their residence address, and telephone numbers.

These men can be contacted at any time by Calling the local Sheriff or Police Station.

The Department maintains an alert call list to facilitate contact with key personnel in an emergency.

  
Signed - L. B. Liddy -  
Secretary of Agriculture

## IOWA EMERGENCY PLAN

### ATTORNEY GENERAL

#### 1. INTRODUCTION

The Attorney General's primary concern in the event of an enemy attack or other disaster would be the maintenance of his staff as a viable, effective functioning department of government with the primary objective of continuing the efficient discharge of the responsibilities conferred upon him by law as well as any additional duties which the exigencies of a particular situation might require. This would entail continuing the orderly prosecution and defense of suits and proceedings to which the state might be a party as well as the furnishing of day to day advice to county attorneys and to state officers and departments. In addition the Attorney General would assist and work closely with the courts, prosecutors, law enforcement agencies and civil defense authorities in dealing with emergency and disaster situations. The Attorney General and his staff would furnish legal advice and assistance as necessary to the executive and other branches of government in coping with emergency situations and the drafting of emergency procedures and measures.

#### 2. SCOPE OF ATTORNEY GENERAL'S RESPONSIBILITY

The Attorney General is a constitutional officer elected by vote of the people. He is head of the Department of Justice and maintains his office at the seat of government.

The basic duties of the Attorney General are set forth in Chapter 13, Code of Iowa, 1966, as follows:

- "1. Prosecute and defend all causes in the supreme court in which the state is a party or interested.
- "2. Prosecute and defend in any other court or tribunal, all actions and proceedings, civil or criminal, in which the state may be a party or interested, when, in his judgment, the interest of the state requires such action, or when requested to do so by the governor, executive council, or general assembly.
- "3. Prosecute and defend all actions and proceedings brought by or against any state officer in his official capacity.
- "4. Give his opinion in writing, when requested, upon all questions of law submitted to him by the general assembly or by either house thereof, or by any state officer, elective or appointive. Questions submitted

by state officers must be of a public nature and relate to the duties of such officer.

- "5. Prepare drafts for contracts, forms, and other writings which may be required for the use of the state.
- "6. Report to the governor, at the time provided by law, the condition of his office, opinions rendered, and business transacted of public interest.
- "7. Supervise county attorneys in all matters pertaining to the duties of their offices, and from time to time to require of them reports as to the condition of public business intrusted to their charge.
- "8. Promptly account, to the treasurer of state, for all state funds received by him.
- "9. Keep in proper books a record of all official opinions, and a register of all actions prosecuted and defended by him, and of all proceedings had in relation thereto, which books shall be delivered to his successor.
- "10. Perform all other duties required by law."

As set forth in Chapter 38A, Code of Iowa, 1966, Emergency Executive and Judicial succession, the Attorney General shall be prepared to assume the office of Governor when the prior successors named by statute are unable to assume this office.

Assist and advise peace officers at all levels of government in implementing when necessary the provisions of "Riot Suppression in Iowa", an informational bulletin prepared and distributed by the Attorney General's office and dated November, 1967.

In addition to the foregoing the Attorney General is, by law required to perform various other duties. Where he is unable to perform a service necessary to protect the interests of the state, the Attorney General may recommend to the Executive Council the employment of outside counsel.

### 3. ASSUMPTION

In an emergency or disaster situation the staff of the Attorney General or significant portions thereof can be detailed to perform emergency services.

### 4. ORGANIZATION

In addition to administrative, clerical, secretarial and part-time research assistants there are 26 full-time lawyers in the Department of Justice as follows:



Attorney General  
Solicitor General  
5 Special Assistant Attorneys General for  
Department of Revenue  
Antitrust Division  
Department of Social Services  
Claims  
Highway Commission  
19 Assistant Attorneys General

All of the foregoing are located in Des Moines at the State-house or Executive Hills except for the Special Assistant Attorney General and four Assistant Attorneys General assigned to the Highway Commission who are located in Ames.

5. PREPAREDNESS ACTION

Plans are being formulated whereby in the event of an emergency or disaster members of the Attorney General's staff will be instructed to contact the Attorney General or his designee to receive emergency or standby instructions. The Attorney General or his designee will contact the Emergency Operations Center and furnish such support and assistance as is required.

6. COMMUNICATIONS

Communications would have to be by telephone or messenger.



RICHARD C. TURNER  
ATTORNEY GENERAL

## IOWA EMERGENCY PLAN

### AUDITOR OF STATE

#### 1. INTRODUCTION

The Auditor of State has five (5) divisions' as follows:

- A. State Audit Division is responsible for auditing all funds coming into the State Treasurer and allocated or disbursed by the State Comptroller. This includes departments located at the seat of government as well as those institutions scattered throughout the state.
- B. County Audit Division is responsible for auditing all funds received and disbursed by officials in the county courthouses.
- C. City and School Division is responsible for auditing or approving audit reports for all cities and towns (over 700 population) and schools located in Iowa.
- D. Industrial Loan Division is responsible for regulatory audits of all Industrial Loan companies in Iowa. If the company does not provide a certified audit, he is empowered to make or cause to be made a financial audit.
- E. Savings and Loan Division is responsible for regulatory audits of all Savings and Loan companies in Iowa. If the company does not provide a certified audit, he is empowered to make or cause to be made a financial audit.

#### 2. SCOPE OF AUDITOR OF STATE

The Auditor of State is responsible to perform all the functions covered in Chapter 11 of the Code of Iowa. His function

is to audit after the fact except in the instance of a change in public official, he is called upon to inventory all assets of the outgoing official and charge the incoming official.

3. ASSUMPTION

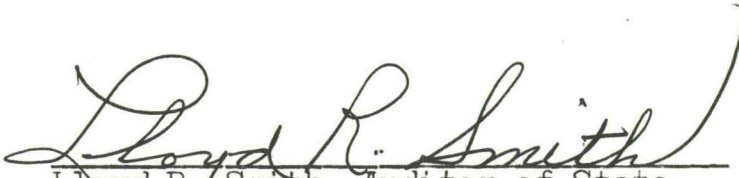
In the event of an emergency, the staff of the Auditor of State can be diverted to perform any emergency audit function necessary to properly protect the assets of the various governmental sub-division.

4. PREPAREDNESS ACTIONS

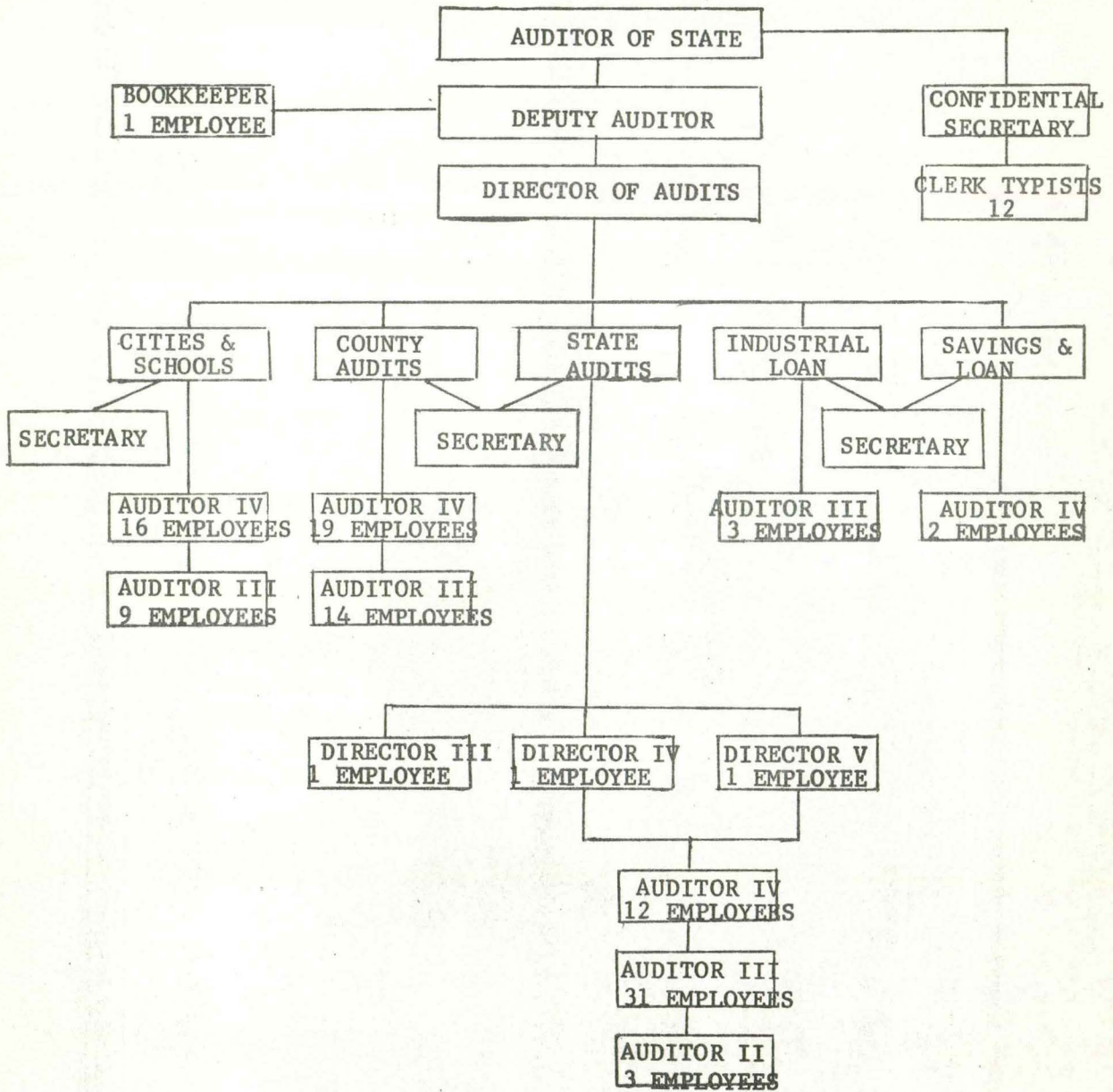
In the event of a severe disaster or enemy attack on this country, the Auditor, being in line of succession of the office of Governor, must be prepared to assume his responsibility. In line with maintaining necessary knowledge of the day to day operations, the Auditor will join the staff of the Emergency Operations Center and provide such support therein as is needed and as outlined in Chart CD-2 of the Civil Defense plan, Tab-2.

5. COMMUNICATIONS

Communications are limited to personal contact or by telephone. Instructions will be given to all staff personnel to attempt to contact their immediate supervisor in the event of any emergency or disaster.

  
Lloyd R. Smith, Auditor of State

ORGANIZATION CHART  
OF  
AUDITOR OF STATE



IOWA EMERGENCY PLAN

EXECUTIVE COUNCIL

DEPARTMENT OF BUILDINGS AND GROUNDS

REFERENCES

Code of Iowa, Chapter 18

SITUATION, ASSUMPTIONS AND MISSION

1. During periods of increased tension, enemy attack and/or any other emergency wherein the State Emergency Operating Center (EOC) is activated, the entire resources or any part thereof, of this department may be utilized to expand and maintain inherent shelter area of the State EOC. It must be pointed out that a large percentage of our staff is physically handicapped and we would by necessity have to call upon the human resources of other departments to perform a portion of this responsibility.

EXECUTION

1. Upon call and with the approval of the Executive Council, our department will assume responsibility for removing file cabinets and other extraneous materials from the various rooms of the Sub-basement, State Office Building (known as the Lucas Building.) Said files and material would be situated so as to increase the radiation protection of the State Office Building by baffling the entrances, walls and windows of the ground floor and the walls and windows of the upper floors.

2. Further support will be rendered by providing maintenance of emergency equipment and EOC areas, as required.

3. In the event of enemy attack upon the United States, the below listed personnel should report immediately to the State Emergency Operating Center, Room B-33, Robert Lucas State Office Building.

- A. William F. Gall - Superintendent
- B. Robert E. Skinner - Maint. Supervisor
- C. Roy F. Freed - Day Supervisor
- D. Red R. Hamilton - Night Supervisor

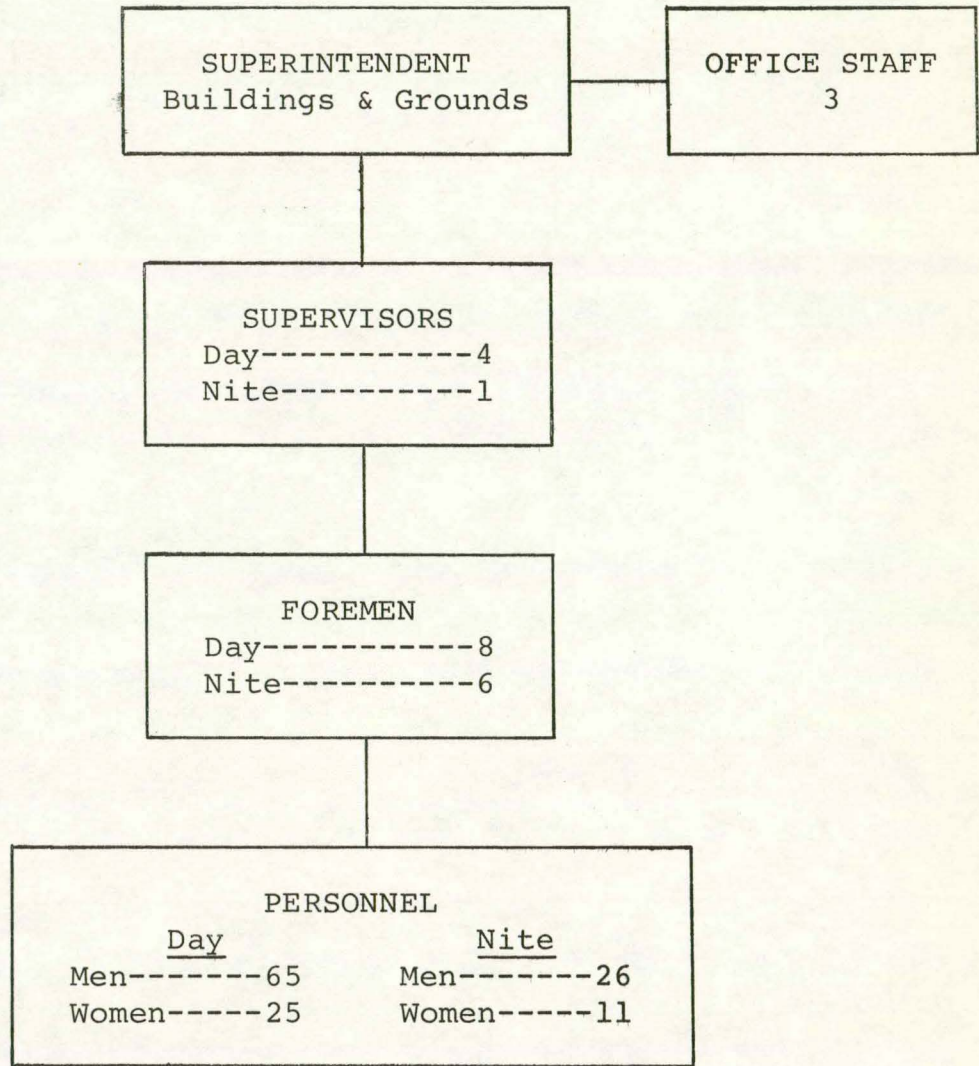
- E. Leonard G. Ryan - Day Supervisor
- F. A. M. Jungman - Carpenter Supervisor

4. In times other than during emergencies, the Superintendent of Buildings and Grounds bears the responsibility of insuring that all staff members are adequately trained for emergency operations. Staff members are also charged with the responsibility of preparing their day to day operations for rapid transition to emergency operations and gearing these operations to the needs of the State.

*William F. Gall*

William F. Gall - Superintendent

IOWA EMERGENCY PLAN  
BUILDINGS AND GROUNDS DEPARTMENT



LIST OF BUILDINGS

Capitol	Amos Hiatt
Robert Lucas	Drivers License
James Grimes	Employment Security
State Office & Laboratory	GMC Building-2nd Floor
Executive Hills	Garage
Security Building	Carpenter Shop
Valley Bank Building	Paint Shop
Heating Plant	Grounds

# EMERGENCY PLAN

Iowa Department  
of  
Public Safety

1968



IOWA EMERGENCY PLAN  
IOWA DEPARTMENT OF PUBLIC SAFETY

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# IOWA EMERGENCY PLAN

## DEPARTMENT OF PUBLIC SAFETY 1968

Recognizing the need for the cooperation between various governmental agencies through the vehicle of Civil Defense insofar as it is concerned with war disaster, natural disasters and man-made emergencies including civil disturbances and Department of Public Safety pursuant to the request of the Governor of Iowa, revokes any previous outlines submitted heretofore and substitutes the following in place thereof.

### CONTROL

Control of the Department is by the Commissioner of Public Safety. Each of the five divisions of this Department are under the control of a Director or Chief, with one or more assistants.

Control of operations shall be from the office of the Commissioner, Robert Lucas State Office Building, Des Moines or such other place as he shall designate.

In all cases responsibility for other than routine decisions emanates in the office of the Commissioner with the understanding that a Division Director or responsible supervisor may in the event of an emergency situation take such action as circumstances dictate within the framework of the law.

The Commissioner's Office and the various Division Directors maintain close liaison with other State Departments having emergency responsibilities and such cooperation would continue to exist in time of emergency through such means as are available and at such levels as are commensurate with the gravity of the existing situation.

### REFERENCES

The Code of Iowa 1966 as amended in Chapters 80, 100, 749 and 750, provides that the Department of Public Safety shall be concerned with safety upon our highways, fire protection, providing radio voice communications for law enforcement personnel, and assistance to other law enforcement agencies in areas and at times when other law enforcement agencies have original jurisdiction.

## SITUATION

Police problems under conditions of threatening or actual enemy attack would be related to those of normal peacetime operations, but so magnified in scope, and so concentrated in time, as to completely overwhelm existing police establishments. Such conditions could impose unusual demands upon the Department of Public Safety for assistance and could cause the Department of Public Safety to request support from other police agencies and the National Guard.

## MISSION

Normal peacetime functions include preserving the peace, maintaining order, protecting life and property, detecting and preventing crimes, and arresting violators of the law. Functions during a war emergency would be extended to include providing maximum security for key state officials, controlling panic, preventing looting, sabotage, subversive activities and rendering assistance in maintaining or restoring the normal and legal functions of government.

In addition to the above they shall assist with traffic control (vehicle & pedestrian), render aid to injured, identify the victims, secure specified and/or building securities, and handle communications via telephone, radio, messenger and teletype.

## EXECUTION

Police officers of the Iowa Department of Public Safety have full police powers within the State of Iowa and are authorized to act in that capacity throughout the State.

These officers and others from within the Department may be delegated police powers by the Commissioner. They shall be available for assistance to all County Attorneys, County Sheriffs and Mayors throughout Iowa upon the request of said official to the Commissioner of the Department of Public Safety or his duly authorized agent in all types of emergencies, when approved by the Commissioner or his authorized agent.

### A. EMERGENCY ACTIONS: ENEMY ATTACK:

#### 1. Pre-Attack

##### (a) Normal Periods:

All elements of the Department shall continue

the training and procurement of equipment used in day-to day operations that would also be used in the event of a nuclear attack.

(b) Increased Tension:

During periods of increased tension efforts of the Department will be accelerated to insure that the highest state of readiness is attained in the time available. This will include intensified training, review of internal plans, close liaison and coordination with other State agencies and the stockpiling of adequate supplies and equipment.

2. In-Shelter Period:

Personnel of the Department will make every effort to continue police functions to the latest possible time prior to the need to take shelter.

This period of time will be devoted to providing maximum security for the Governor, other key officials, vital state property storage and the area of the State Emergency operating Center. Post-attack plans will be reviewed and coordinated with other state agencies.

Survival of the personnel of the Department will be emphasized to insure that sufficient operating forces will be available for duty following this period.

3. Post-Attack:

Personnel and facilities of the Department will be made available for police duty on the basis of available personnel, equipment, communications and other prevailing conditions at the time.

B. EMERGENCY ACTIONS: NATURAL DISASTERS - CIVIL DISORDERS  
OTHER EMERGENCIES

The occurrence of natural disasters in the form of tornadoes, floods, etc., are an ever present threat. These present danger to the people and their property. Civil disorders can come with little advance warning. The scope and intensity of these cannot be easily determined beforehand. Other major man made emergencies may occur at any time. Natural disasters, civil disorders and other major emergencies place a much greater demand on police facilities than expected during normal times. These conditions may require added support from other agencies having manpower and equipment suitable for the task.

## NATURAL DISASTERS - OTHER EMERGENCIES

Elements of the Highway Safety Patrol, Bureau of Criminal Investigation, Fire Marshal's Office and Motor Vehicle Registration shall be made available as the need indicates through the Commissioner of Public Safety or the Division heads to whom he has delegated this authority. Assistance of the Department will be in coordination with other Departments of State Government and local authorities.

### Phase I - Immediate Involvement:

Keep highways open, provide fire and police protection, care for the injured, provide shelter, establish the emergency operating center.

Authority - Commissioner of Public Safety

Agencies - Public Safety (Iowa Highway Patrol  
Police Radio  
Fire Marshal  
Bureau of Criminal  
Investigation)

Public Defense (National Guard  
Civil Defense Division)

Highway Commission

Health Department

Other State Agencies as Need Requires

1. Public Safety personnel arriving at the scene will contact local officials, e.g., Sheriff, Mayor, Chief of Police, and ascertain what assistance is needed.
2. Report to Headquarters overall situation.
  - A. Number injured, killed, overall extent of damage.
  - B. Agencies already on the scene.
  - C. Equipment and personnel needed.
    - (1) Ambulances, cranes, bulldozers, generators, fire equipment, doctors, nurses, communications support, etc.

- C. Headquarters will then alert the Governor, Department of Public Defense, the Highway Commission, Health Authorities, and such outside agencies as the Red Cross.

The following actions are often required following disasters:

1. Organize search parties.
  - A. Assign by defined search areas to avoid duplication.
  - B. Ten men to team (may vary).
  - C. Appoint team Captain.
  - D. Appoint runner to report back.
  - E. Issue tags for houses and buildings searched.
2. Locate stretcher and organize stretcher bearers.
  - A. Issue tags for identification of dead and injured.
3. Alert hospital and morgue as needed.
  - A. Determine what outside hospital space available.
  - B. Maintain one list of dead, injured and evacuees and where they can be located after leaving the area.
4. Have gas mains and electric power shut off as necessary.
5. Set up traffic road blocks as necessary.
6. Clear one or more escape routes through debris.
  - A. For evacuating injured.
  - B. For police, fire and rescue units.
7. Establish headquarters large enough to accommodate the following representation:
  - A. Iowa Highway Safety Patrol.
  - B. Mayor or representative.

- C. Local police and fire.
  - D. Sheriff's squad.
  - E. National Guard.
  - F. Health, Social Welfare and Red Cross (Liaison representative, one from each).
  - G. Police Radio.
  - H. Public, for obtaining passes.
8. Other actions that may or may not be required:
- A. Obtain maps of affected area.
  - B. Obtain additional flares and barricades.
  - C. Put guards on buildings where security may be needed e. g. , banks, Post Office, and mercantile establishments.
  - D. Find shelter for the homeless.
  - E. Get proclamation as to "State of Emergency" Mayor or Sheriff
  - F. Prepare for vehicle services, gasoline, flat tires, etc.
  - G. Maintain alliance with local citizens who know area.
  - H. Establish parking area with guard for emergency equipment.
  - I. Have clean-up crews help park cars at out post, and have transportation available to bring them to the established assembly point.
  - J. Rope off any dangerous areas, guard if necessary.
  - K. Plan ahead for relief and logistical support for operating personnel.
  - L. Maintain steady flow of information to public; and other organizations through command channels.
  - M. Maintain one, and only one, "Missing Persons" list.

Phase II - After Termination of Immediate Emergency - Maintain

Law and Order.

Authority - Adjutant General, ING

Agencies - Public Safety

Public Defense (Iowa National Guard)  
(Civil Defense Division)

Highway Commission

Health

Other agencies as need requires.

CIVIL DISTURBANCES

Phase I - Immediate Involvement and Control:

Maintain open highways, control traffic, enforce the laws of the State. Activate the State Emergency Operations Center (EOC), Room B-33 Robert Lucas Building, or other such command post as shall be designated by the Commissioner of Public Safety or his agent, for centralized control by all affected agencies.

Authority - Commissioner of Public Safety

Agencies - Public Safety (Iowa Highway Patrol  
BCI  
Fire Marshal  
Motor Vehicle Registration  
Police Radio  
Other State agencies as need requires)

When the Iowa Highway Patrol is requested by an authorized public official to lend assistance at the scene of a civil disturbance, and if the request is approved by the Commissioner or his duly authorized agent, one of the basic functions of the patrol is maintaining open highways to all persons legally using said highway. The Highway Patrol exerts every effort to prevent property damage, assaults or any illegal act of any nature on the public right-of-way. In an industrial dispute if actual violence has occurred and if ordered by the Governor to further intercede, the Highway Patrol will, without delay, muster sufficient force to adequately carry out the Governor's request.

1. If the initial information of a disturbance, and unlawful assembly or



threat of mob violence is received by the local Patrolman working the area he is required to:

- A. Contact in person the local public official who made the request for assistance.
  - B. Advise next higher headquarters of Request and Situation. Each echelon of command will notify next higher echelon of command and dispatch a person of authority to the scene if appropriate.
  - C. The Governor's office would, at this time, be fully apprised of the existing conditions.
2. Every member of the Iowa Highway Patrol has been trained in riot control procedures. Each officer is equipped with helmet, gas mask, and a riot baton. In each district office is located tear gas equipment and a supply of tear gas. This equipment is immediately routed toward the scene of a disturbance of any magnitude.
3. In any event when proper authority is received, the action program is initiated as follows by the appropriate Iowa Highway Patrol supervisor:
- A. Arrange for sufficient personnel to make a "show of force".
  - B. Establish liaison with other enforcement groups.
  - C. Keep State Headquarters informed of progress.
  - D. Park enforcement mobile units in a "safe" place. Leave a vehicle guard.
  - E. Use "bull horn" to advise crowd to disperse.
  - F. Single out the leaders and attempt to isolate and remove them.
  - G. Arrange for use of tear gas if necessary.
  - H. Arrange mass transportation for violators.
  - I. Initiate first-aid measures. Establish a treatment center and arrange for transportation to hospitals.

- J. Establish and maintain security. Employ all available personnel in security plan. Identify non-uniformed personnel with signed authority and distinctive insignia.
- K. Establish relations with press and television.
- L. The actions outlined under Phase I, Natural Disasters and Other Emergencies (pages 4-5-6-7) are all applicable to this section and will be used as the situation demands.

Phase II - Heightened disturbance to point of widespread public disorder and destruction.

Authority - Commissioner of Public Safety

Agencies - Public Safety  
Public Defense (National Guard)  
(Civil Defense Division)

The activities of the National Guard, Civil Defense Division and the Department of Public Safety will be coordinated toward controlling and relieving the public disorder. Liaison with the affected agencies may be accomplished by activation of the State Emergency Operation Center if not already done in Phase I.

POLICIES

- A. To exercise general police powers within any City or Town in Iowa when requested by the County Attorney, Sheriff or Mayor and when approved by the Commissioner or his duly authorized agent or when ordered by the Governor, when engaged in the investigation and enforcing of the fire and arson laws, when in pursuit of law violators or the investigation of law violations.
- B. To operate such radio broadcasting equipment as may be necessary to disseminate information in connection with law enforcement work and to aid in coordination of law enforcement.

- C. To collect, classify and keep complete information useful to the detection of crime and the identification and apprehension of criminals.
- D. To provide for safe and efficient movement of traffic upon the roads and highways of our State.
- E. To cooperate with, and assist any law officer in the protection of life and property Where not specifically prohibited by law.

### ORGANIZATION AND CAPABILITIES

The department is headed by the Commissioner of Public Safety, who is appointed by the Governor. He is assisted by one Deputy Commissioner and the heads of each Division including: the Iowa Highway Patrol, Bureau of Criminal Investigation, State Fire Marshal, Iowa Police Radio and Motor Vehicle Registration.

- 1. Manpower strength, equipment, facilities and training status for the various divisions.
  - A. Iowa Highway Safety Patrol
    - 1. Authorized strength four hundred (400)
      - (a) Professionally trained for law enforcement and all other emergencies.
    - 2. Fourteen (14) districts and five (5) Areas as shown by chart DPS-2.
    - 3. Equipment
      - (a) Excellently equipped vehicles
      - (b) Specialized firearms
      - (c) Tear gas
      - (d) Walkie talkie radios
      - (e) Complete riot gear

- (f) First aid equipment
- (g) Docimeters
- (h) Airplanes

B. Bureau of Criminal Investigation

1. Authorized strength twenty-five (25)
2. Professionally trained in the fields of criminal investigation, identification and semi-technical examination.
3. Prime responsibility in war disaster and civil disorders is that of acquiring, evaluating and acting upon intelligence relating to security and subversive activities during natural disasters and other emergency identification of the victim would be a prime responsibility.

C. State Fire Marshal

1. Authorized strength, ten (10)
2. Professionally trained in the investigation of fires and explosions.

D. Iowa Police Radio

1. See attached map for location of Police Radio.

E. Motor Vehicle registration:

1. Authorized strength fourteen (14)

COMMUNICATIONS

The Department, through its Radio Communications Division, maintains radio voice communications throughout the entire state. This system is dovetailed into the Civil Defense system and the communications of other state agencies and local governmental agencies in the State. Communication via radio is in daily use with all states bordering Iowa. Teletype service is instantly available with all other states.

BASE STATIONS

- 7 - 3000 Watt Base stations.
- 2 - 250 Watt Base stations.
- 1 - Special equipped mobile unit.

All stations manned 24 hours each day. Operating frequencies are 42:58 and 155.37 megacycles.

Monitored frequencies are 42:58, 42:74, 37:10.

Commercial telephone is used for normal traffic.

Teletype exists between the seven (7) base radio stations.

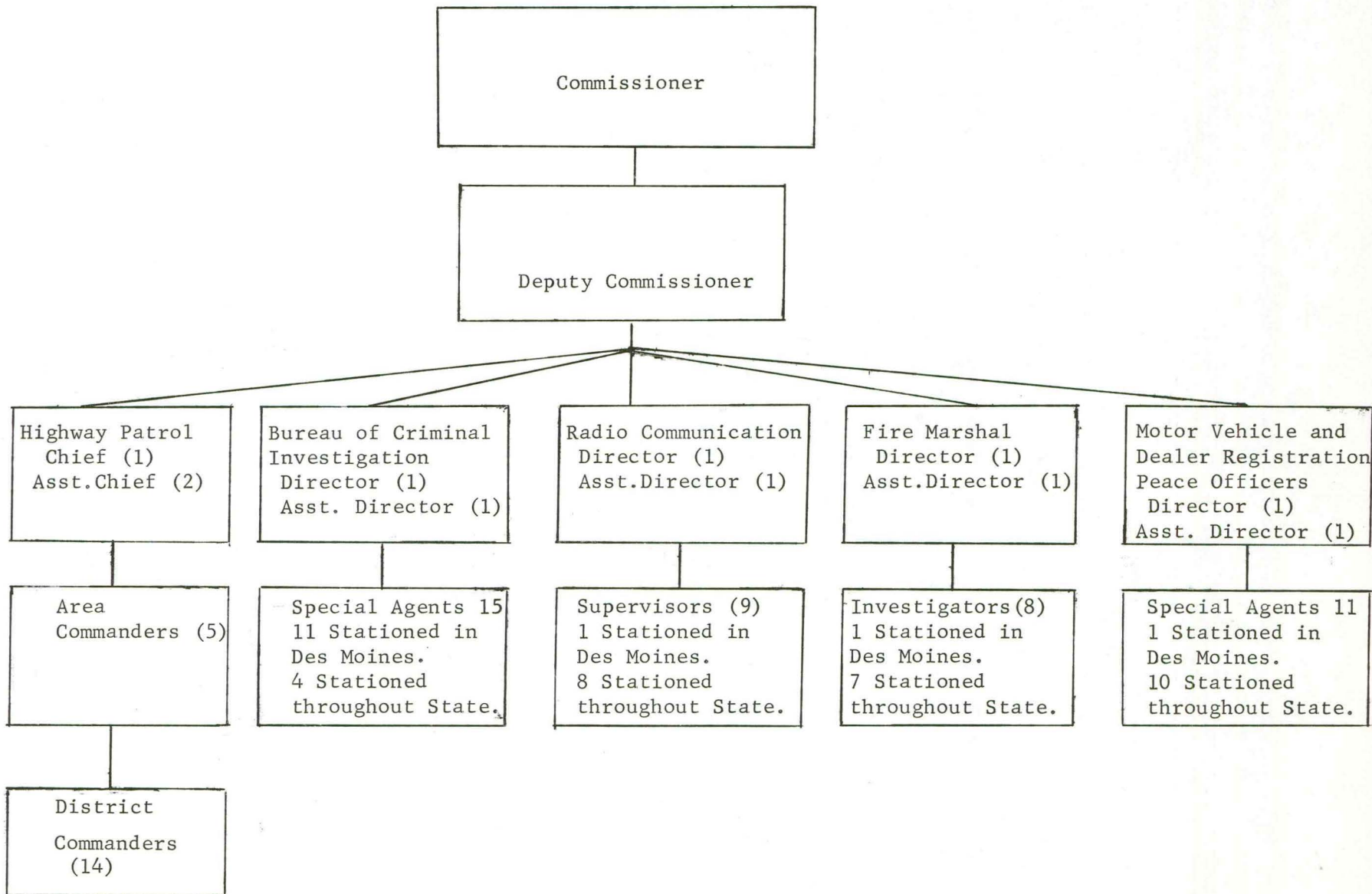
A complete list of numbers for key officials is kept available for the purpose of alerting.

APPROVED BY:  
March 15, 1968

  
Commissioner of  
Public Safety

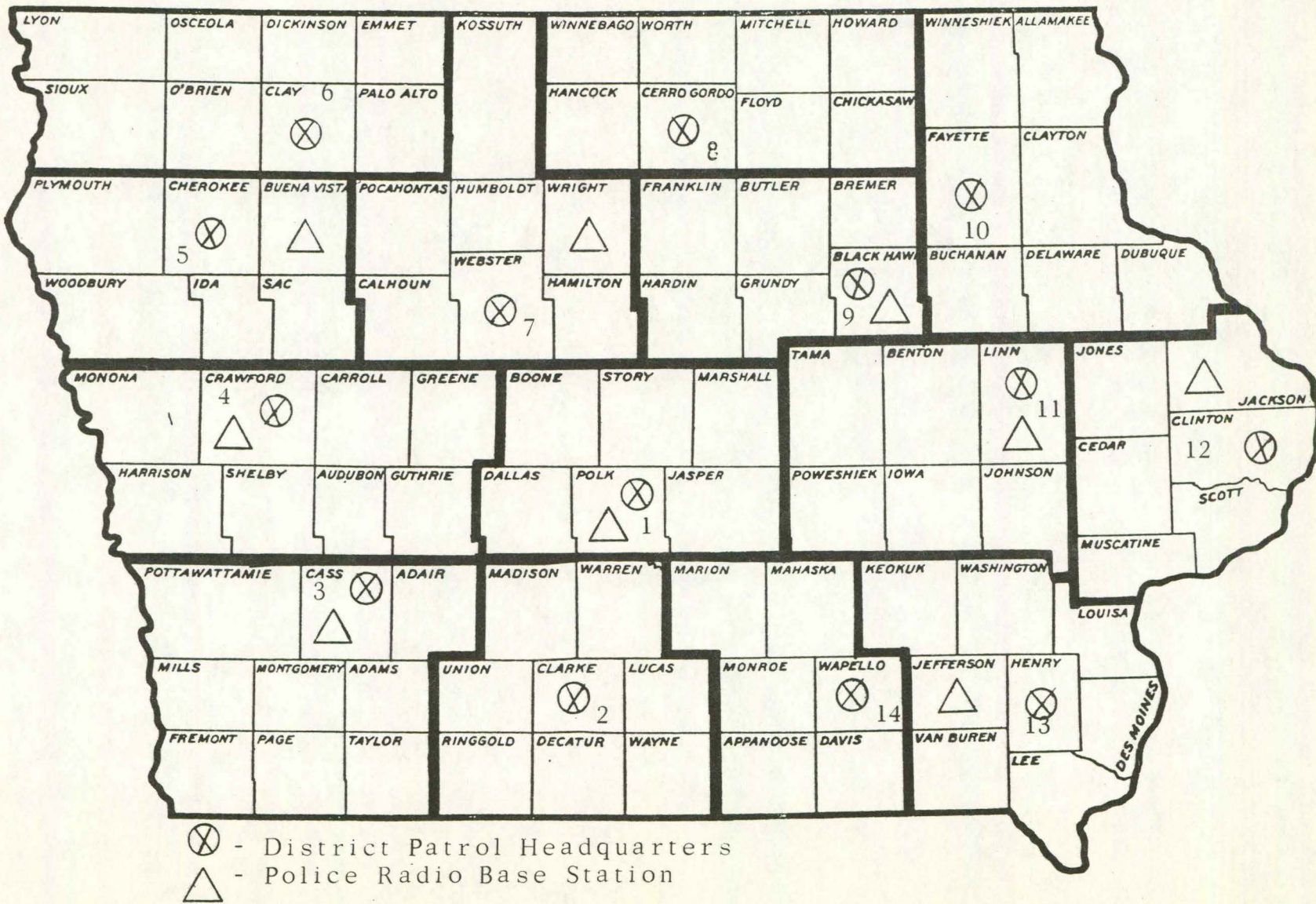
ORGANIZATIONAL DIAGRAM OF THE DEPARTMENT  
OF PUBLIC SAFETY PEACE OFFICERS

DPS-1



IOWA DEPARTMENT OF PUBLIC SAFETY  
3-15-68

DPS-2



## IOWA EMERGENCY PLAN

### CIVIL AIR PATROL

#### INTRODUCTION

Civil Air Patrol is an auxiliary of the United States Air Force (USAF). The purpose of Civil Air Patrol is to assist local authorities in time of disaster, both man made and natural.

#### SCOPE OF RESPONSIBILITY

Under Public Law 476 the Civil Air Patrol was made an auxiliary of the United States Air Force. Under USAF directives, the Civil Air Patrol is to assist local authorities during time of a natural disaster or emergency. In time of nuclear war, the Civil Air Patrol is to assist local authorities to the maximum of its abilities and has been given the added responsibility of aiding the local Air Force commands when called up to do so.

#### MISSION

1. In the event of an enemy attack upon the United States, the wing commander and communications officer (or designates) should report immediately to the State Emergency Operating Center, Room B-33, Robert Lucas State Office Building.
2. In times other than during emergencies, the wing commander bears the responsibility of insuring that all staff members are adequately trained for emergency operations.
3. Civil Air Patrol personnel may be called upon for the following duties during all types of emergencies:
  - A. Aerial & ground search
  - B. Traffic surveillance
  - C. Traffic control assistance
  - D. Emergency air drop
  - E. Shelter Management
  - F. Radiological decontamination
  - G. Emergency aeromedical evacuation
  - H. Emergency airlift (non medical)



- I. Emergency communications
- J. Assistance at aircraft crash site
- K. Radiological monitoring
- L. Flood & tornado assistance (general purpose)

The above services are available to all local authorities, viz: Sheriff, Chief of Police, Mayor, and Civil Defense Directors and at no cost to their unit of government.

4. These services may be obtained, under the conditions stated above, by contacting the following centers.

A. Natural disaster (no warning)

Contact: Duty Officer  
5th Air Force Reserve  
Selfridge Air Force Base, Michigan  
Phone Ho-51241 Area Code 313

B. Natural disaster (Warning & preparation time available, such as flood, blizzard, etc.)

Contact: 5th Army  
Chicago, Illinois  
Phone Butterfield 8-5800  
Ext. 3995 or 3562  
or  
Autovon 555-1330

C. Downed aircraft or aerial search assistance

Contact: Central Aerospace Rescue & Recovery  
Center  
Richards Gebaur Air Force Base  
Belton, Missouri  
Phone DI-54400 Area Code 816  
Ext. 2517, 2518, or 2519

It should be noted that assembly time for Civil Air Patrol units is two hours or less; services available vary, depending upon the unit.

5. In the State of Iowa, the Civil Air Patrol has an inventory of 67 aircraft + pilots & crews. The aircraft in this inventory range from single-engine, two-seat aircraft to multi-engine, eight-passenger aircraft. All aircraft have the capability of landing at any airport in the State of Iowa that has been approved by the Iowa Aeronautics Commission.

## POLICIES

1. In order to receive non-cost assistance of the Civil Air Patrol, it is necessary to contact the centers listed in Section 4 above.

2. Under Section 1385, Title 18, and Section 201-208, Title 36, United States Code, and Civil Air Patrol Regulation 900-3, members of Civil Air Patrol will not, in their capacity as Civil Air Patrol members, aid or assist law enforcement officers or agencies in the fulfillment of their duties when such assistance will involve any action which might result in punitive action being taken as a result of the cooperation of Civil Air Patrol personnel.

## ORGANIZATION

1. The organization of the Civil Air Patrol is the same as the U. S. Air Force. Liaison with state officials is maintained at the wing level. Coordination at the City-County level is the responsibility of the group and/or squadron commanders.

2. All mission assignments for the Civil Air Patrol come from Central Aerospace Rescue & Recovery Center, Kansas City, Missouri; 5th Army, Chicago, Illinois; or 5th Air Force Reserve, Selfridge Air Force Base, Michigan. (See CHART CAP-1)

## OPERATIONS

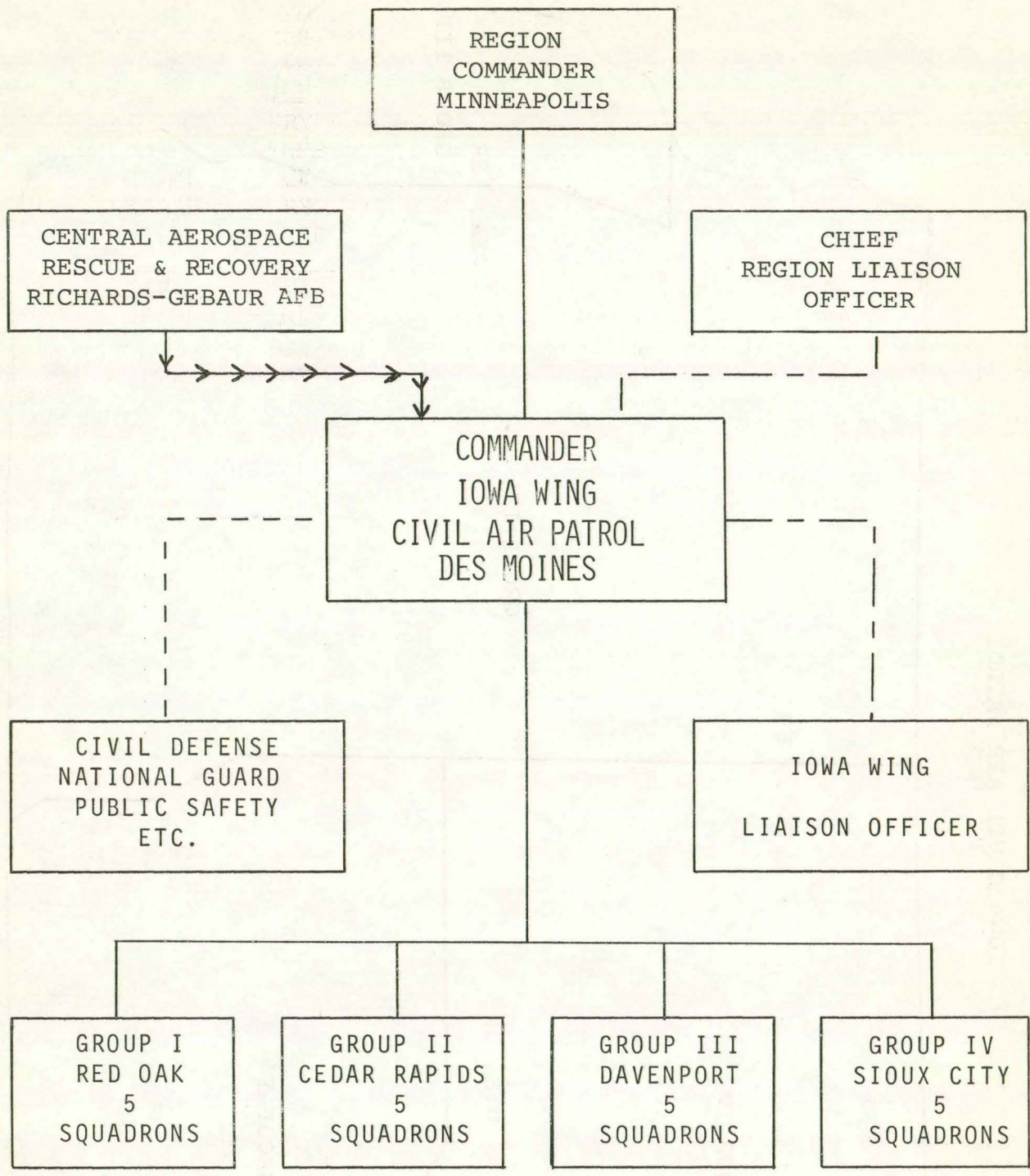
1. The Iowa wing, Civil Air Patrol is commanded by Lt. Colonel William B. Cass. It is the responsibility of the commander to coordinate all civil defense related activities with the Iowa Director of Civil Defense. Matters relating to other Civil Air Patrol assignments are coordinated with the United States Air Force Liaison Officer assigned to the Iowa wing, Civil Air Patrol.

2. The deployment of men and materials conforms basically to the geographical boundaries of the established groups, of which there are four. (See CHART CAP-2) If the need should arise, the wing commander may, at his discretion, deploy the men and material in his command as he may desire.

## COMMUNICATIONS

1. The Civil Air Patrol operates an extensive national and state network of HF, VHF, and single side band stations on the frequencies listed below. There are approximately 13,000 stations nationwide. In the state of Iowa there are approximately 60 stations both fixed and mobile. These are located in most major cities of Iowa; and in addition, there are two units at State Civil Defense Headquarters.

2. The following are Civil Air Patrol operating frequencies: 26.620 MC, 121.6 MC, 148.15 MC, 45.85 KC, 45.07 KC.



Direction—————

Mission Assignments—————>>>>

Coordination- - - - -

Advises- - - - -

CHART CAP-1

IOWA EMERGENCY PLAN

IOWA CIVIL AIR PATROL

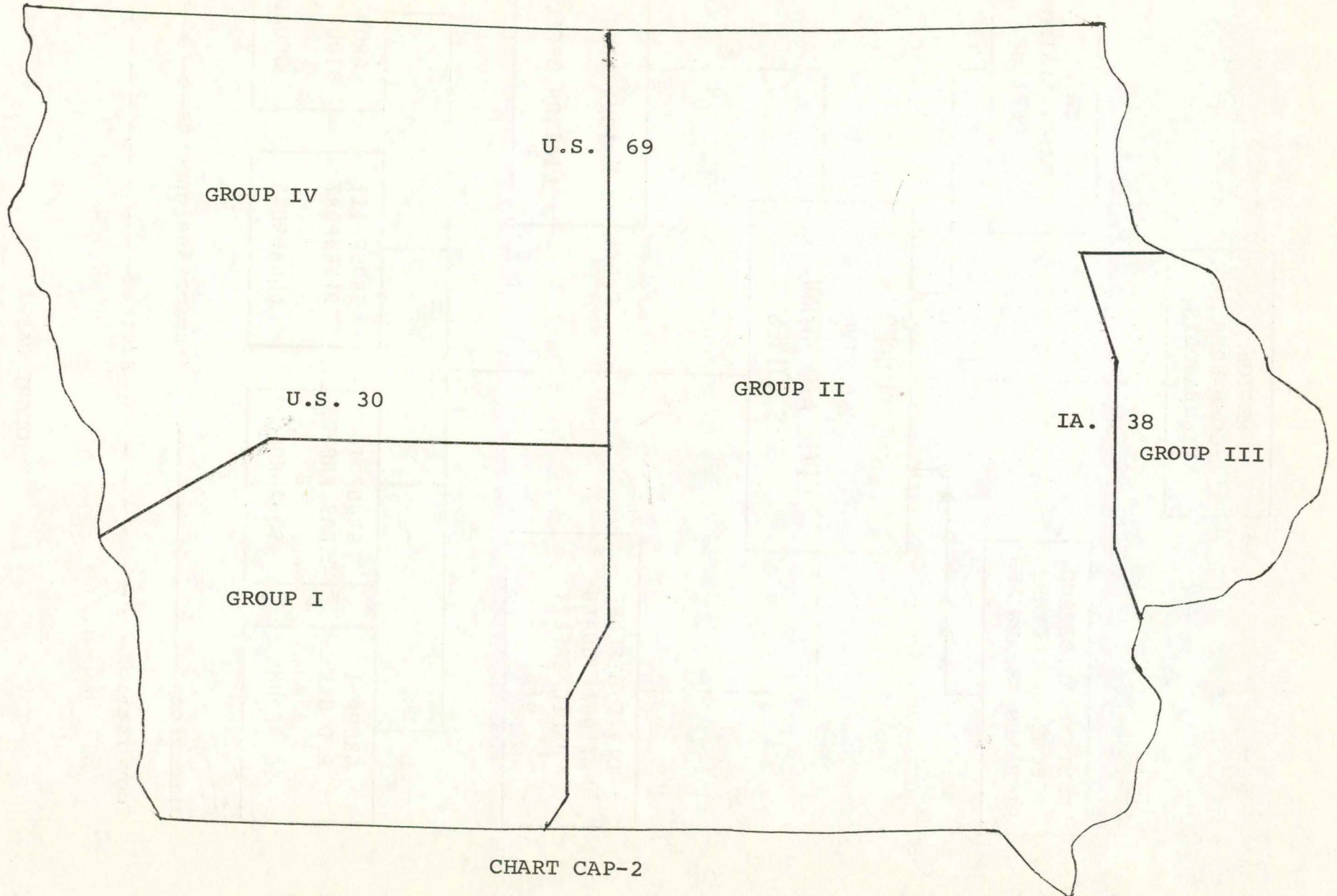


CHART CAP-2

I O W A   E M E R G E N C Y   P L A N  
F O R  
M A N P O W E R   C O N S E R V A T I O N   &   U T I L I Z A T I O N

AUTHORITY & REFERENCES

Iowa Emergency Planning Order #1 delegated responsibility for efficient management of manpower in emergencies to the Iowa Employment Security Commission.

During emergencies, this Commission must operate under the general guidelines set by the U. S. Department of Labor's "Defense Readiness Handbook", and instructions promulgated by Region VI OCDM, Denver, Colorado. The Commission has disseminated the "Iowa Emergency and Manpower Mobilization Manual" to all of its offices and those manpower agencies assisting the Commission during emergencies.

SITUATION AND ASSUMPTIONS

In grave natural or man-made disasters the loss of public property is often accompanied by the loss (or dispersment) of the community's professional and skilled manpower--people who keep the community "going". Civic leaders, doctors, law enforcement officers, tele-communications technicians and light-heat-power-water specialists are but a few examples of the highly trained personnel vital to the life of a community. Loss of any of these during grave emergencies could seriously imperil a community.

MISSION

To insure that EVERYONE capable of rendering any assistance in an emergency is used to the fullest advantage of the community. Utilization to THE FULLEST ADVANTAGE of the Community means the individual is rendering assistance at his highest level of performance. This would require manpower specialists who are knowledgeable of job classifications and production requirements. These specialists would recruit manpower to augment and expand services which are deemed essential in emergencies.

EXECUTION

The agency which is delegated responsibility for the recruitment of manpower in declared emergencies is the Iowa Employment Security Commission's Employment Service Division. By written agreement, the 34 offices of the State Employment Service (plus 11 Unemployment Insurance Claims Offices) the 103 Boards of the State Selective Service System are joined to form a network of emergency manpower resource centers to provide emergency manpower planning and recruitment assistance to communities.

CONCEPT OF OPERATIONS - Non emergency:

During periods other than emergencies, this network bears the responsibility of insuring that all staff members are adequately trained for emergency operations. They are further charged with the responsibility of preparing their day-to-day operations for a rapid transition to emergency operations, and for gearing these emergency operations to the needs of the community. Close liaison with all agencies in the community which are charged with emergency responsibilities is stressed.

CONCEPT OF OPERATIONS - Emergency:

During periods of emergencies (other than periods requiring shelter for survival) all State Employment Service Offices (Unemployment Insurance Claims Offices) and State Selective Service System Board Offices are to assist community officials to recruit and effectively place manpower at services deemed essential by directors of emergency operations.

## MANPOWER RECRUITMENT MEANS

- A. Assisting local emergency officials to determine the numbers and kinds of workers required.
- B. Setting up emergency locations for recruitment when deemed necessary.
- C. Identifying persons by skills possessed and assigning them to emergency job by highest skill.
- D. When requested by emergency transportation officials, assist in getting workers to designated work stations.

(The 11 Unemployment Claims offices must attempt to continue, or reestablish, unemployment claims services as quickly as possible to bolster the community's economic stability.)

OPERATIONAL POLICIES: At the State level, the Iowa Employment Security Commission would be organized as follows: (See organizational chart)

DIRECTOR MANPOWER AGENCY - overall responsibility and supervision of agency in declared emergencies. Member Emergency Resource Management Priority Board.

DEPUTY MANPOWER AGENCY DIRECTOR - assist DIRECTOR, or perform duties in his absence.

DEFENSE & MOBILIZATION COORDINATOR - coordinate manpower agency activities with those of all functioning emergency activities.

ASSISTANT DIRECTOR ADMINISTRATION - the agency fiscal & personnel officer.

ASSISTANT DIRECTOR RECRUITMENT - formulate and maintain processes for speedy reception, job classification (and cross-referral to Armed Forces).

ASSISTANT DIRECTOR ASSIGNMENTS - prudently assign manpower in job classifications established by recruitment division. May assist transport section if requested, to insure workers get to emergency work stations.

DISTRICT MANPOWER AGENCY CONTROLLERS - A manpower controller will be assigned each of the 6 Civil Defense Support Districts. This controller would assume the same responsibilities for the district as the Director Manpower Agency assumes for the State.



CONTROL & COMMUNICATIONS

The line of succession to responsibility is:

Iowa Employment Security Commission Chairman

Alternates for this responsibility are:

Iowa Employment Security Commission Vice Chairman

Iowa Employment Security Commission member

Director, Employment Service Division

COORDINATOR

Defense & Mobilization Coordinator

DISTRICT CONTROLLERS

Field Supervisory Staff become 6 District Controllers.

The Iowa Employment Security Commission has no communication media except the regular telephone system. The agency would call upon emergency tele-communication services such as RACES, MARS and CIVIL DEFENSE.

The Iowa Employment Security Commission, in the discharge of its emergency manpower responsibilities would expect logistic support for:

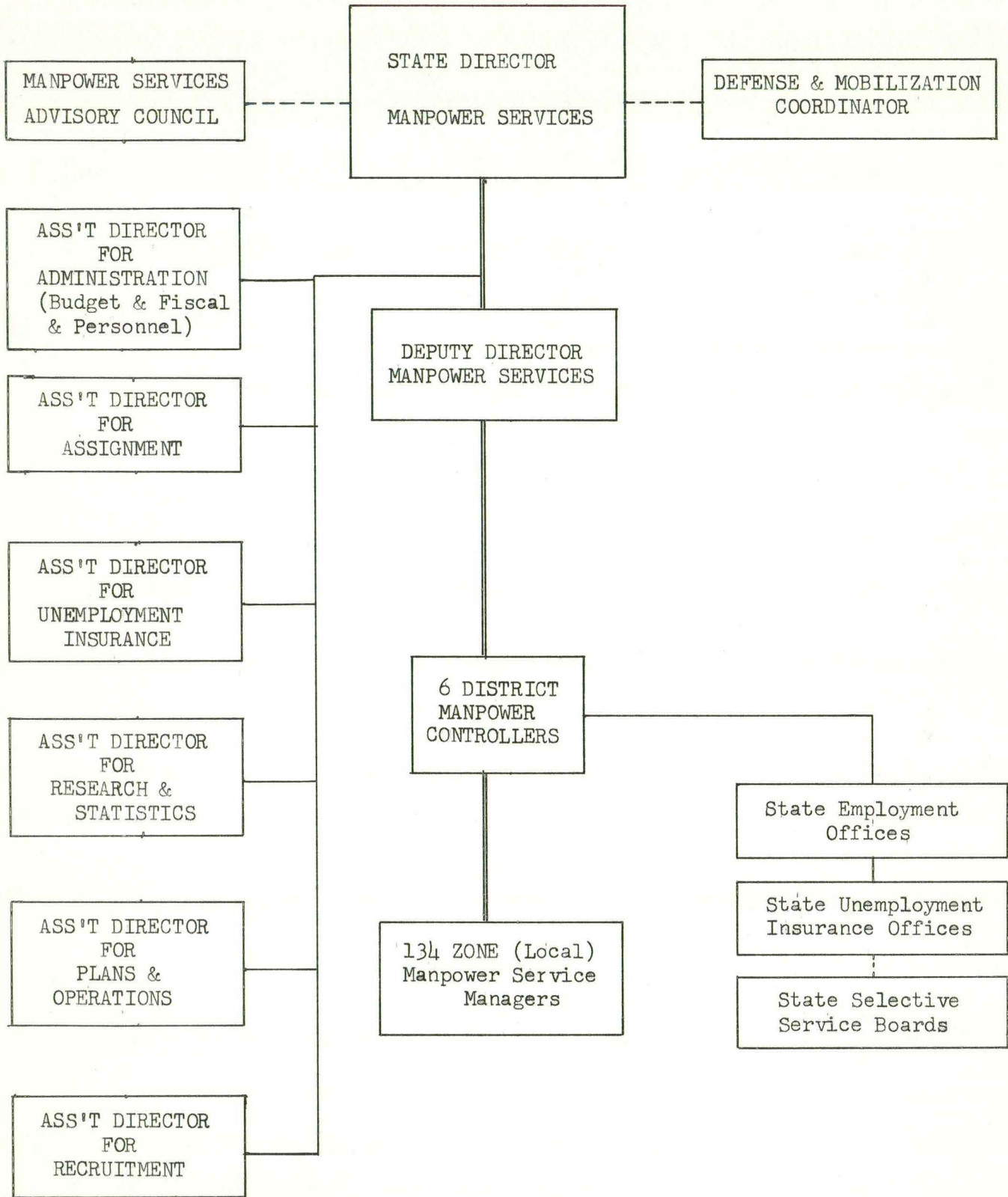
Communications

Transportation

Administrative Supplies

Food

Lodging





# Iowa State Highway Commission

OFFICE OF THE DIVISION OF FINANCE

AMES, IOWA 50010

REFER TO:

April 4, 1968

Iowa Civil Defense Division  
State Office Building  
Room B-33  
Des Moines, Iowa 50319  
Attention: Mr. George W. Orr, Director

Dear Mr. Orr:

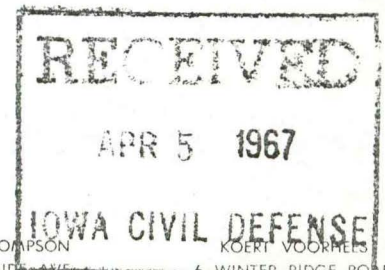
The Highway Commission's portion of the Iowa Emergency Plan is currently under extensive revision and at this moment is not in condition to release for publication, nor do we wish to publish the old plan, for obvious reasons. The delay in this revision is due to the call-up to active duty with the 185th Tactical Fighter Group, of the Air National Guard at Sioux City, of our Communications Engineer who was responsible for the entire plan. We are presently in the process of arranging for fill-in personnel to assist but final arrangements have not been completed.

Every effort will be made to push this plan to completion at the earliest possible date and we will keep you posted as to progress.

Very truly yours,

R. H. McIntire  
Director of Central Services

RHM:pb



ROBERT C. BARRY  
DANBURY, IOWA  
51019

HARRY J. BRADLEY, JR.  
3811 SIXTH  
DES MOINES, IOWA  
50333

COMMISSIONERS  
JOHN R. HANSEN  
225 THIRD STREET  
MANNING, IOWA  
51455

DERBY D. THOMPSON  
2906 SUNNYSIDE AVE.  
BURLINGTON, IOWA  
52601

KOERT VOORNIS  
4 WINTER RIDGE ROAD  
CEDAR FALLS, IOWA  
50613

IOWA EMERGENCY PLAN

COMMERCE COMMISSION

1. INTRODUCTION

The Iowa Commerce Commission has three (3) departmental divisions as follows:

- A. Motor Transportation Division, Seventeen (17) inspectors who have the information as to the location of Trucks and Semi-Trailers, which could be used if needed in an emergency.
- B. Utilities Division, have Maps and Records showing the location of the following:
  - (1) Transmission Pipe Lines
  - (2) Telephone Communications
  - (3) Underground Gas Storages
  - (4) Electric Transmission Lines
- C. Warehouse Division, Seven (7) inspectors who have the knowledge of the location of Bulk Grain.

2. SCOPE OF COMMERCE COMMISSION

The duties of this Commission consist of regulating the operations of railroads and other transportation agencies such as passenger and freight motor carriers, truck operators, pipe lines, transmission lines and bonded warehouses. This jurisdiction covers practically everything to do with the relationship between transportation agencies and the traveling and shipping public.

The 60th General Assembly enacted into law Senate File 11 which became known as Chapter 286 of the Acts of the 60th General Assembly, approved April 19, 1963, and became law July 4, 1963. This Act charged the Commission with regulatory responsibility over the several public utilities in the State of Iowa, specifically exempting Municipally-owned water systems.

3. MISSION

The Commission has Seventeen (17) inspectors with the Motor Transportation Division which could be assigned to various types of duties pertaining to the location of Trucks and Semi-Trailers which could be used for the purpose of transporting any emergency resources within the State. This Division could provide a reasonable estimate of the number of vehicles which might be available for use in the event of an emergency.

The Commission also has eight (8) employees in the Utilities Division who are familiar with Electric Transmission Lines, Telephone Communications, Transmission Pipe Lines and Underground Storages.

The Bonded Warehouse Division has seven (7) inspectors who have records of the location of Bins and Elevators where Bulk Grain is stored. The Commerce Commission office located in Des Moines has available the inventory records of Grain on hand at the last inspection.

4. ASSUMPTIONS


In the event of a War Emergency or Natural Disaster, the operation of the Commerce Commission's office would be continued with normal proceedings, unless the physical building which houses the Commerce Commission were threatened.

5. READINESS ACTIONS

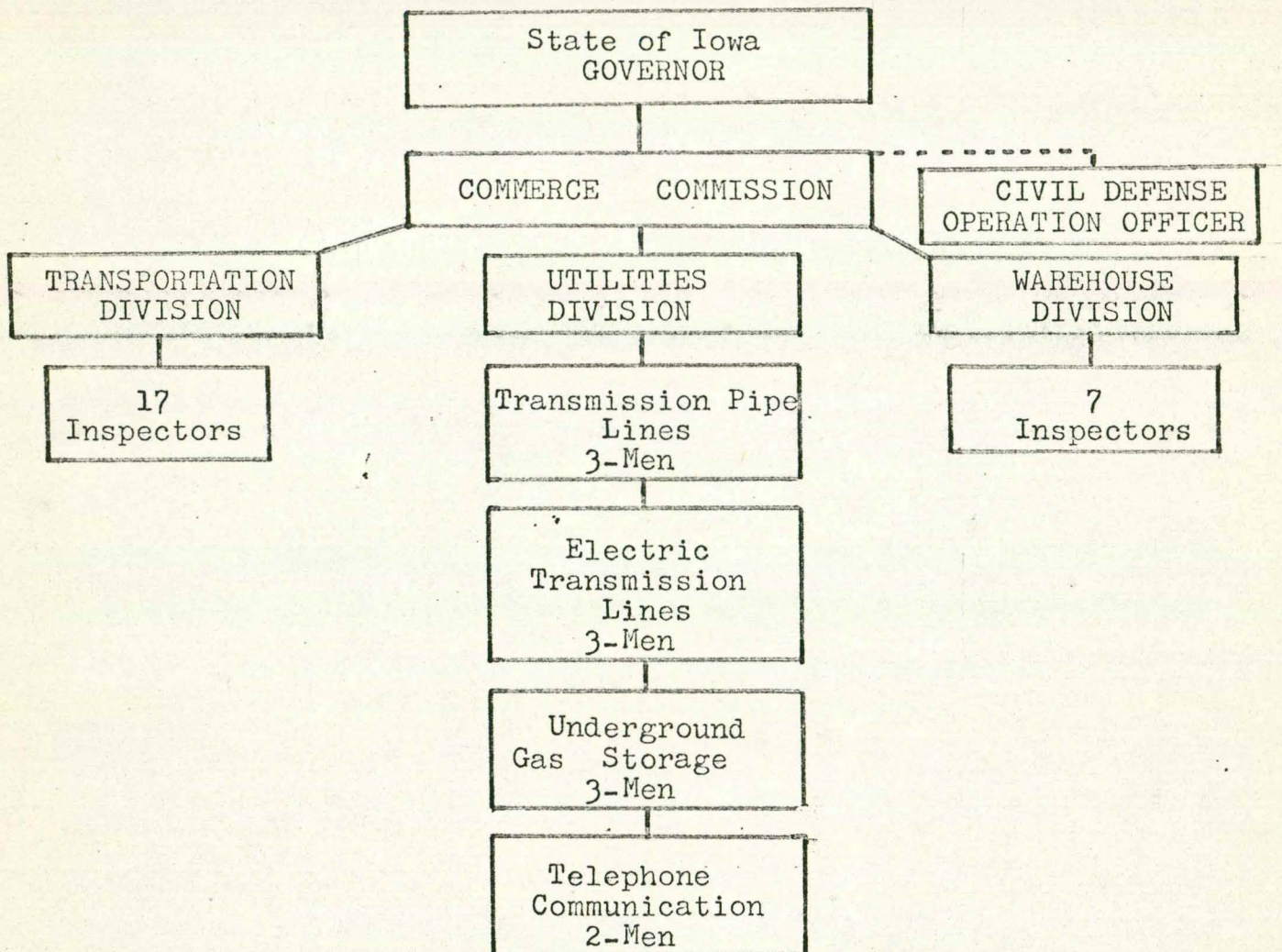
During periods other than emergencies, the Executive Secretary of the Commission bears the responsibility of insuring that all staff members are adequately trained for emergency operations. Staff members are also charged with the responsibility of preparing their day-to-day operations for rapid transition to emergency operations and gearing these emergency operations to the needs of the community.

6. COMMUNICATION

The Commerce Commission has no special means of Communication available at this time.

  
E. B. Storey  
Executive Secretary

ORGANIZATION CHART  
OF  
COMMERCE COMMISSION



## IOWA EMERGENCY PLAN

### STATE COMPTROLLER

#### 1. INTRODUCTION

The primary need for an emergency plan is the preservation of records, both written type and machine type (i.e. magnetic tape, data cells, etc.) These records include the basic accounting and bookkeeping records for the State, including account balances, claims, and payrolls. Much of the data is kept on electric computers, located in the Robert Lucas Building, while other records are kept manually in the Capitol Building. Obviously, with those records related to EDP, basic emergency power is a factor.

#### 2. SCOPE OF STATE COMPTROLLER'S RESPONSIBILITY

We are responsible for maintaining all accounting records of the State. This includes the day to day activity such as account balances, payrolls, and warrant issuance and outstanding function performed for Treasurer. Part of our records include the separation of funds; i.e., federal and state funds.

Our office is the "warrant writer" for the state, and pays all bills. This includes the claims for services and goods.

#### 3. ASSUMPTION

Basic problem envisioned would be the payment of claims, and writing of warrants. Since a host of people would be affected (individuals, towns, schools, etc.), it could become difficult to function government if the emergency was prolonged.

Also, the keeping of account balances would be necessary and important since knowledge of these balances would be necessary over longer periods.

#### 4. POLICIES

The office of comptroller is in the process of establishing firm policy on measures to be taken in emergencies. We are now consulting with the EDP manufacturers of equipment to provide standby equipment for emergency use. These alternate machines would be located outside the state and would generally surround the state. These alternate locations would be able to provide the services needed, provide the movement of our materials, and people could be provided by other agencies in times of emergency.

## 5. ORGANIZATION

Department headed by State Comptroller and his first assistant. Line duties include:

- (a) Pre-Audit (examination of claims, and payment).
- (b) Budget (preparation and execution of state budget).
- (c) Account Systems (recommend and supplement accounting and book-keeping systems).
- (d) EDP (service our own department and nearly all others in Capitol Complex).
- (e) Local Budgets (review and supervise political subdivision budgets).

## 6. OPERATIONS

Headed by State Comptroller, appointed by the Governor.  
Assisted by Assistant State Comptroller.  
Pre-Auditor, State Capitol Building.  
Budget-State Budget Director, State Capitol Building.  
Accounting-State Accountant, State Capitol Building.  
EDP-Director of Data Processing, 5th Floor, Robert Lucas Building.  
Local Budgets-Budget Examiner, State Capitol Building.  
Primary office is in the State Capitol Building located in the South Wing on the ground floor.

During an emergency, there would have to be a continuing liaison with the elected officials, namely the Governor from the administrative viewpoint, and the Treasurer from the warrant redemption viewpoint. During a national emergency the Comptroller's office will have one person at the State EOC to provide liaison between the Comptroller's office and the political subdivisions needing assistance in financial matters.

## 7. RESPONSIBILITIES

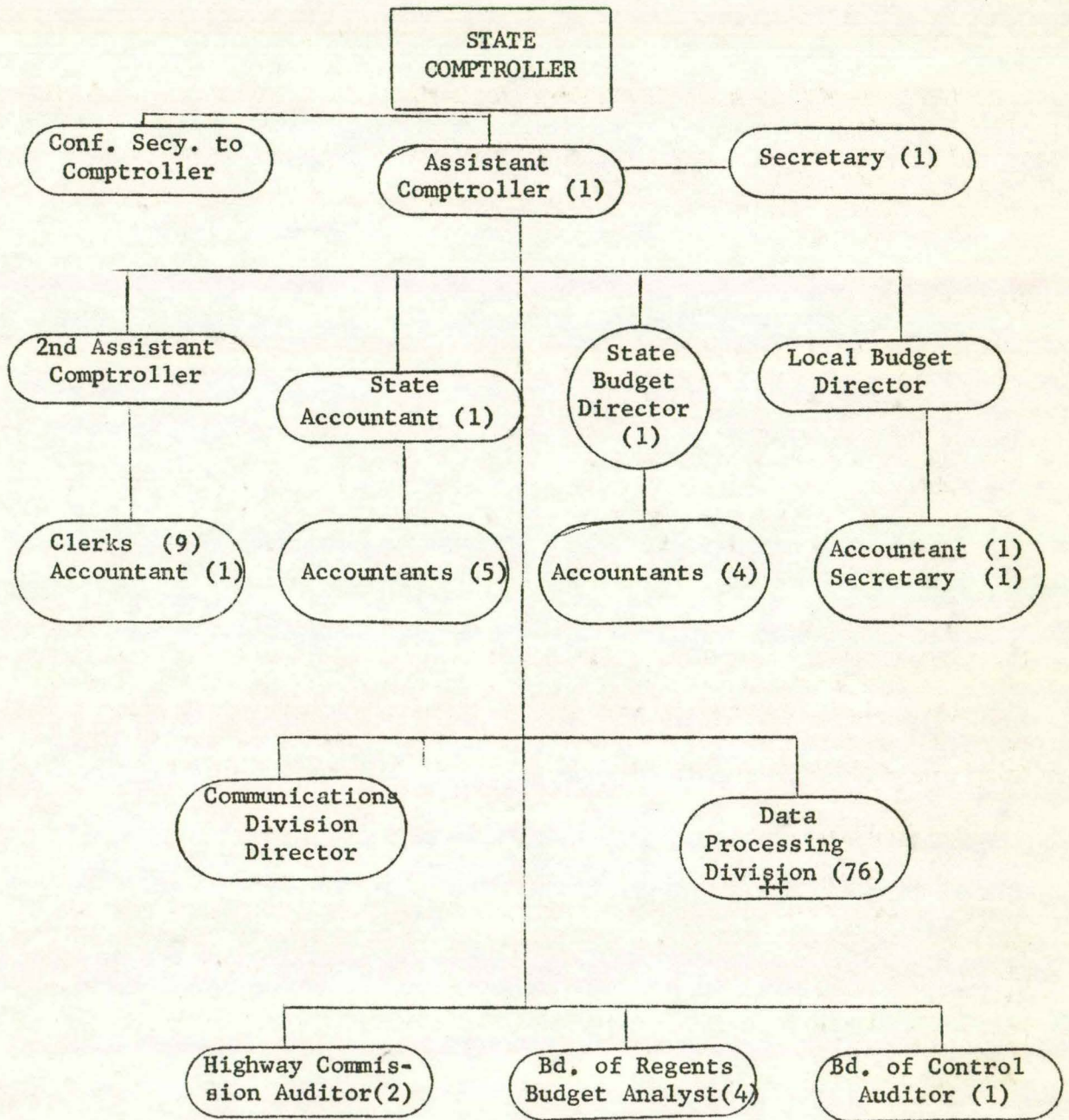
In addition to listing under Number 5 above, we are responsible in a real sense to all other state departments through payment of claims, budgets, and payrolls. Also, we work very closely with political subdivisions as to payment of aids and co-mingled funds. Every effort will be made to prepare for the continuation of day to day transactions during a national emergency, insofar as possible, taking into account limitations that might be imposed by lack of emergency power, unprotected work areas and personnel shortages.

## 8. COMMUNICATIONS

Communications limited to voice, i.e. telephone. We do communicate between ourselves and other departments with common data records, such as punch cards, magnetic tapes, etc. We will be using scopes and data-communications in the near future.

Marvin R. Selden, Jr.  
State Comptroller





IOWA EMERGENCY PLAN  
IOWA CONSERVATION COMMISSION

1. INTRODUCTION:

The Iowa Conservation Commission is any agency of state government established by the authority of Chapter 107 of the Code of Iowa.

2. SCOPE OF RESPONSIBILITY:

It is the duty of the Commission to protect, propagate, increase and preserve the fish, game, fur-bearing animals and protected birds of the state and to enforce by proper actions and proceedings the laws, rules and regulations relating thereto.

3. CONSERVATION COMMISSION PERSONNEL MAY BE CALLED UPON FOR THE FOLLOWING TYPES OF DUTIES DURING EMERGENCIES:

Flood and Tornado Assistance  
Traffic Control  
Riot Control  
Aerial and Ground Search  
Radiological Monitoring  
Shelter Management

The above services are available to all local authorities at no cost to their unit of government. In order to obtain these services, it is necessary to contact the following:

E. B. Speaker, Director	Off. Ext. 5284 - 5385
2901 Shady Oak Drive	Home 255-8990
Des Moines, Iowa	

William Boswell, Jr., Assistant Director	
421 Ash Drive	Off. Ext. 5389 - 5380
Ankeny, Iowa 50021	Home 964-3504

Earl T. Rose, Chief	Off. Ext. 5154 - 5155
Division of Fish and Game	Home 244-9686
717 Fourth	
Des Moines, Iowa 50309	

Mans Ellerhoff, Chief  
Division of Lands and Waters  
2601 48th Street  
Des Moines, Iowa 50310

Off. Ext. 5207 - 5208  
Home 277-7323

The person within the department assigned the responsibility of  
liaison with the Civil Defense is:

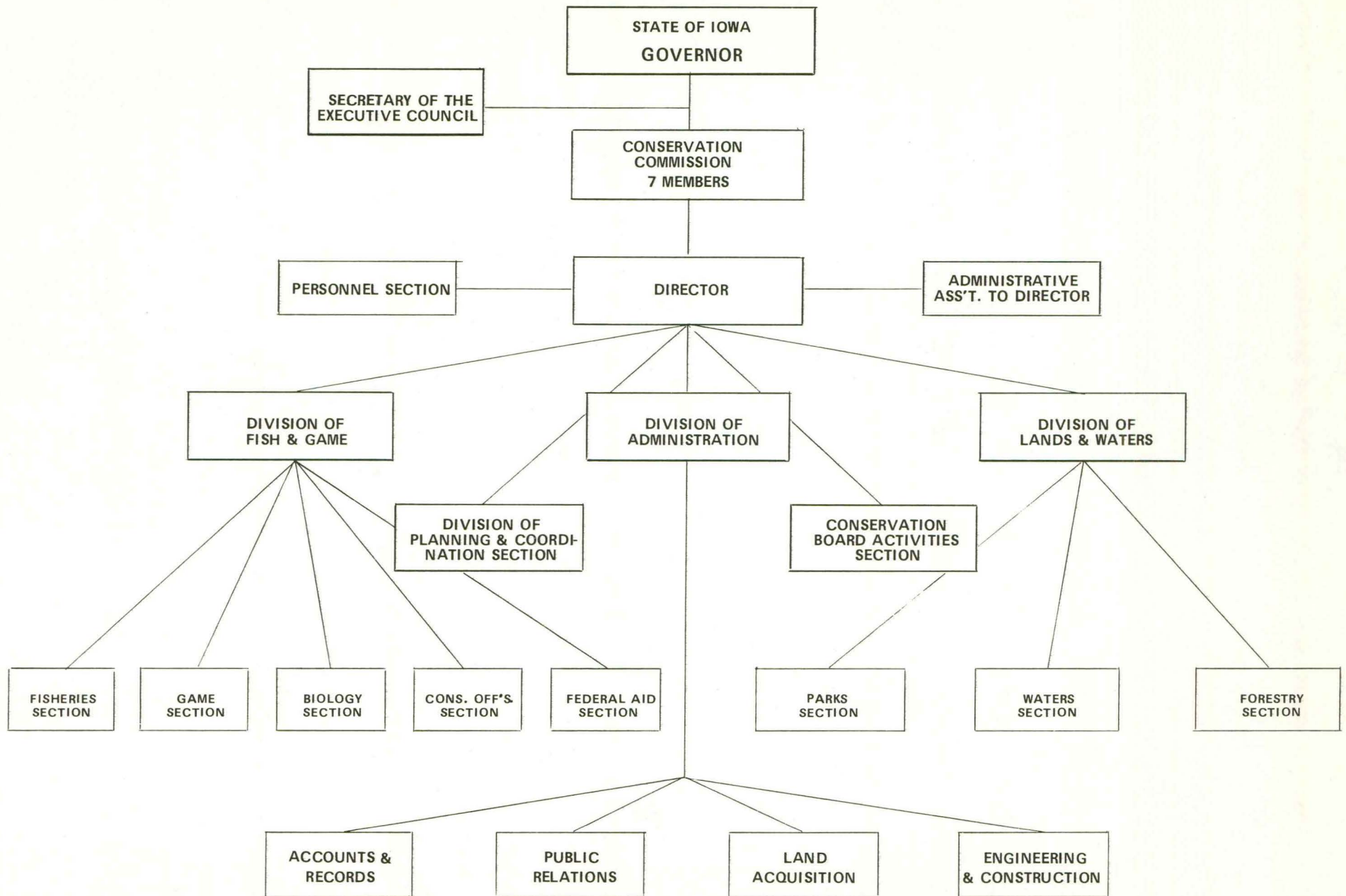
Ken R. Kakac, Superintendent  
Fish and Game Officers  
Rural Route 1  
Elkhart, Iowa 50073

Off. Ext. 5918 - 5919  
Home 367-3364

In times other than during emergencies, the director bears the responsibility of insuring that all staff members are adequately trained for emergency operations. Staff members are also charged with the responsibility of preparing their day-to-day operations for rapid transition to emergency operations and gearing these operations to the needs of the state.

At the present time, the Conservation Commission has about 400 employees of which 125 are peace officers with full police powers. The officers have received training in all phases of enforcement including riot training. These men can be mobilized in a relatively short period of time by two-way radio.

The officers are equipped with patrol cars with two-way radios on frequency 37.10, uniforms, sidearms, riot sticks and gas masks. They are assigned boats and motors including large boats capable of navigating rough waters. In water rescue or flood control emergencies, a large number of Commission boats with experienced operators can be at the scene within twenty-four hours.



IOWA EMERGENCY PLAN

EMERGENCY HEALTH SERVICES (EHS)

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IOWA EMERGENCY PLAN  
EMERGENCY HEALTH SERVICES (EHS)

I. PURPOSE

This annex describes the official policies, major procedures, organization functions and responsibilities of the state emergency health service (EHS). The detailed operational EHS Plan is on file in the Office of the State Health Commissioner and Office of the Director of Emergency Operations and Planning, State Health Department.

II. DISASTER DEFINITIONS

Disaster for the purpose of the manual, means sudden or extraordinary calamity or catastrophe, affecting or threatening health and causing significant distress, casualties, and breakdown of public health safeguards, due to nuclear war, natural disasters, man-made emergencies, and civil disturbances.

III. PREPAREDNESS ACTIONS

The primary objectives of preparedness action is to increase and maintain agency ability to activate and operate the State Emergency Health Service (EHS). Actions which shall be accomplished during disaster readiness are specified below.

A. NORMAL SITUATION

The State Department of Health shall routinely maintain:

1. Basic data on the location and inventories of health safety resources.
2. Specific preparedness and emergency mission assignments for existing organizational units.
3. Roster of Emergency Health Service assignees.
4. Alerting System.
5. Guidance and consultation to assist local health officers and governments in developing and maintaining emergency health services.
6. In times other than during emergencies, the Commissioner of Public Health bears the responsibility of insuring that all staff members are adequately trained for emergency operations. Staff members are also charged with the responsibility of preparing their day-to-day operations for rapid transition to emergency operations and gearing these operations to the needs of the state.

B. INCREASE READINESS CONDITION

1. Relocates EHS assignees to State EOC, Room B-33, Basement, Robert Lucas State Office Building.
  1. Commissioner of Public Health
  2. Director of Medical Support
  3. Director of Hospital Facilities
  4. Director of Planning and Coordination
  5. Director of Community Health
  6. Director of Environmental Health
  7. Two Staff Secretaries

IV. AUTHORIZATION (See Supplement I attached)

A. GENERAL

This may necessitate modification or temporary suspension of regular programs not compatible with disaster operations. The State Department of Health's primary mission is to assist communities to meet post-disaster health needs.

B. ACTIVATION

1. By the Governor
2. By National Civil Defense Emergency
3. By the Commissioner of Public Health or his designated representative.

V. FUNCTIONS

A. OFFICE OF THE COMMISSIONER

The Commissioner of Public Health directs and coordinates all EHS activities, advises the Governor on the health situation and needs, and represents the Governor in all relationships with DHEW Regional Health Director. Specific duties:

1. Immediately post-disaster (as soon as intelligence date and communication permit):
  - a. Performs analyses damage assessment reports and resource requirements.
  - b. Issues public announcements pertaining to major health hazards, protection and treatment.
  - c. Issues to local governments policy and guidance directives pertaining to major health hazards, defensive actions and health resources controls.
  - d. Provides requested consultation and assistance to local health and medical authorities.

2. Post-Disaster:

- a. Maintains communications and working relationships with state agencies, local health authorities and DHEW Regional Health Director.
- b. Reports health situations, major problems and needs to DHEW Regional Health Director.
- c. Directs EHS reorganization based on program needs.
- d. Directs the coordination of Health agency activity with other State agencies as directed in the Iowa Resource Management Plan - Health Resource Section.

B. DEPUTY COMMISSIONER

In the absence of, or at the specific request of the Commissioner of Public Health, the Deputy directs all activities of the EHS organization.

C. OFFICE OF PLANNING AND COORDINATION

Acts to aid the Commissioner in whatever capacity is required.

D. MEDICAL SUPPORT

This activity directs EHS pertaining to civilian medical care and treatment. Specific duties:

1. Issues guidance or expedient, improvised and substitute treatment techniques and therapeutic agents.
2. Provides professional consultation and advice on mental health, maternal and child health, nutrition, etc.
3. Prepares and collects vital statistics and prepares casualty and health reports.
4. Collects and analyzes epidemic intelligence and reports health hazards.
5. Prepares and revises public health situation statistics and summary reports.
6. Investigates and determines nature and causes of outbreaks of disease.
7. Directs epidemic prevention, control and immunization activities.
8. Supervises identification of casualties.
9. Supervises emergency disposal of dead bodies.
10. Supervises triage of casualties.



E. COMMUNITY HEALTH

This service is responsible for all EHS activities pertaining to health manpower and equipment to carry out health and medical programs. Specifically, this division:

1. Issues new releases, requiring all health manpower to report to the emergency assignment.
2. Assesses requirements and determines location and number of surviving health manpower.
3. Requisitions and transfers health manpower according to need.

F. HEALTH FACILITIES

This division provides health material management policies and guidance to further state and federal objectives; directs all EHS activities pertaining to requirements, distribution and use of medical and health supplies and facilities; and claims and allocates essential supporting service, supplies and controlled materials.

Specifically, this division:

1. Assesses damage to and losses of medical facilities (e.g. hospitals, clinics, blood banks, laboratories).
2. Determines surpluses and deficiencies by geographic areas.
3. Regulates distribution of state-controlled resources.
4. Arranges for the intercommunity movement of patients, supplies, packaged disaster hospitals and supporting materials.
5. Plans and surveys for emergency use of buildings suitable for dressing stations, morgues, nurseries and hospitals. Preempts use of such buildings when required.

G. ENVIRONMENTAL ENGINEERING

Announce and enforce water quality standards for emergency use. Provide instruction to local water utilities and systems on the release of water to meet essential needs.

Conduct monitoring program for radioactivity in the air, surface waters and milk.

Review of plans for satisfactory disposal of waste to prevent pollution of air, water, and to prevent harborages for insects and rodents.

H. REGIONAL OFFICES

Shall prepare a Disaster Plan and Alerting Procedure for the area they serve and this shall include, but not be limited to, available manpower (doctors, nurses, engineers, etc.); facilities such as hospitals, clinics, blood banks, etc.; and environmental engineering emergency equipment such as chlorinators, pumps, generators, etc.

The names of the individuals in charge of the above units along with the commanding officers of National Guard units in their area should be noted.

Supplement I

DELEGATION OF AUTHORITY

TO: Commissioner of Public Health

FROM: Governor

SUBJECT: Delegation of Authority

Authority for delegation (Code of Iowa 29C) authorized to:

1. Direct and coordinate all civilian emergency health activities in the state.
2. Suspend all health programs and activities which do not directly and immediately contribute to the saving of lives, prevention of illness, and prevention and control of serious health hazards.
3. Assume direct operational control over emergency health functions anywhere within the State in the event of disaster beyond local control.
4. Perform the necessary functions in the mobilization and management of the State's health manpower, facilities, supplies and equipment.

This authority is conferred with authority to redelegate.

/s/ Governor

Supplement II

EHS ALERTING SYSTEM

A. Alerting Procedure

1. Upon receipt of a "Disaster" readiness notice, the Commissioner of Public Health immediately initiates the alerting call-down system. The Commissioner will call one, two, three or four of the supportive units and the Deputy Commissioner. The Deputy Commissioner will in turn call Planning and Coordination and any supportive service the Commissioner has delegated him to call, or relay to Planning and Coordination the names of the supportive services that they should call.
2. Each person receiving the message then relays situation and action requirements to all designated persons.
3. If any person cannot be contacted, the caller must make the follow-up calls. "The chain must not be broken."

4. Each supportive service shall instigate a chain of command and alerting procedure within their unit for the notification of individuals whose services will be required.

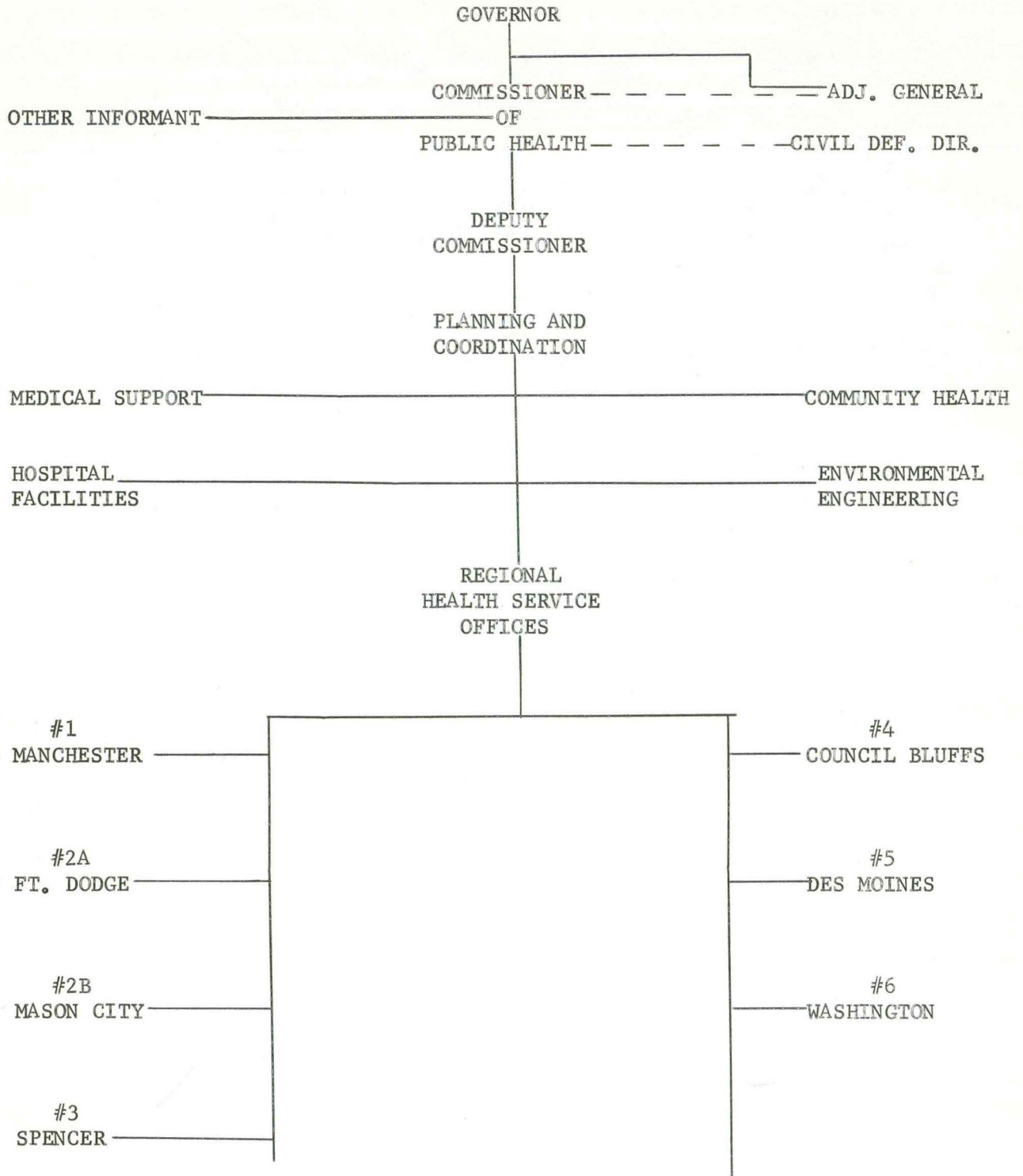
B. Preparedness Actions

Upon receipt of a "Disaster" readiness message, each designated assignee shall immediately:

1. Pass message if required.
2. Stand by for subsequent alert calls.
3. Leave telephone number where he can be reached when he must be away from office or home.
4. Prepare for assignment.

C. Maintenance of Alerting Diagram

1. Keep a copy of this plan at your office, home, and in your car.
2. If there is any change in your phone number, immediately inform office and the person who will call you.
3. This plan supersedes all previous plans dated earlier than March 10, 1967.



## IOWA EMERGENCY PLAN

### IOWA NATURAL RESOURCES COUNCIL

#### 1. INTRODUCTION

Water is essential to all forms of life and to nearly all processes and functions supporting man in his environment. Methods of allocation and utilization of this vital resource during disasters and emergencies of whatever nature clearly are proper components of any comprehensive plan formulated with regard to the water resources of the State. The duty and authority to establish and enforce an appropriate comprehensive state-wide program for the control, utilization and protection of the surface and ground water resources of the State are assigned to the Iowa Natural Resources Council under the provisions of Chapter 455A, Code of Iowa 1966. In Executive Order 2(1966), Governor Harold E. Hughes directed that all State departments assigned responsibilities in the Iowa Emergency Plan be prepared to discharge the duties assigned. The Natural Resources Council, under the current plan, is to provide administrative support in the form of personnel, facilities, and supplies to the Water Agency, Part B-X of the Iowa Emergency Resources Management Plan, tab 23.

No prior formal emergency plans have been formulated or adopted by this department.

#### 2. SCOPE OF NATURAL RESOURCES COUNCIL RESPONSIBILITY

Generally, the Natural Resources Council is concerned with the control, utilization and protection of the surface and ground water resources of the State.

More specifically, the Council administers the water use permit system; reviews and comments on Federal water resources projects affecting the State; reviews plans for flood control works and other structures, deposits or excavations on floodways and flood plains; administers flood plain management programs; and is responsible for establishing and enforcing a comprehensive state-wide plan for water resources; all under the authority of Chapter 455A, Code of Iowa 1966.

#### 3. ASSUMPTIONS

Floods and temporary or permanent shortage or lack of supplies of suitable water for essential services would be the major

problems within departmental jurisdiction to be encountered in an emergency or disaster. The Resources Council might have some direct jurisdiction over man-made emergencies created by structures, deposits or excavations on floodways or flood plains. The Council would have no jurisdiction over civil disturbance or the conduct of war, but could provide data and expertise to assist in remedial measures.

#### 4. POLICIES

The Resources Council presently has no established policy with regard to Civil Defense disasters and emergencies. In such situations, the normal procedures of formal applications and plans for floodway and flood plain structures presumably would have to give way to expeditious technical evaluation in the field although the statute involved does not explicitly provide emergency powers to the Resources Council or its administrative staff with regard to either flood plain structures or water use permits.

At times other than during emergencies, the Director of the Resources Council bears the responsibility of insuring that all staff members are adequately trained for emergency operations. Staff members are also charged with the responsibility of preparing their day-to-day operations for rapid transition to emergency operations and gearing these operations to the needs of the state.

#### 5. ORGANIZATION

Although the relatively small staff (20 - 25 employees) of the Resources Council is organized generally along functional lines, significant decisions with regard to Civil Defense disasters or emergencies would be made by the Council and the administrative head (Director) of the department, if available, and time permits. The line of command and control by title and function is shown on the organizational chart attached hereto.

#### 6. OPERATIONS

All activities of the department are subject to the overall control and supervision of the Director. The Water Commissioner acts on all matters pertaining to water use; the Chief Engineer supervises all engineering activities and technical review of floodway and flood plain projects; and the Engineer - Supervisors oversee activities of the flood plain management, regulation, and comprehensive planning sections. Responsibility for

initial field work is delegated to area engineers assigned to specific portions of the State.

Particularly in those Civil Defense disasters and emergencies involving water supplies, the Resources Council necessarily will maintain close liaison with the Department of Health and the Iowa Geological Survey. Emergency activities of the department also will be coordinated to a considerable extent with the State Soil Conservation Committee, State Conservation Commission, State Highway Commission, State Attorney General, and State Comptroller as well as the U. S. Army Corps of Engineers, the U. S. Geological Survey and other Federal agencies.

#### 7. RESPONSIBILITIES

As stated previously, this department has primary responsibility for the control, utilization and protection of the water resources of the State. In the event of disaster or emergency, the Resources Council would be prepared to provide technical, administrative and secretarial assistance as well as facilities and supplies to the Civil Defense Division (State Water Agency in the Resources Management Plan) in those areas relating to floods and water supply.

#### 8. COMMUNICATIONS

This department has no special means of communication other than having six state vehicles equipped with commercial AM radio receivers.

The department maintains an alert-call list to facilitate contact with key personnel in an emergency.

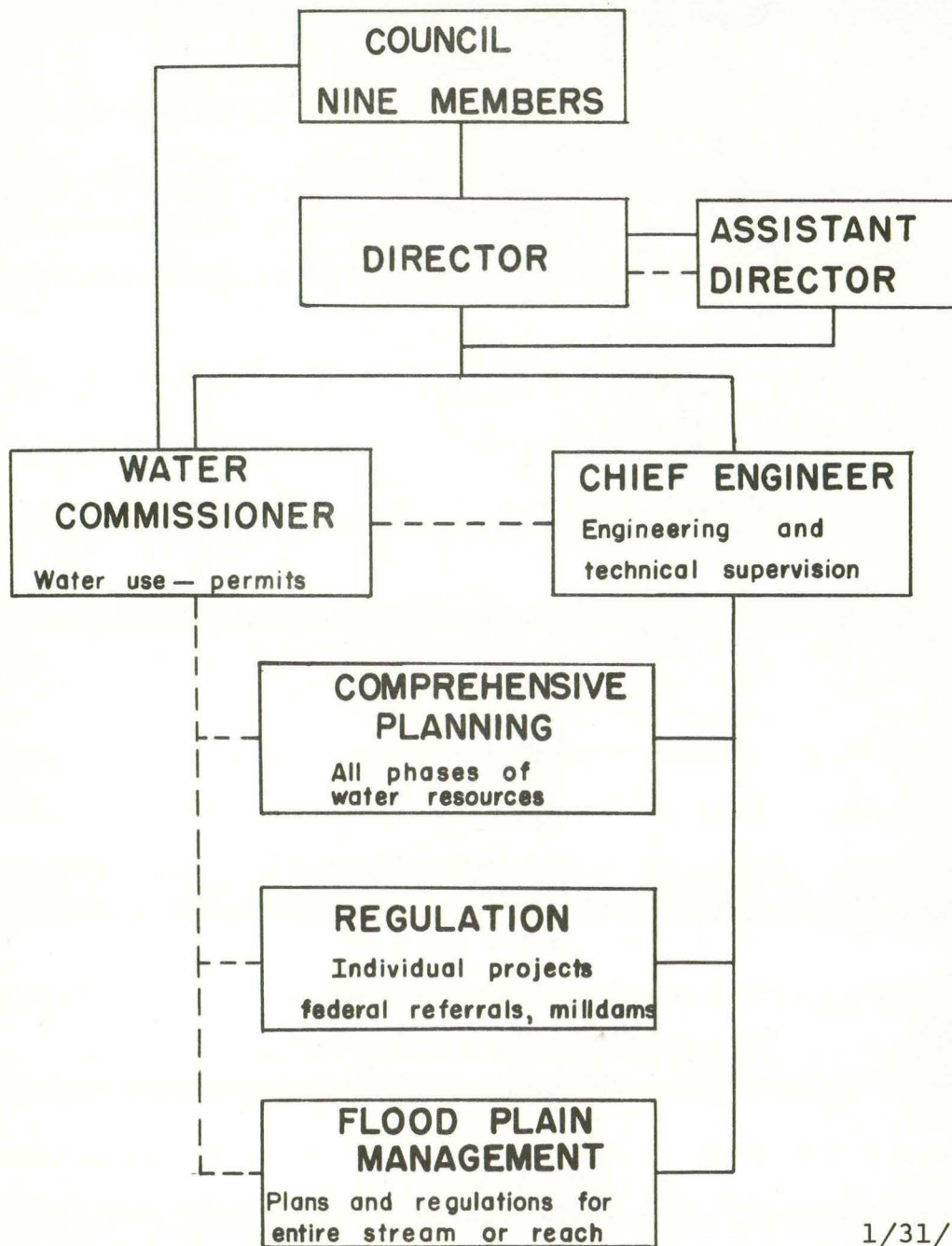
  
Othie R. McMurry  
Director

1/31/68



# IOWA NATURAL RESOURCES COUNCIL

## ORGANIZATIONAL CHART



1/31/68

—— CONTROL  
 - - - COORDINATION

IOWA EMERGENCY PLAN  
DEPARTMENT OF PUBLIC INSTRUCTION  
DEPARTMENTAL PLAN OUTLINE

1. INTRODUCTION

The State Department of Public Instruction in contract with the U.S. Office of Education is to administer the Civil Defense Adult Education program in the state of Iowa. (1.0 State Plan for calendar year 1968)

2. SCOPE OF DEPARTMENT OF PUBLIC INSTRUCTION RESPONSIBILITY

To conduct specific educational programs through organized educational channels for those adults and high school students who want to know more about Civil Defense. These classes will be offered periodically to all state employees.

1. Personal & Family Survival (PFS)

Specifically this course alerts adults of the State to the need for civil defense; develops among adults a knowledge and understanding of the basic principles and practices of civil defense; provides adults with experience in personal and community survival planning; provides for the development of teaching techniques and instructional materials for civil defense information and instruction; and contributes to the support and development of local and State civil defense programs.

2. Radiological Monitor Training (RAMONT)

To administer a program of training for Radiological Monitors.

3. Shelter Management Training (SMT)

To conduct training which will provide selected personnel with the essential skills and information necessary for them to carry out assigned management responsibilities in public shelters and to support local civil defense emergency operations.

### 3. ASSUMPTIONS

The training to be provided by the Department of Public Instruction would be when conditions were normal. (Defense Readiness Condition 5) Stepped up and concentrated courses would be provided in event of international tension or likelihood of conflict. When conditions warrant (Defense Readiness Condition 3 or 4) qualified instructors in the state would be requested to conduct training courses for survival at and on every available occasion. The Department would also assume responsibility for dissemination of information concerning natural disasters before the fact.

### 4. POLICIES

The Department of Public Instruction will maintain close liaison with the State Civil Defense Director and will:

1. Develop cooperatively with the State Civil Defense Agency the CDAE State Plan and the pertinent part of the State Civil Defense Program Paper, particularly in regard to the number of courses to be held or the number of adults to be instructed. Will submit two copies of the mutually accepted CDAE State Plan to the State Civil Defense Agency.
2. Will participate in State Civil Defense training coordinating committee meetings scheduled by the State Civil Defense Director.
3. Include in the PFS Course information related to the State and local civil defense programs as provided by State and local civil defense directors.
4. Work in cooperation with the State Civil Defense Agency by informing local directors of Civil Defense and the general public about the purpose of the program and its availability in their committee. A list of local Civil Defense Directors will be provided by the State Civil Defense Agency. This list will be made available to local instructors to facilitate local program coordination and civil defense participation in courses.
5. Keep the State Civil Defense Director informed of activities and progress of the CDAE program.

6. Cooperate with the State Civil Defense Director in the dissemination of information about Civil Defense.

5. ORGANIZATION

The organization of the Civil Defense Section of the Department of Public Instruction shall consist of:

- (1) Coordinator
- (2) Assistant Coordinators
- (3) Secretaries

6. OPERATIONS

Coordinator:

The coordinator of the CDAE Program provides:

1. Provides overall direction for the Civil Defense Adult Education Program.
2. Liaison with the State Civil Defense Director and incorporates in the program those policies and activities peculiar to Iowa.
3. Coordinates the CDAE program with other Civil Defense programs in Iowa such as the University Civil Defense Education programs.
4. Coordinate the Civil Defense Adult Education program with other educational programs in Iowa.
5. Provide Disaster emergency plans for the Department of Public Instruction personnel. (See fire drill procedures for Davidson building. Plans for the new office building will be made when the Department moves.)

Assistant Coordinators:

1. Provide training for teachers of CDAE classes.
2. Promote and supervise CDAE classes.
3. Prepare and distribute educational materials for CDAE classes.
4. Provide contacts for county Civil Defense activities.

There is much overlapping of the work done by the Coordinator and the Assistant Coordinator. The staff of the CDAE Section will cooperate with the State Civil Defense Office on drills, exercises

or other activities, so they may be informed and ready to assist the state office in an emergency.

7. RESPONSIBILITIES

Although not directly under the Department of Civil Defense, the Civil Defense section of the State Department of Public Instruction keeps the State Civil Defense Office informed of all activities and incorporates in the State Plan information as may be designated and recommended by the State Civil Defense Director.


8. COMMUNICATIONS

Communications will be maintained at a high level through:

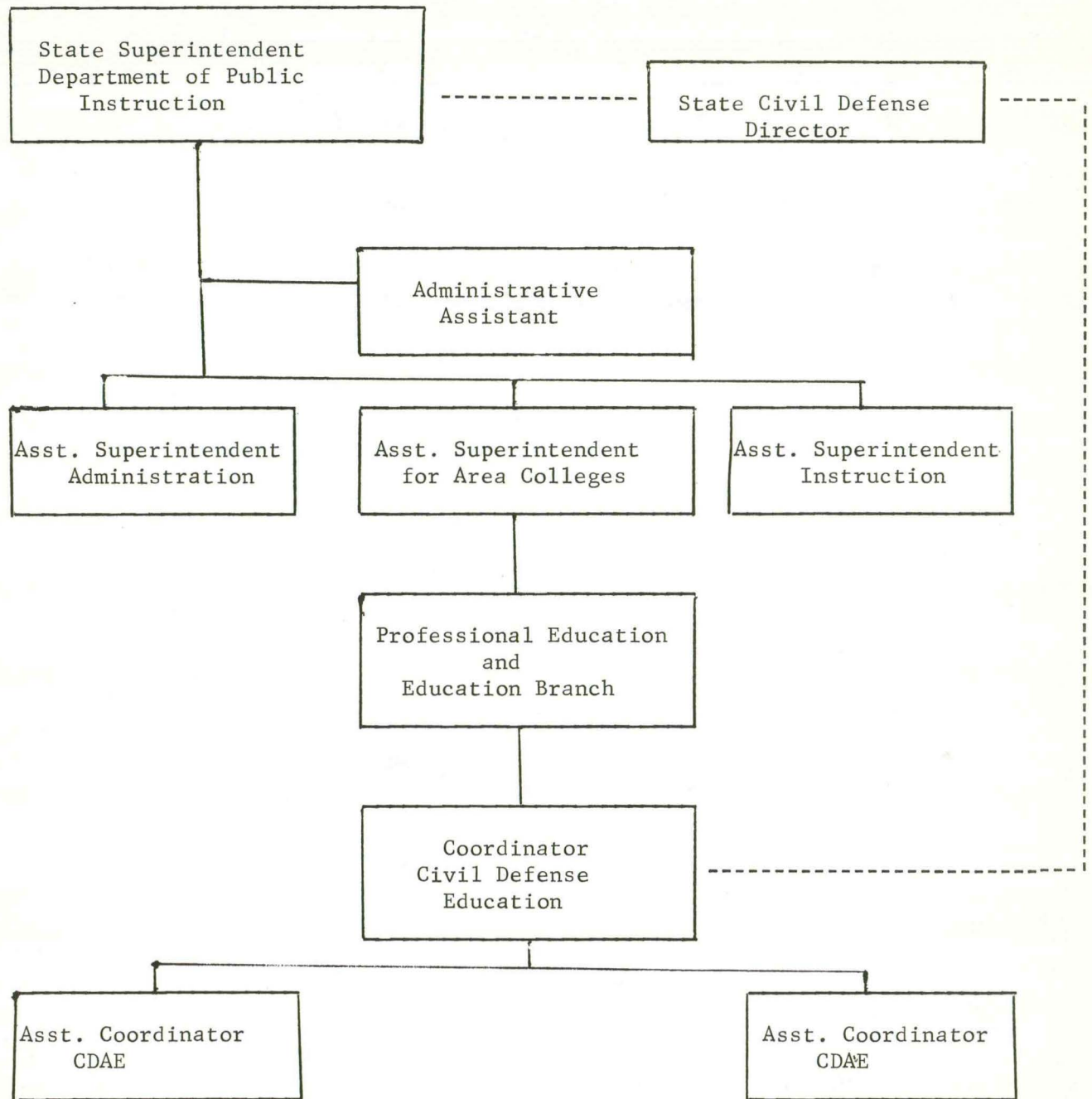
1. Meetings and personal contacts when needed.
2. Scheduled monthly coordinating meetings.
3. Class applications and certification of instructors.
4. Regular reports.
5. Memoranda of understanding.

9. CIVIL DEFENSE LIAISON RESPONSIBILITY

The Department of Public Instruction has the caliber and quality of men on their staff who would be desired as Shelter Managers in event of nuclear disaster. Therefore, as many as possible of the male staff will be trained as Shelter Managers.

  
\_\_\_\_\_  
PAUL F. JOHNSTON  
State Superintendent

ORGANIZATION CHART FOR STATE DEPARTMENT OF PUBLIC INSTRUCTION



IOWA EMERGENCY PLAN  
OFFICE OF THE SECRETARY OF STATE

1. SCOPE OF OFFICE OF SECRETARY OF STATE RESPONSIBILITIES

The duties of the Office of the Secretary of State are contained in the Constitution of the State of Iowa and sections of approximately 100 Chapters of the Code of Iowa, 1966. For the most part, these code sections designate the office as a depository for various and diverse official documents. In addition, records of state lands, corporations and secured transactions are maintained. The Secretary of State is assigned additional duties as a member of the Executive Council and several boards.

2. MISSION

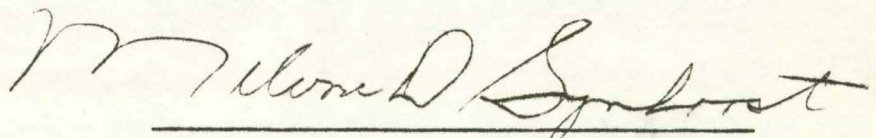
To insure continuity of operation of the office as long as a demand for the services is present; to protect the records and documents on file; and to provide administrative and clerical assistance to Emergency State Governmental staff in time of need. The Secretary of State is in the line of succession to the Governor, pursuant to Chapter 38.3 of the Code of Iowa, 1966.

3. ASSUMPTIONS

In the event of most civil defense emergencies, natural disasters, major accidents or civil disturbances the normal operations of the office would not be disturbed unless the physical proximity of the occurrence were such as to threaten the capitol building. In such event, the operations of the office could be temporarily halted for short or extended periods as necessary. The records could with a small amount of prior notice be secured in presently existing vaults and the personnel repair to appointed locations for support.

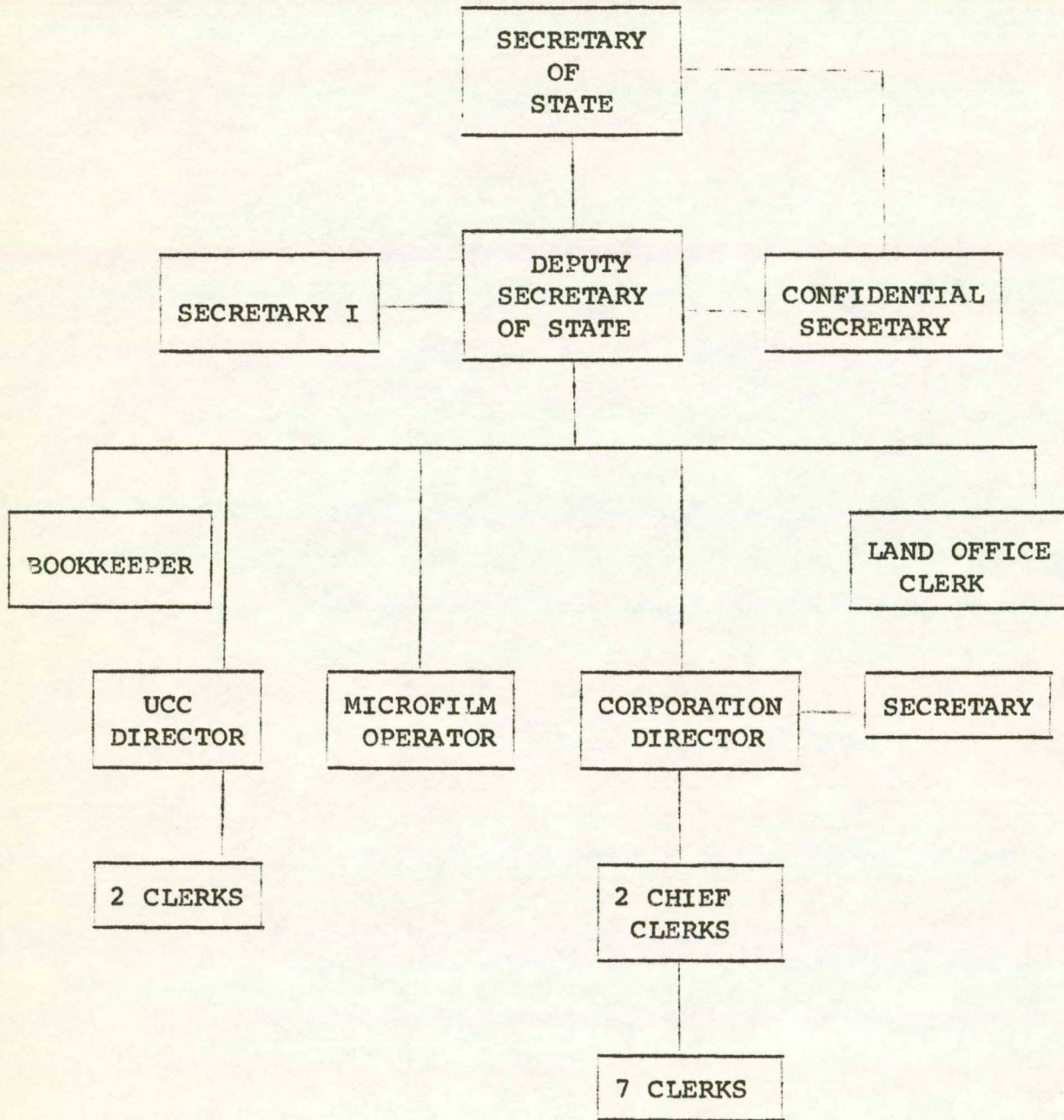
4. COMMUNICATIONS

The office has no special means of communication available.



MELVIN D. SYNHORST  
Secretary of State

5. ORGANIZATION





IOWA EMERGENCY PLAN  
IOWA STATE DEPARTMENT OF SOCIAL SERVICES  
EMERGENCY WELFARE SERVICES PLAN

IOWA EMERGENCY PLAN  
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APPENDIX

STATE DEPARTMENT OF SOCIAL SERVICES - ORGANIZATIONAL CHART

MAP - REGIONAL DISTRICTS

CHART OF RED CROSS AND GOVERNMENTAL RESPONSIBILITY (ARC-1570)

IOWA EMERGENCY PLAN

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PURPOSE

The Emergency Welfare Service Manual is to be used as a supplement to State Operation Plan and the Iowa Civil Defense Plan. It will be used within the State Department of Social Services to prescribe official policies and procedures and to provide information and guidance necessary for the provision of Emergency Welfare Services during and following a natural or man-made disaster, to regions, counties and municipalities.

DEFINITION-DISASTER

Disaster, for the purpose of this Manual, means any sudden or extraordinary calamity or catastrophe, either natural (flood, fire, tornado, draught, etc.) or man-made (including enemy attack) which affects or threatens the public welfare and results in distress, casualties or breakdown in normal living patterns.

FUNCTIONS AND STRUCTURE

Emergency welfare programs are the responsibility of existing welfare agencies at all levels of government. Each agency must be prepared to accept its responsibilities as an extension of its normal function, adding resources to its structure, as necessary, to meet expanded requirements.

State Functions And Structure

In times when no disaster exists the functions of the State Department of Social Services are to provide information, establish policies, supervise organization by County Departments of Social Services, assist in the operation of local services, prepare and provide training materials for staff and maintain sound working relations with County Directors of Social Services and staff who have emergency preparedness assignments. In the event a disaster occurs it shall be the function of the Department to activate its Emergency Welfare Services plan at all levels of organization; i.e., State, Regional and County.

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FUNCTIONS AND STRUCTURE (Cont'd)

State Functions And Structure (Cont'd)

These functions shall be carried out through the regular structure of the Department of Social Services. The organizational chart of the Department is to be found in the Appendix of this document.

Local (County) Functions And Structure

It shall be the function of the County Department of Social Services to plan the Community Emergency Welfare Services program, in accordance with the State Department of Social Services policies, and to provide program and operating information to the State Department and local Civil Defense Officials.

The County Director of Social Services should either assume responsibility for Emergency Welfare Services or should appoint an Emergency Welfare officer to assist him. Emergency Welfare duties should be assigned to staff whose regular function logically prepares them for assigned emergency duties. In times of disaster it will be the function of the County to activate its plans into effective operation.

These functions should be carried out through existing County Departmental structure which varies greatly in size and complexity. In some small county departments it may be necessary to augment existing staff with personnel from other agencies or volunteers.

For further discussion and instruction refer to Supplement I, "Federal Civil Defense Guide, Part E, Chapter 13, Appendix 1, Part 4" as prepared by the Department of Health, Education and Welfare.

WELFARE PROGRAMS AND RESPONSIBILITIES

As a part of the State Emergency Plan the State Department of Social Services will be responsible, in cooperation with the American Red Cross for the following areas of assistance.

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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Lodging

The provision of Emergency Lodging Service is based on the following assumption: If the disaster results from nuclear attack or nuclear accident, radioactive fallout will constitute an immediate hazard and people will have to take shelter from it. This will necessitate provision of fallout shelter occupancy for large numbers of people for an indeterminate period under rather austere conditions.

In the case of any disaster, man-made or natural, many will be homeless. Since there is no way to know where homeless people will come from or where they will be able to go, adequate preparations can be made only through planning for a wide range of contingencies. Planning, organizing and preparing to provide Emergency Lodging Services is a responsibility of the State Department of Social Services at all levels of State government.

At the State level this responsibility includes the formulation of a broad plan of action for provision of necessary lodging facilities, both at the time of the immediate disaster and during the post-disaster period, suitable for general use in the State.

Local (county) Departments of Social Services, under the guidance of the State Department of Social Services, are responsible for (1) planning Emergency Lodging Services in accordance with the State Emergency Plan, and (2) attaining operation readiness through assignment of staff responsibility.

For more detailed discussion and instructions refer to Supplement II, "Emergency Welfare Services Manual" #FG-E-13.3 prepared by the U.S. Department of Health, Education and Welfare.

Emergency Feeding

The provision of Emergency Feeding Services must be based on the same assumption as Emergency Lodging; i.e., if the disaster results from

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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Feeding (Cont'd)

nuclear attack or nuclear accident radio-active fallout may constitute such a hazard that people will be required to take shelter from it for immediate post-disaster group feeding under shelter-occupancy conditions.

In the case of natural disaster many people may be homeless and completely lacking in facilities for preparation of food. Planning, organizing and preparing to meet group feeding needs is a responsibility of the Department of Social Services at all levels of State government.

The State Department of Social Services is responsible for developing a broad program of Emergency Feeding Services as a part of the State Emergency Plan and for provision of guidance and consultation to County Departments of Social Services through its Regional Staff.

Local (county) Departments of Social Services, under the guidance of the State Department are responsible for: (1) planning the Emergency Feeding Service in accordance with the State Emergency Plan, and (2) attaining operational readiness through assignment of staff responsibility.

For more detailed discussion and instructions refer to Supplement III, "Emergency Welfare Services Manual" FG-E-13.4 and "Basic Course in Emergency Mass Feeding, Instructors Guide" IG-15.1 prepared by the U.S. Department of Health, Education and Welfare.

Emergency Clothing

The provision of Emergency Clothing Services, an integral part of the State Emergency Plan, is a responsibility of the State Department of Social Services. Planning objectives must be based on the following premises:

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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Clothing (Cont'd)

1. Large numbers of people in disaster communities might have to leave their homes, inadequately or unsuitably clothed for the conditions in which they will have to live.
2. The clothing of disaster workers performing hard labor may have to be replaced as they become unwearable.
3. Many persons released from hospitals may need entire outfits.
4. Facilities for washing and cleaning clothing may be limited or not immediately available.
5. In case of nuclear disaster, radio-active fallout would be a major post-disaster operational hazard. Emergency Clothing Services must be planned in recognition of this hazard and the fact that large numbers of persons may be living for an indefinite period in the confines of fallout shelters.

At the State level of administration responsibility for Emergency Clothing Service should include provision for:

1. Development of a clothing program for the State, including procedures and forms for operational use.
2. Provide guidance for County Directors of Social Services in organizing their Emergency Clothing Service, in recruiting and training staff, selecting facilities and planning for the use of commercial facilities.
3. Develop and distribute guidance materials on standards, methods, storage, sanitation and other factors.
4. Cooperate with the State Civil Defense Officer in obtaining an assessment of clothing stocks and a listing of outlet locations; and in planning for rapid post-disaster assessment of kinds, amounts and location of undamaged stocks.

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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Clothing (Cont'd)

5. Determine procedures for the use of forms, record keeping, reporting and other clerical tasks.

Local (county) responsibility for Emergency Clothing Services is similar to and an extension of the State but must be more responsive to the possible conditions of the county, city and/or neighborhood localities. The County Director of Social Services should plan and develop or designate staff responsible for planning and developing the local program. In so doing, emergency sources of supply and methods of requisition and distribution should be recorded.

For more detailed discussion and instruction refer to Supplement IV, "Emergency Welfare Services Manual" #FG-E-13.5 prepared by the U.S. Department of Health, Education and Welfare.

Emergency Welfare Registration and Inquiry

Emergency Welfare Registration and Inquiry service is an integral part of this State Emergency Plan. It is responsible for:

1. Assisting group-living shelter managers in developing a roster of persons occupying community group living shelter facilities.
2. Providing for systematic registration of displaced persons and/or casualties.
3. Establishing the means for providing authentic information in reply to inquiries concerning the condition and whereabouts of displaced individuals and families.
4. Providing authentic information that can be used in effecting the post-disaster reunion of families.



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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Welfare Registration and Inquiry (Cont'd)

5. Cooperating with Emergency Postal Services of the U.S. Post Office Department and Emergency Health Services in their respective areas of concern.
6. Providing periodic situation reports on the condition and whereabouts of displaced persons as required.

While this manual is focused on action to be taken in the event of any type of disaster, the possibility of nuclear attack or accident must be given serious consideration. In this event radioactive fallout would constitute a major hazard and people would have to take shelter against it. EWR&I would have the specific responsibility of providing a systematic registration of all displaced persons and casualties in community shelter facilities.

During the post-disaster period there would be many requests for authentic information on a local, county, state or national scale for displaced individuals and families. Under post-disaster emergency conditions it would thus be necessary to have an efficient means of recording and transmitting authentic information of this kind. This is the service that must be provided by EWR&I in cooperation with Emergency Health Services, Emergency Postal Services and other governmental departments. Since there is no way of predicting where displaced persons or families may come from or where they will go planning must provide for a wide range of contingencies.

State Responsibilities

The State Department of Social Services is responsible for development of a broad plan for Emergency Welfare Registration and Inquiry services--within the Emergency Welfare Services--suitable for general use in the State. (See paragraph number 1)

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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Welfare Registration and Inquiry (Cont'd)

County Responsibility

County (local) Departments of Social Services, under the guidance of the State Department, are responsible for: (1) planning Emergency Welfare Registration and Inquiry services in accordance with the State Emergency Plan; and (2) attaining operational readiness through assignment of staff responsibility.

For further discussion and instruction refer to Supplement V, "Emergency Welfare Services Manual," FG-E-13.6 prepared by the U.S. Department of Health, Education and Welfare.

Emergency Social Services

Emergency social services required during and following a disaster will not be social services as we know them in so-called "normal times." Human needs would be much the same but would be greatly expanded in intensity and volume. Services would be concentrated on providing short term assistance in meeting the most urgent and immediate needs.

Planning and preparing for Emergency Welfare Services places an additional task on social workers, the supply of which is too small to meet normal social work needs. The burden in an emergency would be amplified many times. The nucleus of Emergency Social Service staff must be drawn from personnel now actively employed in casework or supervisory positions in Public Welfare departments. In times of disaster it would be necessary to augment this nucleus from staff of private social work agencies, schools of social work and inactive social workers. Supplementary personnel will have to be found in allied fields of service which provide persons experienced in dealing with people.

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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Social Services (Cont'd)

Objectives:

Emergency Welfare Services have a two-fold objective: (1) through overall emergency planning and training to contribute a knowledge of human behavior to all emergency workers so that the emergency program will be effective, and (2) to give direct help to people with special needs in time of disaster.

State Department Responsibility

The State Department of Social Services has the primary responsibility for establishing a plan to effectively provide for emergency social services through the use of its own staff, regional staff, the staff of County Departments of Social Services and volunteers as needed. This plan must be so structured that it will provide a broad range of social services, since the extent and nature of needed services will be determined by the extent and nature of the disaster. In addition to the responsibilities outlined in preceding sections it should include provision for Emergency Financial Assistance, Care and Protection of Children and Care of the Aged, the Handicapped and Ill.

Staff responsibility at the State level rests with the Commissioner of Social Services and his designated Emergency Welfare Services Officer.

Local (county) Responsibility

The County Director of Social Services or his designated Emergency Welfare Services Officer will assign emergency welfare planning and organizational duties to regular county staff. Assignment of duties should be such that the county plan will follow the State authorities and to provide guidance and support to local operations. Local planning must provide for coordination and cooperation with Local Red Cross Chapters and agencies of local government. In case of disaster the County Director of

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WELFARE PROGRAMS AND RESPONSIBILITIES (Cont'd)

Emergency Social Services (Cont'd)

Local (county) Responsibility (Cont'd)

Social Services shall immediately make his services and the services of his staff available to the local Director of Civil Defense.

For more detailed discussion and instructions refer to Supplement VI "Emergency Services Manual," FG-E-13.2 prepared by the U.S. Department of Health, Education and Welfare.

MANPOWER AND TRAINING

Emergency Welfare Services administrative personnel at all levels of organizational structure, e.g., State, Regional and County, should carefully assess the staffing needs which might be necessary should a major disaster occur and plan to augment existing staff with appropriate staff additions recruited from other agencies or volunteers.

Both presently available staff and potential staff should be thoroughly familiar with the State Emergency Welfare Services plan and should be oriented to the Civil Defense program. Additional training may be available through Civil Defense training courses, Adult Education in personal and medical survival and training courses conducted by the American Red Cross. Volunteer staff will need training in basic social service skills such as interviewing, understanding of people under stress and how to deal with slowness of understanding, resentment, bitterness or hopelessness.

For more detailed discussion and instruction refer to Supplement I, "Federal Civil Defense Guide, Part E, Chapter 13, Appendix 1, Part 4", prepared by the Department of Health, Education, and Welfare.

IOWA EMERGENCY PLAN

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OTHER PREPARATIONS

In addition to the foregoing there are certain other preparations which must be made if effective Emergency Welfare Service is to be available in time of disaster. These include the following:

State And Local Coordination

Department of Social Services Emergency Welfare Service plans at all organizational levels must be in consonance with Civil Defense plans and the Department must plan and act cooperatively with the American Red Cross. To accomplish this purpose open lines of communication and flow of information must be maintained.

Continuity Of Service

In order to prepare for regular and emergency services, it is imperative at every level to establish a pattern of succession for key E.W.S. personnel.

Damage Assessment And Resource Evaluation

With an accurate knowledge of pre-disaster resources, both human and material, it is possible to evaluate reports of damage and loss caused by disaster and to estimate remaining resources. To this end a damage assessment and resource evaluation capability must be developed in advance of an actual emergency. Damage assessment, for Welfare purposes, is the process of determining how many people are killed, injured, or displaced, then determining the number and identity of those needing Welfare services, and the availability of welfare service and personnel.

Readiness And Mobility

The effects of disaster may be widespread or they may be of a local or limited scope. All levels of Emergency Welfare Service must stand ready to mobilize staff for service within their own geographic areas of responsibility or for assignment to an area which finds itself unable to cope with the effects of disaster.

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OTHER PREPARATIONS (Cont'd)

Readiness And Mobility (Cont'd)

In the event of an enemy attack upon the United States, the below listed personnel should report immediately to the State Emergency Operating Center, Room B-33, Robert Lucas State Office Building:

Mr. Robert E. Hyde, Chief Bureau of Family and Adult Services  
Emergency Welfare Services and Civil Defense Liaison Officer  
435 - 59th  
Des Moines, Iowa  
Phone #279-7473

Mr. Dover Donnelly, Administrative Assistant  
212 Hillside  
West Des Moines, Iowa  
Phone # 279-0396

Mr. Harold Templeman, Chief Bureau of Children and Youth Services  
829 - 23rd  
West Des Moines, Iowa  
Phone # 279-8977

Mr. Roger Sherman, PWS IV, Specialist  
6205 Forest Avenue  
Des Moines, Iowa  
Phone # 279-6780

In times other than during emergencies, the Commissioner of Social Services bears the responsibility of insuring that all staff members are adequately trained for emergency operations. Staff members are also charged with the responsibility of preparing their day-to-day operations for rapid transition to emergency operations and gearing these operations to the needs of the state.

IOWA EMERGENCY PLAN

IOWA STATE DEPARTMENT OF SOCIAL SERVICES

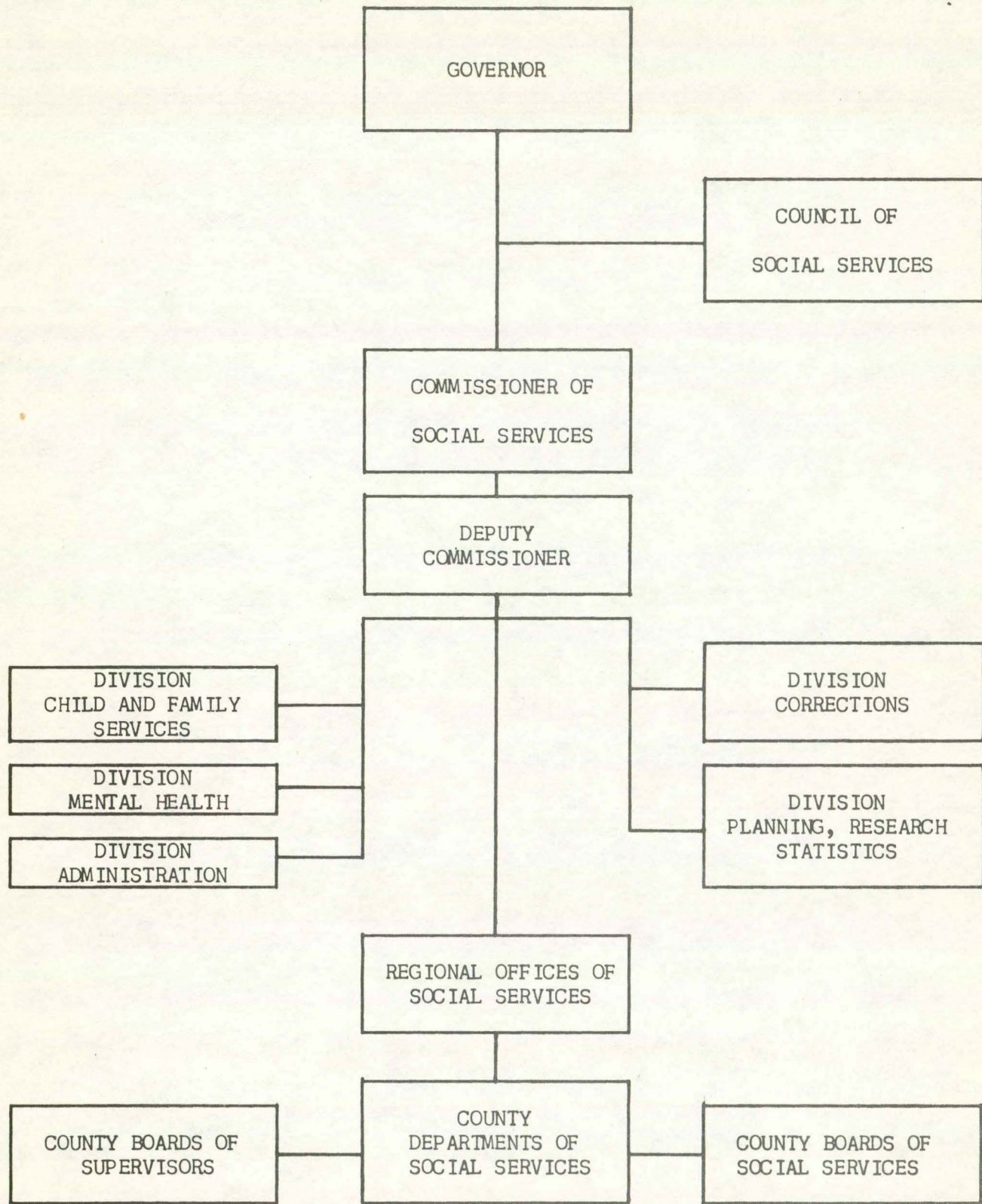
EMERGENCY WELFARE SERVICES PLAN

COORDINATION OF RESPONSIBILITY: DEPARTMENT OF SOCIAL SERVICES AND  
NON-GOVERNMENTAL WELFARE AGENCIES

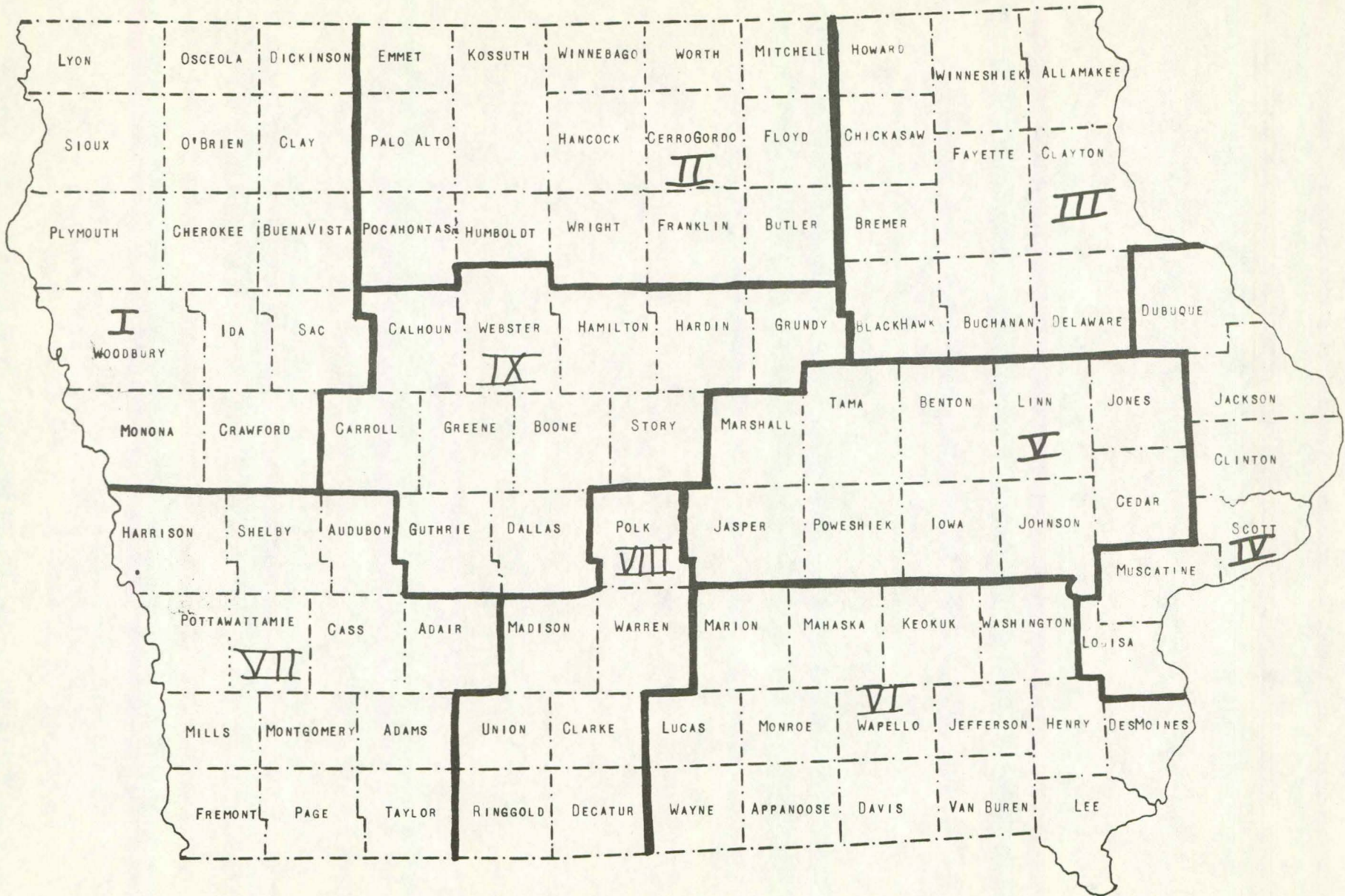
In times of either natural or man-made disaster the Department of Social Services shall assume full responsibility for leadership and direction of those areas of service described in the preceding material. In carrying out this responsibility the Department shall enlist the support and assistance of all available non-governmental welfare agencies who will act in a supportive role appropriate to their capabilities.

IOWA EMERGENCY PLAN  
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APPENDIX





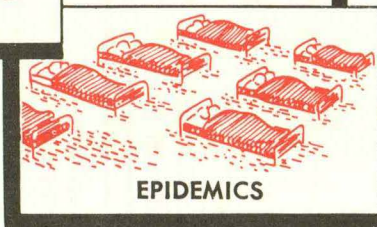
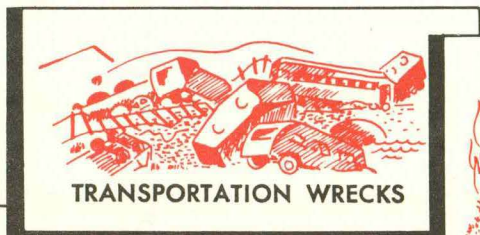
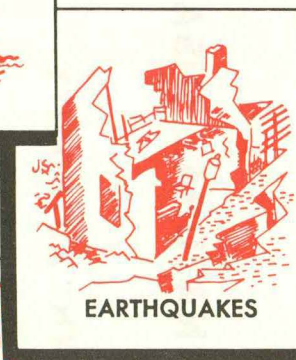
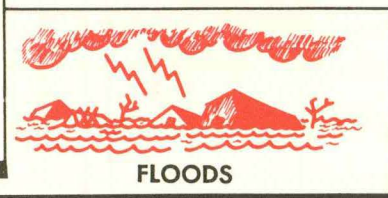
REGIONAL DISTRICTS



Your community could have a



# Disaster



## THE RED CROSS JOB DURING THE EMERGENCY

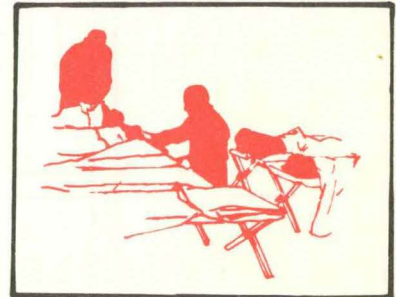
When floods, hurricanes, or other natural disasters threaten or immediately on their occurrence, the Red Cross provides food, clothing, shelter, and medical and nursing or hospital care on the basis of evident need. Frequently this assistance is given to large numbers of people on a mass care basis, but, whenever possible, the Red Cross deals directly with each family on an individual basis.



FOOD



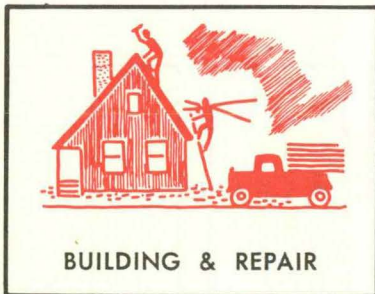
FIRST AID



SHELTER

## HOW RED CROSS HELPS AFTER THE EMERGENCY

After the emergency, the Red Cross stays on the job to assist families and individuals in meeting disaster-caused needs that they cannot meet themselves. The rehabilitation program is designed to help a family regain its capacity to reach and maintain its predisaster standard of living.



BUILDING & REPAIR



MEDICAL & NURSING  
AID



FOOD, CLOTHING, &  
OTHER MAINTENANCE



HOUSEHOLD  
FURNISHINGS



OCCUPATIONAL  
SUPPLIES & EQUIPMENT

### RED CROSS

Assistance to disaster sufferers

is

*given — not loaned.*

*No repayment of any kind is asked or expected.*

# IOWA EMERGENCY PLAN

## DEPARTMENTAL PLAN OUTLINE

### TREASURER OF STATE

#### 1. INTRODUCTION

The State Treasurer's greatest responsibility in an enemy attack or other disasters would be the protection and safety of documents, books of original entry and receipts of deposit. On a daily basis, records are stored in a sealed vault which affords adequate protection from loss due to theft, or burglaries, or human efforts to remove any records or documents of significant importance. Whether the sealed vault would protect these records in the event of an attack of a disastrous nature, would, of course, depend upon the intensity of the attack or disaster. Our concern in the event of an attack would be two-fold: 1) preservation of the records; and 2) the safety of personnel working in the Treasurer's Office. The tentative plans call for the evacuation of employees to the basement of the Capitol building. It is believed that this area would provide safety and shelter from most attacks or disasters.

#### 2. SCOPE OF STATE TREASURY RESPONSIBILITY

The Code of Iowa places the following responsibilities upon the Office of the Treasurer of State: Chapter 12, 1966 Code of Iowa reflects the duties and responsibilities of the Treasurer of State. The Treasurer shall keep his office at the seat of government, and shall keep an account of the receipts and disbursements at the Treasury in books kept for that purpose, in which he shall specify the names of the persons from whom money is received, and on what account, and the time of receipt. In addition to the duties outlined in the chapter, he has the responsibility of administering the Unclaimed Property Account covered by House File 101 as passed by the 62nd General Assembly.

#### 3. ASSUMPTIONS

The problems in order of concern in the event of an attack will be: 1) safety of lives of those persons employed by the Office of the Treasurer of State. 2) Preservation and storage of documents and receipts instrumental to the continued operations of state government.

4. POLICIES

Plans are being formulated in this eventuality.

5. ORGANIZATION

Attached is organizational chart of the Office of Treasurer of State and Motor Vehicle Fuel Tax Division.

6. OPERATIONS

The attached organizational chart of the Treasurer of State and the Motor Vehicle Fuel Tax Division, which is under the direction of the State Treasurer, reflects duties and titles of these positions. There is an inter-relationship with other state departments, which includes the Office of the Governor, and all other elected state offices. This would be in direct association with the Executive Council and in relation to Chapter 38A, 1966 Code of Iowa.

7. RESPONSIBILITIES

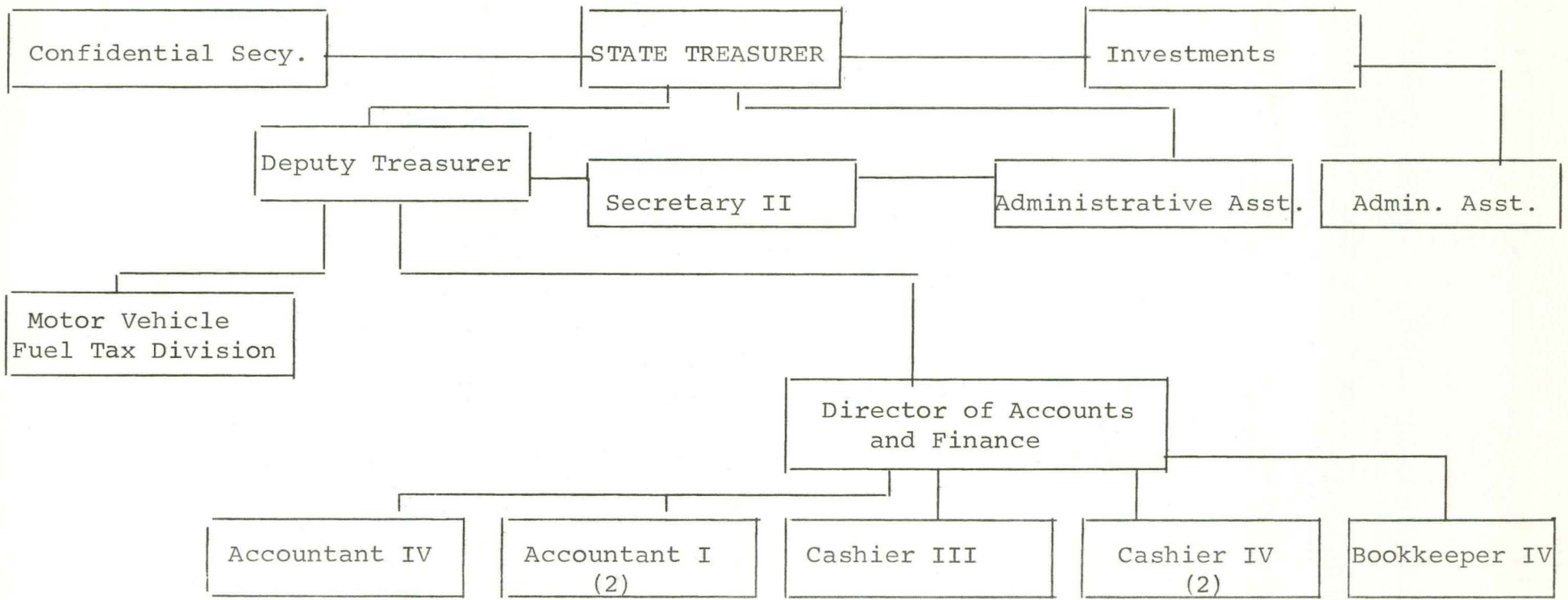
The Treasurer is responsible for keeping an accurate account of the receipts and disbursements flowing to and from the Office of the Treasurer. The Treasurer is responsible for investing all temporarily idle funds and administers the unclaimed property law in the State of Iowa. Currently, the Treasurer is also responsible for the administration of the state's Motor Vehicle Fuel Tax Laws. The operation is to be transferred effective July 1, 1968.

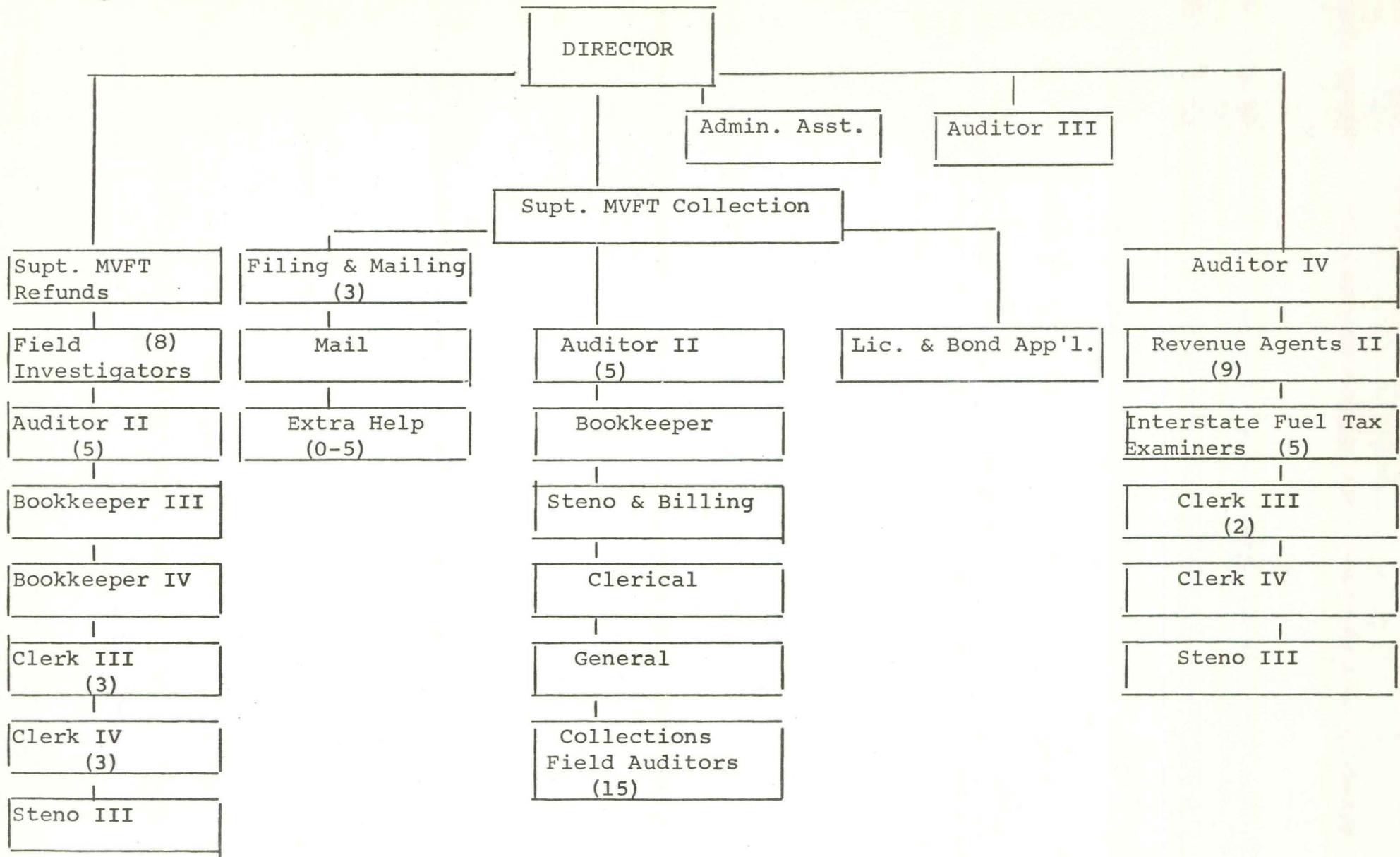
8. COMMUNICATIONS

The use of the telephone would be the only means of communication in the event of a disaster or an attack.



TREASURER OF STATE







## IOWA EMERGENCY PLAN

THE IOWA DEPARTMENT OF AGRICULTURE, WEATHER DIVISION  
in cooperation with  
THE UNITED STATES DEPARTMENT OF COMMERCE, WEATHER BUREAU

### INTRODUCTION

AN ACT ' . . . for the purpose of collecting . . . meteorological data, and more widely disseminating the weather forecasts and storm and frost warnings. . . ' was passed by the 23rd General Assembly, and approved by Governor Boies on April 25, 1890. This action repealed Chapter 45 of a similar Act passed by the 17th General Assembly.

This act established the coordination and cooperation between the Iowa Weather Division (State) and the United States Weather Bureau (Federal). It has been the consistent policy that the Director of the Weather Division (State) and the Meteorologist in Charge of the Des Moines Weather Bureau Station (Federal) have been one and the same person.

### SCOPE OF WEATHER DIVISION/WEATHER BUREAU RESPONSIBILITY

1. In the early years of the State, meteorologists were engaged in reporting the occurrences that lead to natural disasters and compiling records of those events. However, as their knowledge increased, warnings of conditions that would lead to natural disasters were issued, and in some cases of natural disasters themselves. These warnings include:

- A. Flood warnings
- B. Heavy snow warnings
- C. Cold wave or blizzard warnings
- D. Tornado warnings
- E. Weather conditions associated with radioactive fallout.

2. The list could be expanded to include all types of warnings where there are possibilities of natural disaster. Warnings of high winds, hazardous driving conditions are now being made; and the potential exists for the issuing of air pollution warnings. The lead period, that is, the period between the time of issuing the warning and the time of the occurrence of the natural phenomenon or disaster, varies with the nature of the pheno-

menon. The lead period for floods may be several days, or even weeks with our larger rivers, while the lead period for a tornado may be only a fraction of an hour.

#### ASSUMPTIONS AND POLICIES

1. The requirement for complete weather data and accurate weather forecasts is universal in our present economy.
2. We have the cooperation of all persons and agencies:
  - A. in obtaining accurate information
  - B. in the dissemination of forecasts and warnings without exaggeration or manner to cause alarm among the people.
3. Our agency will cooperate with all agencies having responsibilities in the same areas. Specific examples are given under the paragraph on operations.

#### OPERATIONS

Operations begin with the analysis of the data received from many sources, particularly upper-air observations. From these analyses, a determination is made that weather affecting the community adversely may occur and advisory forecasts are issued to the local Weather Bureau Office. The local forecaster then issues the forecast or weather watches. In the case of the TOR-NADO, the first indication may be a direct report from a field observer. The local forecaster then checks with his radar coverage and issues the warning to all communities downstream from the point of occurrence, using upper air wind analyses to determine the direction that will be taken by the tornado. In addition to dissemination of the information to the general public, the forecaster also notifies those agencies having responsibilities in the particular emergency. State agencies thus notified include:

1. The Adjutant General. Particularly in the case of flooding, but also in any weather emergency where assistance might be required from the State.
2. The Highway Commission. Particularly in the case of heavy snows, but also where icing or flooding of highways may be involved.

3. The Highway Patrol. Where hazardous driving conditions may be expected, where wind storms may affect boating on lakes and streams. Highway Patrol also assists greatly in reporting the occurrence of and checking reports of tornadoes.

4. The Iowa Natural Resources Commission; the U. S. Geological Survey, the U.S. Corps of Engineers.

5. Reports of heavy rains, water levels on our rivers, and all other data including snow surveys, which may result in floods on the rivers.

6. The Aeronautics Commission. In all matters pertaining to safety in air travel.

7. The Civil Defense Office. The cooperation of the Civil Defense Office is extremely important in two areas. First in the development of storm warning networks, the County Civil Defense directors have contributed their time and effort so that the local community may have the most complete reporting possible. Second, through the operation of the National Warning System (NAWAS), the Civil Defense Office has provided an immediate means of communicating with sheriffs and other peace officers in every county in the State. Since time, measured in a few minutes, is very important in the release of tornado warnings to those who must take action in event of an emergency, the value of the NAWAS is immeasurable.

(NAWAS instructions are contained in Annex E of the IOWA WARNING SYSTEM OPERATIONS PLAN.)

#### ORGANIZATION and RESPONSIBILITIES

(see CHART WB-1)

#### COMMUNICATIONS

1. It should be very apparent from the preceding sections, that communications hold the key to any adequate meteorological reporting or forecasting system. Three links may be considered in this communications key. They are:

- A. Communications between the observer at the place and time of occurrence of the natural phenomenon and the Weather Bureau. This is perhaps the weakest link in the entire chain of events leading to an effective

warning system. Too often, a tornado or flood occurs, and no one thinks to notify the nearest Weather Bureau office. The Civil Defense Storm Warning Networks, organized and maintained by the County Civil Defense Directors, provide the most important improvement in this area.

B. Communications between the local Weather Bureau and the analyses and forecasting centers. These lines of communications are complete, rapid and efficient. They include long-line teletype circuits for the transmission of basic weather data and forecasts, specialized circuits for the transmission of information between stations in the North-Central area of the United States, and Government telephone facilities (FTS).

C. Communications between the local Weather Bureau office and the public. The role of the NAWAS may be considered a successful means of notifying those persons who have to take action in event of natural disasters. For the notification of the general public we depend upon the facilities of the mass disseminators of news. To reach radio and television interests and the press, the most useful communications device is the ESSA Weather Wire Service which makes available, via teletype lines, all weather information. This facility has the ability to reach into every community having a commercial radio and/or television station in the State. Radio and television stations without exception, have indicated their willingness to interrupt any program to provide their audience with the latest information regarding natural disasters.

2. Amateur radio operators have indicated a willingness to cooperate in event of a breakdown in telephone or teletype communications. This link is not as precise or complete as might be desired.

3. A weakness in the system is that natural disasters may strike at night, when none of the communication systems are completely effective.

U. S. WEATHER BUREAU

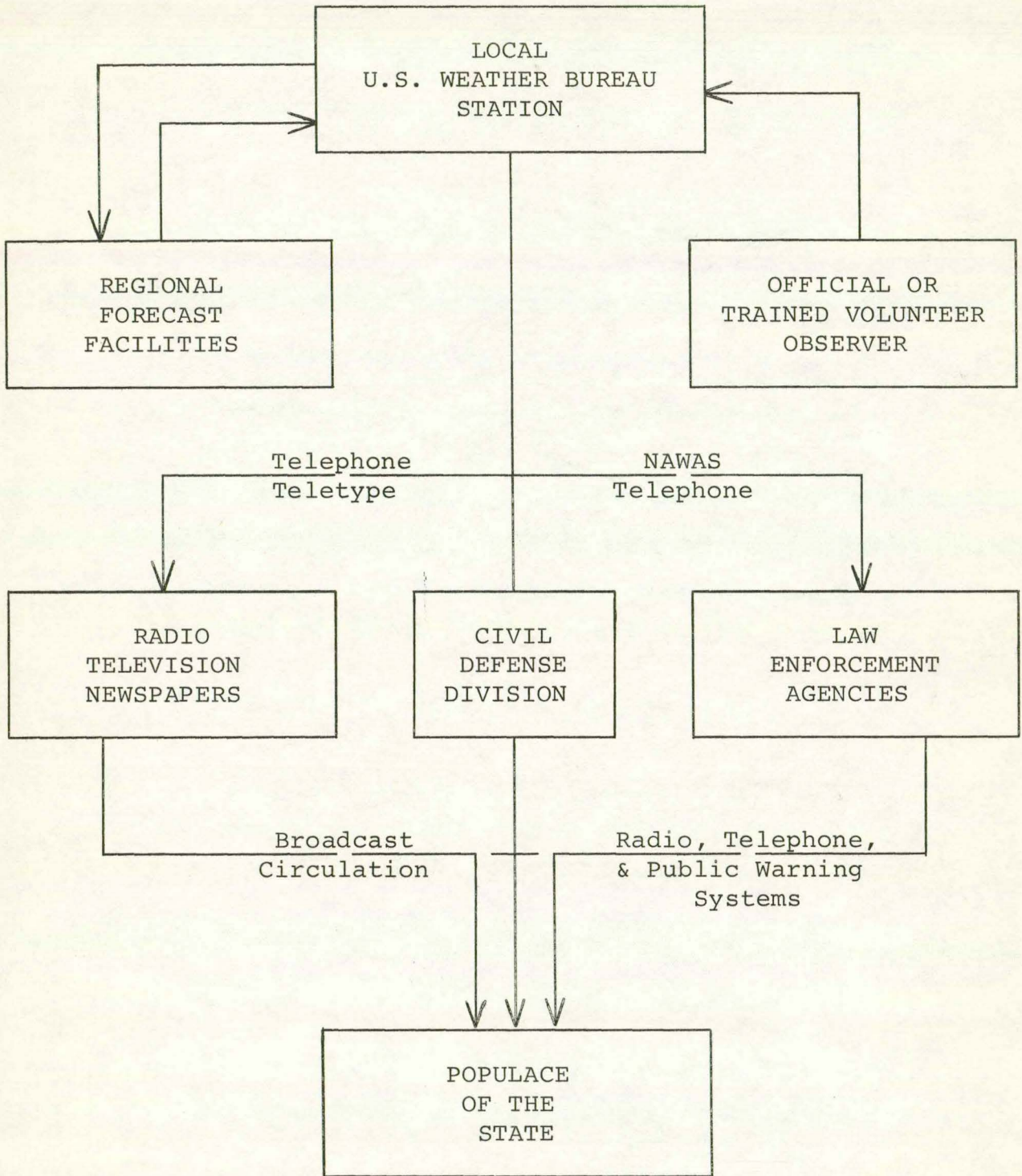


CHART WB-1

## IOWA EMERGENCY PLAN

### EMERGENCY RESOURCE MANAGEMENT

1. This is a standby plan to be activated under State authority in the event of a civil emergency necessitating the State to act in the temporary absence of Federal direction in carrying out certain national programs such as price, wage and rent controls and the conservation and most advantageous use of resources. The plan is based on maximum reliance on the private sector of the economy to perform voluntarily in emergency. Overall guidance and direction will be exercised by government; industry will continue to manage and operate its plants, facilities and services in furtherance of common objectives. The full cooperation of private citizens and voluntary organizations is expected.
2. It was developed specifically for the contingency of national emergency. The procedures could also be applicable in case of major natural disasters requiring mobilization of the resources of the State.
3. Ultimate responsibility for the mobilization of the nation's resources under emergency conditions rests with the Federal Government. However, there is the serious question of Federal capability to operate under enemy attack conditions for a temporary period of time or in some parts of the country.
4. In the immediate enemy attack emergency situation the Federal Government will be responsible for the management of primary resources. The State of Iowa and its local governments will be responsible for the management of secondary resources. Federal capability to discharge its post-attack resource management responsibilities may be to some extent nonexistent in certain resource fields. Iowa must be ready to assume responsibility for primary as well as secondary resources in these particular fields. Federal roles in the States also differ, resource by resource, depending upon existing or potential Federal field capability. This makes the blending of Federal and State planning a practical necessity for complete preparedness.

## BRIEF LOOK AT THE IOWA EMERGENCY RESOURCE MANAGEMENT PLAN

5. Actually, no one really knows the exact situation this nation and the State of Iowa would face following an enemy attack. Common sense, we believe, would tell us that our normal economic, social and governmental processes would be disrupted. We can also assume that destruction of much of our production and contamination of our resources would take place. It is also possible that, due to temporary disruption of communications, the State of Iowa would be required to fill the gap in many areas of responsibility due to the absence of Federal direction. In such a situation, the State of Iowa would have to know what action to take. This plan sets down the guidelines for actions to be taken by the State.

6. Should there be a temporary breakdown in Federal direction--and we emphatically stress this as a definite possibility--the Iowa Plan actually becomes an extension or backup of the plans made by the Federal Government.

### ROLE OF THE FEDERAL GOVERNMENT

7. Take measures to direct and control production, distribution, acquisition and use of critical resources.

8. Provide necessary direction and control to meet essential civilian, military, atomic energy, Civil Defense, emergency government and foreign requirements when warranted by particular emergency conditions.

9. Identify to the extent possible, for the guidance of producers, distributors, suppliers and consumers of goods and services, whose activities are essential to national security and whose resources are needed to support essential activities. Most Federal agencies have specialists in the field qualified to give technical assistance on resource preparedness.

### FEDERAL GOVERNMENT POLICIES

10. SURVIVAL AND RECOVERY. National survival and recovery would be the primary objective in the period immediately following an attack. To achieve this, efforts must be directed to defense and retaliatory operations, and to the saving of life and property. These efforts must include the conservation and management of resources to permit early reconstruction and rehabilitation.

11. PRESERVATION OF RIGHTS AND VALUES. Although the Federal Government must, and would, take necessary action to insure national survival in times of great peril, this does not mean the end of personal and political freedoms. On the contrary, one of the fundamental policies of the emergency preparedness program is that measures taken in response to emergency conditions must be taken without undue infringement on individual rights, and with minimum disruption of the political, economic and social structure of the nation.

12. Emergency preparedness is not only for physical survival, but also for preservation of the basic principles of the nation. Consequently, every effort will be made to:

- A. Protect the free exercise of Constitutional and other basic rights and liberties under emergency conditions, insuring that any restrictions imposed on these rights and liberties during a national emergency be limited in scope and duration to the minimum required by the circumstances.
- B. Preserve equitably representative and Constitutional government.
- C. Maintain law enforcement and judicial proceedings in accordance with established and accepted practices and procedures, developing emergency codes and emergency systems of civil justice, as necessary, to prevent the arbitrary exercise of police power.
- D. Continue a basically free economy and private operation of industry, subject to government regulation only to the extent necessary to the public interest.

#### FEDERAL GOVERNMENT RESPONSIBILITIES

13. Responsibilities of Federal agencies in national emergencies are usually extensions of their peacetime responsibilities. Some emergency organizations, however, would be needed.....notably the Office of Defense Resources (ODR).

14. The ODR would operate on behalf of the President, at the top of the government-wide resource management structure, within which other government agencies would carry out assigned emergency responsibilities. ODR would establish policies for priorities and allocations of national resources. It would review resource claims, estimate resource availability, and advise the President on a course of action.



## EXECUTIVE ORDERS AND AUTHORITY

15. The authorities for the President to act in the field of non-military preparedness are contained in the National Security Act of 1947, the Defense Production Act of 1950, the Federal Defense Act of 1950, the Federal Civil Defense Act of 1950, and other laws enacted by Congress. In addition, thirty-three Presidential Executive Orders have been issued that prescribe emergency preparedness responsibilities of the Federal Government.

16. Executive Order 11050 says, in part, that the Office of Emergency Planning (OEP) has the responsibility to "advise and assist the President in the coordination of and in the determination of policy for the emergency plans and preparedness assignments of Federal departments and agencies designed to make possible at Federal, State and local levels the mobilization of human, natural and industrial resources of the nation to meet all conditions of national emergency including attack on the United States."

## STATE ROLE

17. In the absence of Federal capability, the State government, as part of the national effort, would have a responsibility for the control of production, distribution, allocation and conservation of essential surviving resources.

## STATE POLICIES

18. It shall be the State policy to make full use of existing State agencies and to seek assistance of leaders from business, industry, agriculture, finance, labor, the professions and the consumer areas.

19. The object of the State's policies shall be national survival and recovery. Precedence shall be given to the saving of lives, support of military defense and economic activities essential to survival and recovery.

## STATE RESPONSIBILITY

20. In the absence of Federal capability, the State will administer the interim control of food, fuel, medicine, gas and power under its jurisdiction. On a temporary basis, it shall also control prices and rents, supervise consumer rationing and the assignment of essential manpower for essential activities--all in accordance with Federal law and policy.

To discharge these responsibilities, it has been necessary to:

21. Develop, on a stand-by basis, organizational machinery to control resources, to include drafts of regulations, directives and orders or legislation necessary in a national emergency.

22. Study major policies and principles which govern post-attack resource management.

23. Develop a list of emergency actions which should be taken by the State to control resources.

24. Compile information on resources currently available within the State.

25. Estimate, on the basis of certain attack assumptions, the probable supply of each major resource in the post-attack period. Estimate the essential need for such resources. Make prior arrangements with other States and Federal agencies to alleviate resource shortages in Iowa.

## AUTHORITY FOR STATE ACTION

26. Actions to be taken shall be pursuant to:

- A. Chapter 29C, Code of Iowa 1966, Iowa Civil Defense Law, State of Iowa Emergency Statute.
- B. The State of Iowa Emergency Plan.
- C. The Executive Order to be issued by the Governor establishing the Emergency Resource Management Agency and designating its responsibilities and authorities.
- D. The foregoing, when implemented, are as law upon all concerned.

27. There are two major categories of the Plan, Part "A" and Part "B".

28. Part "A" is an action plan that will coordinate, as one plan, a total of twelve specific resources plans that make up Part "B".

29. Part "A" contains overall State policies and guidance for the provisions and use of essential resources to meet the needs of the State and spells out the roles of Federal, State, and local organizations. It also includes organizational and staffing arrangements, a roster of key personnel, plus statements on authority and activation, and supporting emergency documents.

30. Part "B" deals with resources. It goes into detail on the control of these various resources and implements the policies and guidance outlined in Part "A".

31. The resources covered by Part "B" include the following twelve sections:

- I. CONSTRUCTION AND HOUSING
- II. ECONOMIC STABILIZATION
- III. ELECTRIC POWER
- IV. FOOD AGENCY
- V. PETROLEUM, GAS, AND SOLID FUELS
- VI. HEALTH AGENCY
- VII. INDUSTRIAL PRODUCTION
- VIII. MANPOWER
- IX. TRANSPORTATION SERVICES
- X. WATER AGENCY
- XI. TELECOMMUNICATIONS
- XII. PUBLIC INFORMATION

32. Regardless of the particular resource responsibility, the common goal, or mission, of all agencies is as follows:

- A. Contribute toward the immediate defense and retaliatory combat operations of our Armed Forces.
- B. Maintain, or re-establish, governmental authority and control.
- C. Provide items and services essential to survival and recovery.
- D. Issue and publicize, on behalf of the Governor, policies and guidance throughout the State on emergency resources.
- E. Provide Federal, State, local, and private agencies with a statewide analysis of the post-attack resources situation.
- F. Help implement intrastate and interstate mutual aid pacts.
- G. Develop estimates for needs of all vital resources.

33. This is a distilled version of the IOWA EMERGENCY RESOURCE MANAGEMENT PLAN in which complete details on all aspects of Resource Management can be made available upon request to the Iowa Civil Defense Division.

#### SUMMARY

34. Immediately following the declaration of a national emergency, the Federal government will be responsible for the management of primary resources. State and local government will have the responsibility for secondary resources, which generally include retail stocks and intrastate wholesale stocks to meet essential needs within Iowa. In addition, primary resources, generally wholesale stocks and manufacturers' inventories, which by their nature have a national or major interstate use, may be available to Iowa by action of the responsible Federal agency.

35. The situation would dictate the following action:
- A. Adopt the Federal Freeze Order which prohibits the sale or transfer of consumer goods (with certain exceptions: e.g., perishables in imminent danger of spoiling) for a period of at least five days.
  - B. Take measures to protect production, distribution, storage and service facilities from looting and sabotage.
  - C. Direct the re-distribution of State and locally controlled inventories to meet urgent needs within the State.
  - D. Request assistance from Federal field representatives and local governments in obtaining critical supplies urgently needed in the State.
  - E. Designate selected items on the "Essential Survival Items List" as essential resources for governmental control purposes.
  - F. Issue a general order prohibiting hoarding of resources designated as essential and requiring that all essential resources be conserved.
  - G. Direct that continuing assessments be made and reported on the supply and requirements situation of essential resources.
  - H. Determine the relative urgency of essential activities and specific priorities.
  - I. Provide for repair and restoration of essential public service facilities.

RESOURCE MANAGEMENT ORGANIZATIONAL CHART  
ORGANIZATION FOR THE EMERGENCY

The organization chart (RM-1) which follows will help to identify functional areas involved in the management of resources in the State of Iowa during a period of emergency, and the quickest possible plans for recovery. This flow-chart is provided as a compatible guideline to be in concert with and to assist other state planning agencies, whose roles are described and illustrated in the Iowa Emergency Plan.

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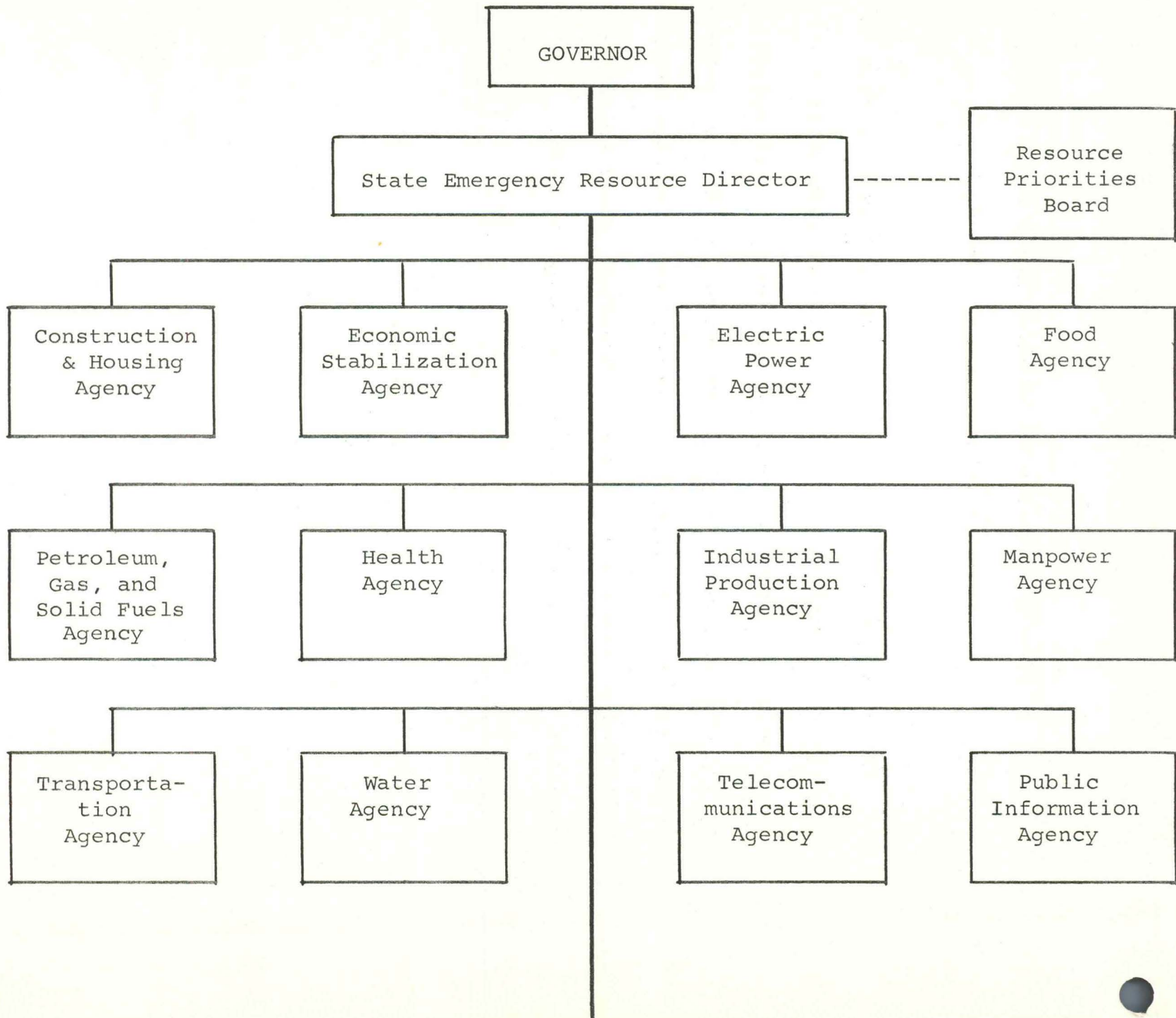


CHART RM-1

AREA CIVIL DEFENSE AND EMERGENCY RESOURCE DIRECTORS

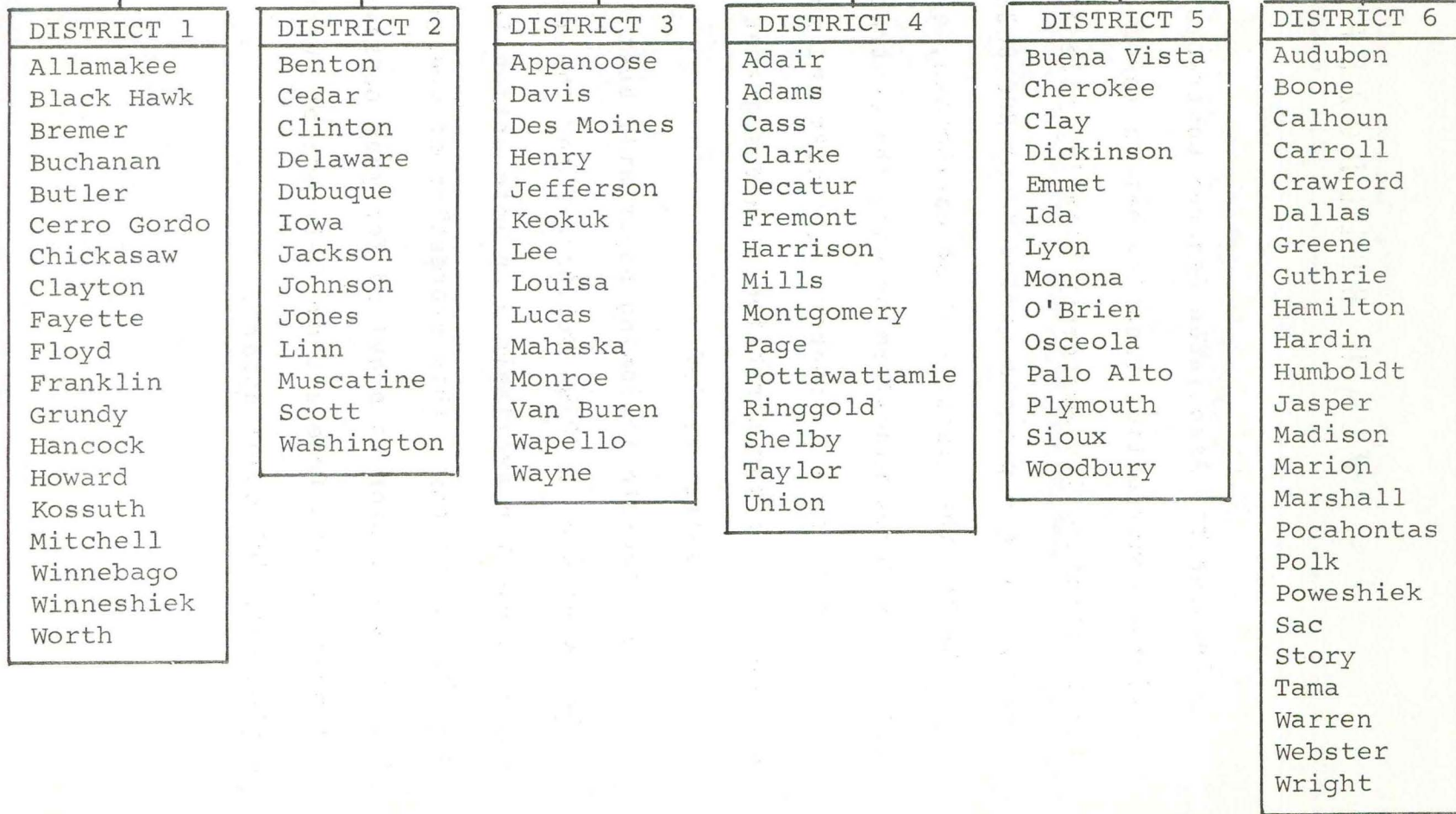


CHART RM-1  
(p. 2)

—————Direction  
 -----Coordination



## PLAN BULLDOZER

Through the Associated General Contractors of America, (AGC) the construction industry has tailored its skills and capabilities to its emergency planning role for the State of Iowa by a unique program called "PLAN BULLDOZER".

Whether the disaster is an earthquake, explosion, flood, fire, snowstorm, windstorm or war, the contractors mission is to furnish materials, operate equipment and **supply skilled** personnel under the direction of a designated authority in charge of disaster relief.

The immediate following pages will best describe the effectiveness of a "Plan Bulldozer" and the most expedient means to put the available plan into action in a State of Iowa disaster emergency. This expression of organized support from the private sector is provided for your consideration but does not preclude the free and complete use of resources not connected with "Plan Bulldozer".



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