FUNCTIONAL OVERVIEW 18/1

CONFIDENTIAL

JACKSON COUNTY DEFENSE COUNCIL

ORGANIZATION CHART

and

OUTLINE OF DUTIES

for

DEFENSE COUNCIL MEMBERS

MARCH 24, 1942

COMMITTEE ON JACKSON COUNTY DEFENSE COUNCIL

The following is a list of appointments made by Governor Sprague to Jackson County Defense Council as shown on the records of the Defense Council as of March 24, 1942. A copy of this list is being forwarded to each one whose name appears.

NAME	ADDRESS	PHONE
Beneka, Merrill A.	c/o Fluhrer's Bakery	2241
Bishop, Lee	KMED	4000
Black, Rev. F. W.	326 So. Oakdale	3237
Boyle, John C.	COPCO	2171
Braley, Mrs. Reese	Valley View Drive	4097
Brown, Syd I.	Court House	4350
Carpenter, Mrs. A. S. V.	Old Stage Road	3912
Carpenter, Leonard	Veritas Orchard	6391
Coleman, Judge, J. B.	Court House	4468
Collins, J. C.	Brown & White	2920
Conger, Henry	Rt. 2	6952
Coy, Miss Bertha	Gold Hill	
DeSouza, Frank	Post Office	4095
Deuel, Mayor H. S.	Valley Fuel, Inc.	3376
Fowler, Bob	OSC EXT. Ser. Court House	3453
Grey, Herb	Medford Mail Tribune	2141
Hart, Floyd	Timber Products Corp.	2123
Hull, Frank	Jackson County C. of C.	2295
Inskeep, Dr. L. D.	Medford Center Bldg.	2360
Jackson, Glenn L.	COPCO	2171
Lewis, Oscar	Jacksonville	523
McNair, Harry	Ashland	7711
Moore, Herb	Ashland Ice & Storage	
Robinson, Gain	Valley Fuel Inc.	3376
Ruhl, R. W.	Medford Mail Tribune	2141
Stoehr, Miss Joan	1 Eastwood Drive	
Tower, Charles	Liberty Bldg.	2720
Tuttle, Capt. S. M.	Southern Oregon Sales	2244
Ulrich, Earl	Prospect	3109
Wiley, Mayor Thornton	631 Walnut, Ashland	6351
Williamson, Lloyd	c/o Carl Tengwald's office	3687
Wilson, Elmer	Central Point	521

EXECUTIVE COMMITTEE

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Brown, Syd I.
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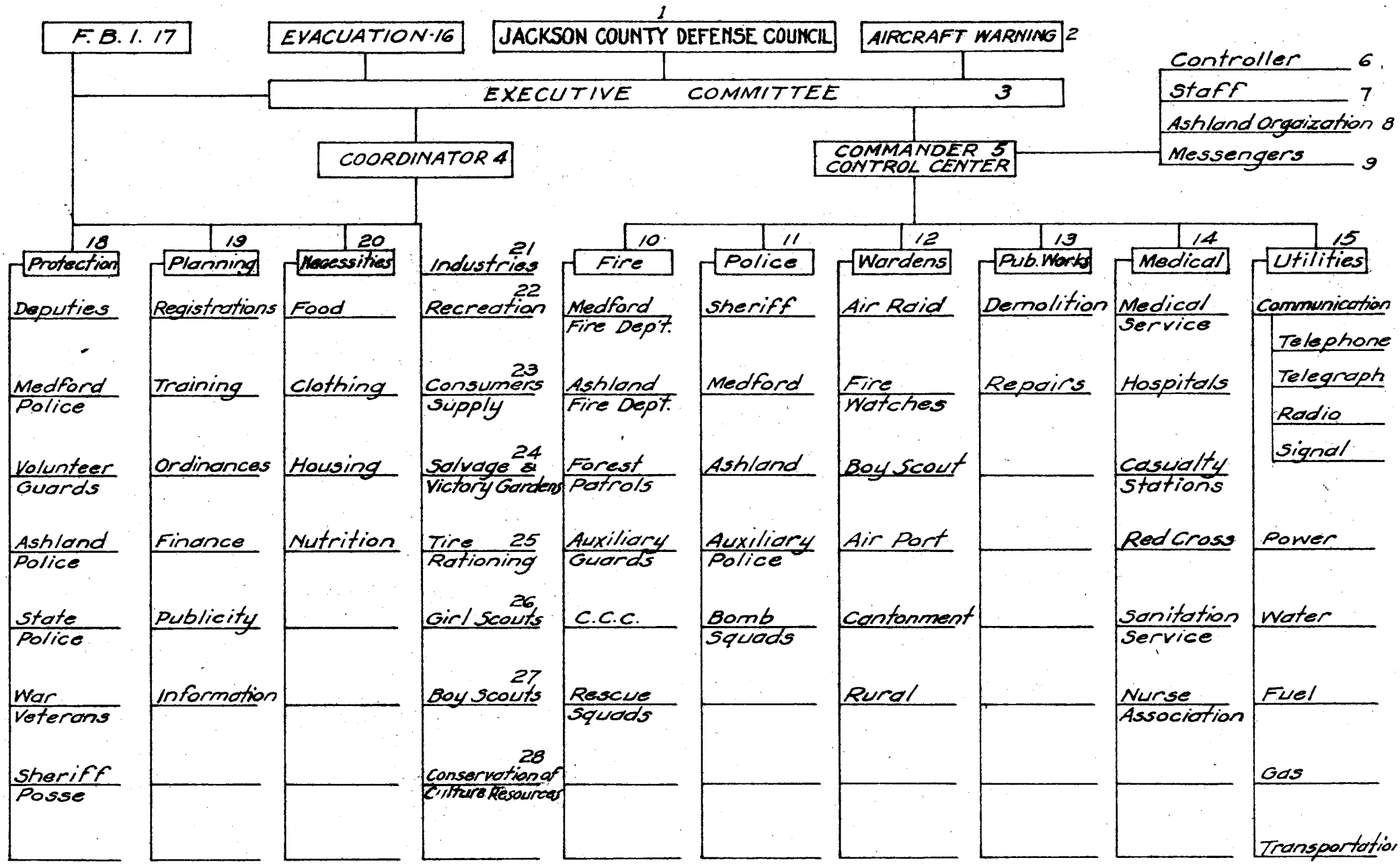
McNair, Harry
Tuttle, Capt. S. M.

JCBoyle

J. C. BOYLE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State Police
War Veterans
Sheriff Posse
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Registrations
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27 Boy Scouts
28 Conservation of Culture Resources
10 Fire
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Ashland Fire Dept.
Forest Patrols
Auxiliary Guards
C.C.C.
Rescue Squads
11 Police
Sheriff
Medford
Ashland
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12 Wardens
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Boy Scout
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1. JACKSON COUNTY DEFENSE COUNCIL.... The County Defense Council will be charged with the responsibility for selecting a volunteer personnel for the operation of all county activities to insure a closely knit, functioning organization.

The purpose of County Defense Councils is to organize civilian participation in defense activity, under guidance of state and national defense agencies. Under this single group will be centralized all volunteer service designed to meet any situation which may develop under the "unlimited emergency" proclaimed by the President of the United States.

Though wide latitude will be permitted counties in working out their special problems, particularly in defense areas, i.e., those with military bases or defense industries, a flexible general plan will be outlined by the State Defense Council to coordinate local activity and prevent overlapping of committee work so far as possible.

2. AIRCRAFT WARNING.... The purpose of this Warning Service is to furnish information to centers of population, industrial centers, Army and Navy installations, and defending forces of the approach of enemy aviation, its location and direction of flight.

3. EXECUTIVE COMMITTEE....If an executive committee is appointed by the Council each member should be responsible for the operation of one of the general divisions. This committee should meet frequently and discuss with the Coordinator and Commander the routine matters pertaining to Civil Defense. It should assist in making reports to the local and state councils.

As head of each division, the executive committee is charged with planning the work of the committees under his direct supervision, is responsible for the proper education and training of the personnel, and should see that the workers are properly equipped with such equipment as is available.

4. COORDINATOR....Each County Council names a County Coordinator, or executive secretary, who is responsible for all correspondence between the local council and the State Council, who maintains all personnel and other records, prevents overlapping and duplication of activities and cooperates with the State Coordinator in maintaining an effective, smooth-running organization. The State Council permits the widest latitude in the functioning of the county groups, asking only that the efforts follow a uniform pattern in the interest of efficiency.

The County Council Coordinator should be an administrator who has sufficient time at his disposal to handle the work involved without compensation.

Defense problems will not respect county lines. The County Defense Coordinator shall confer with the Coordinators of adjacent counties and arrange for cooperative action for meeting such emergencies as may arise.

5. COMMANDER.... The Commander is the most important man in the local civilian protection organization. He has command of the heart and nerve center of civilian protection in action and functions thru the control center, and his staff to provide facilities for the performance of the following functions:

1. Receipt of air raid warning messages from the air raid warning district center.

2. Transmittal of such messages to the proper recipients.

3. Issuance of the signal for sounding air raid alarms.

4. Receipt of reports of air raid damage from wardens, etc.

5. Dispatch of operating units to bombing incidents.

6. Collecting and supplying of information essential for the operating of the civilian protection services under emergency conditions.

6. CONTROLER.... The Controler is responsible to the Commander for preparing, installing and the operation of the Control System. The Controler has charge of the following.

1. Planning material issued by the Office of Civilian Defense.

2. Local civilian protection problems and organization.

3. Local factors affecting the control and coordination of civilian protection services, including the following:

   (a) distribution of population
   (b) location of stations and depots from which civilian protection services will operate
   (c) communications facilities in general
   (d) political boundaries
   (e) mutual aid plans between nearby communities
   (f) topography of the area.

7. THE STAFF.... The Staff, like the Controler is responsible to the commander, and the personnel should consist of the following:

Plotting Officer
Panel Clerk
Records Clerk
Communications Officer
Radio Aide
Telephonists
Inside Messengers
Guards

The Staff should receive their direct orders from the Controler.

8. ASHLAND ORGANIZATION....The Ashland organization will be established under a Controller and Control Center, responsible to the Commander of the County Defense organization.

9. MESSENGERS....Messengers consists of volunteers organized under the Transportation Division who are available on pre-arranged schedules to dispatch messages and orders from the Commander, should other means of communication not be available.

10. FIRE....The Fire Chief in each community should head the Fire Reserves for his is the responsibility for the handling of regular and auxiliary forces in action.

Regular schools of instruction should be established that the auxiliary fire-fighters may be grounded in the technique of fire-combat. Courses should include training in fire prevention, fire protection, fire fighting, fire alarm operation, incendiary, demolition and chemical types of bombs, handling of explosives, methods, prevention and detection of sabotage and arson, operation hazards for defense industries and requirements for protection, first aid and rescue work. The same training program that is given regular firemen should be followed as closely as possible and should cover use of the standard and mobile equipment, use of hose and ladders, types of extinguishers, gas masks and water supply.

11. POLICE.... The head of the Police Reserves in each community has the responsibility of handling auxiliary forces in action. He should organize a warning system to reach all parts of the area under his care and prepare a list of all persons to be notified in case of emergency. Methods of communication by telephone, telegraph, radio and messengers must be set up.

Regular schools of instruction should be established so that the auxiliary police are grounded in police technique and elementary police law. In addition to the technical instruction, it is urged that the police reserves be given disciplinary close-order drill.

Reserves should be organized and trained to protect vulnerable points, control traffic, aid in evacuation, control lighting (blackouts), prevent arson and sabotage, maintain law and order, guard unexploded projectiles, operate warning systems, etc.

Though men assigned to this duty should be familiar with the use of firearms, it is not recommended they be armed - at least for the time being. No uniforms should be adopted, as this is purely an emergency volunteer body, though distinctive arm brassards or headgear may be furnished. Each member should be deputized by the police chief and bear satisfactory credentials.

The Police Reserves are assigned to the Commander from the protection division and coordinate their work with the work of the duties of the regular peace officers as well as the Air Raid Wardens.

12. AIR RAID WARDEN.... In the event of an air attack, a vital defense role will be that of the Air Raid Warden. His selection should be made with the utmost care because of the responsibilities which devolve on him. Especially in population centers and in the vicinity of defense industries will his services prove invaluable. His duties are allied closely with those of the regular police and their auxiliaries and close cooperation should be maintained between these agencies.

The Air Raid Warden should be able to account for every person in a building, his identity and citizenship, and see that enemy-aliens are jailed if such are located. He should see that all persons assigned to duty in his district are at their designated posts and should enforce rules for personal behavior of citizens while bombs are falling. He will close all building entrances after hours, patrol vital service centers and supply depots, register visitors, and tag strangers, cooperate with police, firemen, first aid and rescue squads, and safe-guard roofs, sanitation, boiler rooms, steam pipes, ventilation, elevators, refrigerators and auxiliary power plants. In the event of a blackout, the Wardens should make sure it is complete and that no interior lighting is visible from the exterior.

Air Raid Wardens should (1) take a census of all people who cannot hear warning signals; (2) urge those who cannot hear doorbells and telephone bells to install signal lights so that they could be reached in an emergency; (3) urge those living alone to leave a pass-key with nearby neighbors and (4) warn the hard of hearing that for their own protection and those around them, arrangements should be made for warnings to be given them by two or more people.

FIRE WATCHERS.... One of the most vital of the protective services is the Fire Watcher. Experience has shown that all motorized equipment which can be provided is inadequate to meet the tremendous demands of fighting incendiary fires. The necessity for extinguishing the incendiary bombs before they actually can create a fire beyond control is obvious.

Training in this state has stressed the family's responsibility for attacking incendiary bombs promptly. Not enough emphasis has been placed on the organization of your Fire Watcher groups. This service is of extreme importance and should not be neglected in any Defense Council organization.

13. PUBLIC WORKS.... This organization has charge of debris removal demolition of buildings, repair of streets, and public works and use of powder. All members of this organization should be carefully selected and trained and in so far as possible experienced men should be enrolled as volunteers.

14. MEDICAL.... This Committee may be considered the community's emergency medical unit and it is charged with the responsibility of organizing and directing medical activities in the affected areas.

Valuable members on this Committee are physicians and surgeons, officers of the city and county medical societies and health departments, members of the public health service, nursing associations, dentists, and representatives of various hospitals.

An up-to-date list of all physicians should be maintained as well as lists of available nurses and facilities of various hospitals. Locations for emergency hospitals should be planned and a complete record compiled of medical supplies and hospital supplies. Definite arrangements should be made for the prompt availability of such supplies.

This Committee should coordinate its work with that of the Rescue and First Aid Committee, under the Protection Division.

Plans should be worked out in advance with the transportation Committee relative to moving patients by rail, auto, truck, water, or plane. This coordination should go a step further and plans be developed for moving medical supplies by every conveyance possible.

Surveys should be conducted of school buildings, grange halls and other structures which could be converted into dressing stations or emergency hospitals and staff assignments made. Files of Physicians, surgeons and nurses should be maintained and refresher courses should be recommended for inactive nurses. Blood donor clinics will be established. Basic supplies, including dressings, splints, antiseptics and basic drugs will be available through the American Red Cross.

AMERICAN RED CROSS.... To clarify the responsibilities of the County Defense Councils and those assumed by the County Chapters of the American Red Cross, it should be remembered that the Defense Council deals with the entire population within its jurisdiction, and the Red Cross with those persons directly affected by disaster. Cooperating with the Defense Council, the Red Cross will serve in the emergency care and rehabilitation of the individuals and families suffering from disaster caused by belligerent action during a national defense emergency. The Red Cross has made available all of its services as needed for Civilian Defense.

SANITATION.... This Committee is charged with the responsibility of arranging for the best sanitary conditions possible during an emergency.

It is advisable to plan periodic inspections and make needed corrections to insure health. If possible, sanitary requirements should be anticipated and the needed supplies located ahead of time.

During an emergency, every effort should be expended to prevent the spread of contagious disease. If such diseases are located, the cases should be segregated.

This Committee should make use of County and City Health officials and groups interested in promoting better health. A survey should be completed to determine if there is an available supply of serums and other medical supplies readily accessible.

VOLUNTEER NURSES AIDES.... A great need exists for the training of Volunteer Nurses Aides under the direction of the American Red Cross. Classes are being held in many counties. Local Defense Council Volunteer Officers should be advised as to time and place of new classes and direct the attention of women enrollees to this branch of service.

15. UTILITIES.... The Public Utility Division provides those services of vital importance to the normal functioning of community life. Their disruption for an extended period must be prevented at all costs.

COMMUNICATION.... The Communications Division is responsible for maintenance of lines of communication at all times. Means of transmitting information and for moving evacuees, troops and supplies must not be put out of commission except temporarily.

TELEPHONE & TELEGRAPH.... These two constitute a most vital link in the Communication system.

The ever-increasing number of defense projects and defense plans require continual enlargement of the telephone and telegraph systems. As the demands pour in the systems are expanded.

Every committee in the Defense Council will require the help of this Committee.

RADIO.... In the first weeks of the war, when communication lines were uncertain and when the Second Interceptor Command was utilizing the radio for directing civilian activities, particularly in connection with blackouts, we advised every County Council west of the Cascades to maintain a 24-hour vigil for radio announcements. Now that all such orders are cleared through the State Defense Council and Aircraft warnings are flashed direct to District Control Center, the radio standby becomes unnecessary. It should be emphasized, however, that there should be no relaxation of the 24-hour watch by the signal device installed in the Control Centers.

AMATEUR RADIO OPERATIONS.... Use of radio operators and facilities has been forbidden regardless of any emergency authorizations that may have been made.

"By authority of the Federal Communications Commission and by order of the Commanding General of the Fourth Army, all amateur radio stations now operating on special authority in the West Coast theatre of war are ordered off the air until further notice as a military measure."

That amateur operators' service may be called upon, nevertheless, is indicated from State Guard headquarters, with which Mr. Mergler is working closely. He urges all amateurs report in writing to the Communications Officer, Oregon State Guard, Salem, their availability and willingness to enlist in the guard on detached service as communications men, in the event that the Guard obtains authority to establish a radio system.

15. POWER....This Committee is charged with the responsibility of maintaining a most important service to the modern community, a service affecting light, refrigeration, heat and power for industries.

Adequate surveys should be made to establish emergency lines for re-routing in case principal power lines are destroyed. Emergency repair crews should be assigned to various districts, ready to cope with a break in the lines. Everything possible should be done in advance to insure the continuation of power service.

WATER....An adequate supply of pure water in the event of an emergency is of the greatest importance. This committee is charged with the grave task of seeing that water is always available. This water must be pure and remain so at all costs.

It would be well for this Committee to locate and chart all possible emergency water supplies, then make definite arrangements for the use of these emergency supplies in case of need.

It is of prime importance for the Committee to have a comprehensive knowledge of the existing water systems. Repair crews should be organized and trained so as to be able to make immediate repair of lines. This would call for a supply of parts so placed as to be readily accessible at all times.

Definite arrangements should be made with the Police Committee for guarding all water systems and possible sources of supply.

Means should be provided for purification of the water supply in the event of pollution.

FUEL....This Committee is charged with the duty of keeping intact the sources which supply adequate fuel for homes and industries.

This Committee should make a very thorough survey of the heating needs of the community, then go further and help out the needs of the various industries as to fuel requirements. This would apply more particularly to the industries which are carrying on work for the benefit of the entire community.

When such a survey is completed then every available emergency source of supply should be contacted and listed. Plans should be formulated for transporting the fuel and for proper distribution. It may be necessary in some instances to establish a central distributing plant.

In localities where gas is used for heating purposes, all such mains should be located. Crews should be trained for making emergency repairs, and, where necessary arrangements should be made for a supply of repair parts.

15. Arrangements should be made with the Police Committee for guarding fuel oil and gasoline tanks where exposed to fire or sabotage.

A study should be made of means for controlling the use of gasoline by private individuals when rationing appears advisable.

GAS....Latest revised instructions of the Office of Civilian Defense for handling gas appliances in air raids or blackouts are as follows:

1. Turn off stove burners that are lighted, or any others you are accustomed to turn on and off by hand, but <u>not</u> the pilot light.

2. Do not turn off the main gas valve at the meter just because there is a blackout.

3. Only if bombs seem to be dropping in your immediate neighborhood, turn off the main gas valve at the meter; or

4. If your home is actually damaged, turn off the main gas valve at the meter.

5. Once the main gas valve at the meter has been turned off, for any reason whatsoever, do not turn it on again yourself. Call your local gas company to send a trained man.

<u>These orders must be adhered to rigidly</u>

TRANSPORTATION....This Committee is one of the most important in the entire organization for transportation is vital to successful operation. This Committee is charged with the responsibility of providing all types of transportation for the movement of supplies, victims and workers. Many of the other committees are dependent upon this one for assistance in carrying on their work.

The membership of this Committee should include representatives of railroads, managers of trucking firms, members of the Volunteer Motor Corps, officials of airplane companies, officials of bus lines, representatives of taxi-cab companies and automobile clubs.

This Committee should make an immediate survey of the transportation facilities in the county, know the exact location of each, know the number each group can transport and complete arrangements for immediate contact. Another important duty for this Committee is to arrange for transportation of medical supplies and the evacuation of injured persons.

This Committee through swift mobilization can be of great assistance to every other group and can be instrumental in saving many lives.

15. It is of vital importance that every means of transportation be so organized as to be available at all times. Motorcycle corps should be formed to provide messenger service and a method of rapid transportation of small supplies.

16. EVACUATION....The duties of this Committee are quite comprehensive and may well be divided into sections. Each group would be delegated the task of performing certain duties as the emergencies arise.

The duties of the rescue unit are primarily centered on rescuing any individuals trapped or isolated during the emergency. No set rule can be established. Common sense must prevail. The members of this group must be in good physical condition, cool and aggressive. The nature of the work to be performed demands that members of the unit plunge into action immediately. Time is a vital element, therefor this group should make a thorough study of every possible hazard and be prepared for all emergencies.

As soon as rescues are effected the victims are to be turned over to the First Aid units. The organizing of adequate First Aid units is another duty of this Committee and careful and thorough preparations should be made. This unit should make use of physicians and the fire and police reserves which are trained in first aid work.

When an emergency arises the First Aid unit should be prepared to mobilize at once and without confusion. Its work should include emergency First Aid to the injured, arranging for care in hospitals, improvising temporary hospitals, operating clearing stations and providing necessary supplies. Plans should be completed for the participation of ambulances and first aid cars.

If possible, case records should be taken on all victims, showing the extent and character of the injury, treatment given, materials used, residence of victim, relatives and friends. A copy of this record should be sent as soon as possible to the headquarters of the Committee.

It is not necessary to have a lot of equipment on hand at all times; however, there should be a thorough check of the amount available and the location so that all supplies may be obtained expeditiously.

Another important duty of this Committee is to plan for the evacuation of people from bombed areas. The unit in charge of this work should make a comprehensive study of every section of the county. Detailed plans should be formulated for the removal of all the people in one district to another community.

In order that such a mass movement may be accomplished in the shortest possible time it would be well to take into consideration all means of transportation. This would not only include private means of conveyande but a close alliance with the

~~16.~~ Transportation Committee so that if need arose all means of conveying persons would be placed at the disposal of the evacuation unit.

No mass evacuation except in the event of enemy invasion is contemplated in Oregon. Civilians will be expected to stay at home and take ordinary bombing raids though should they become heavy andfrequent, arrangements will be made for the evacuation of invalids, the aged and children to safer areas within the state. This, in general, was the policy agreed on at a conference of regional and state officials who have been studying the problem.

Evacuation committees of County Defense Councils should consult with local welfare boards, the American Red Cross, etc., and make certain that information is available on transportation facilities to handle evacuation from the county and that there are rooms, school houses, public building, etc., available for temporary shelter; food and bedding for evacuees which may come into the county.

No general evacuation will be ordered except at the demand of military authorities. In such event, every precaution must be taken against unreasoning fear or panic. Extreme caution must be exercised against spreading baseless rumors and the orders of constituted authority must be followed implicitly. Routes to be traveled will be marked plainly and traffic control will be exercised by the State Police and Oregon State Guard outside incorporated towns.

Evacuation Committee under Civil Protection Division of County Defense Council should complete immediately its survey of available accommodations for caring for evacuees and injured persons.

17. F.B.I.....It is of extreme importance that all investigations relative to espionage, sabotage or subversive activity be recognized as the responsibility of the FBI. It has come to the attention of this office that individual groups are still undertaking to set up intelligence organizations.

It is of vital importance that County Defense Councils notify all such groups of the proper channels for handling such matters, i.e., through regularly constituted law enforcement agencies, and further than any information relative to espionage, counterespionage, sabotage or subversive activities be referred to the nearest office of the F.B.I. In Oregon, this is 411 U.S. Court House, Portland, Oregon. Telephone, Broadway 0469.

18. PROTECTION....The Protection Division is charged with guarding human life and property. All regular law enforcement officers come under this division and perform their regular functions under the law. In addition to their regular duties they are charged with the duty of cooperating with the F.B.I. in protection against sabotage.

This division will furnish all auxiliary police, guards and patrols required by the Commander under the Civil Defense Organization.

This division should mobilize the services and facilities of the Veterans of Foreign Wars to aid in the Civilian Defense program as auxiliary police and firemen.

19. PLANNING....The Planning Division provides funds and facilities, decides what should be publicized, keeps records of equipment and personnel and arranges for registration of volunteers in civil defense work and also for finger printing.

REGISTRATION....This Committee should be in a position to take immediate steps to register all persons applying for aid or seeking missing persons after and during an emergency. A central index file should be established. Workers in registration bureaus and social service exchanges will be valuable members of this group.

The Committee will be in a position to act as a central information bureau and can answer inquiries relative to the destruction of homes and the loss of life. Its purposes may be stated as follows:

1. Provide for registration of victims.
2. Answer telegrams and other inquiries.
3. Assist in re-uniting families.
4. Serve as means of contact between people in affected area and those on the outside.
5. Answer general questions concerning the work and direct inquiries to the proper committees.

19. TRAINING.... (See last page)

19. ORDINANCE....In view of the many communities passing ordinances restricting lighting during blackouts this division will investigate and recommend such ordinances as may be necessary for the proper protection of peace and safety of the citizens of the county.

FINANCE....The responsibility for raising funds with which to carry on the work of the Defense Council rests with this Committee. Except in the defense areas, where community facilities must be expanded and extensive recreational programs planned, it is anticipated that only a limited amount of money

19. will be needed prior to actual emergency. Volunteer service is the basis of civil defense but there remains the cost of equipment, stamps, stationery, mimeographing, typing, etc., for which some provision must be made.

Accurate records should be kept by this committee of all receipts and disbursements of the council funds. A check should be kept on purchases which should be cleared through the local Coordinator with the approval of the Council.

PUBLICITY....Successful organization of the Civil Defense program in the county requires the friendly cooperation of press and radio. Invaluable assistance will be rendered enrollment drives, financial campaigns and general operations of defense committees by the proper sort of publicity. Newspaper editors and radio station managers should be placed on this Committee and their advice sought in connection with all promotional phases of the defense program.

Publicity during an emergency is of utmost importance for it can deny unfounded rumors and contribute to maintenance of the public morale. More than any one factor it can allay those fears which lead to panic.

The Publicity Committee will organize mass meetings, arrange for speakers in churches, schools and before civic groups and spread information in many ways besides through the columns of the press or over the air waves.

INFORMATION....The national office of Civilian Defense, through Corrington Gill, Deputy Director in Charge of Operations, stresses the need for creation of public information committees within the structure of each local defense council. The duty of these committees, as set out, is to disseminate defense information, prepare news stories, radio scripts and news broadcasts, speeches, etc., and assist in publicizing all defense measures for civil protection.

20. NECESSITIES.....The Necessities Division has the duty of taking care of the immediate needs of the human body. That means food, clothing, shelter, medical attention and other problems presented in handling homeless, injured and frightened people. This is a personal type of work of vital importance.

FOOD....As a general rule, people become more susceptible to disease following shock and exposure. It follows that the best nutrition possible is of great importance. In some instances, canteen services may be necessary for a few days and the needs will be met with quickly prepared foods such as sandwiches, fruits and coffee. If it is found necessary to serve food for a good many days then the dietary needs of the people must be met.

20. The pre-emergency duties of this Committee are to conduct surveys of the food resources within the county and determine the best available sources of supply. It is well to obtain lists of supplies and pledges of cooperation from those handling the foods. This may be followed with definite plans for making the supplies available at once in event of emergency.

Plans for preparation and serving of the food to groups should be worked out in advance.

CLOTHING....This Committee is charged with the responsibility of obtaining and providing clothing for the victims of an emergency.

Surveys should be made to determine the available clothing supplies. Plans should be developed to make these supplies immediately available in the event of an emergency.

Clothing will be made available by purchase and donation. A central clothing depot should be planned to be opened in emergency where clothing will be received, sorted, made over, sterilized and distributed. Sanitary laws in regard to used clothing should be adhered to as strictly as possible. Used clothing should only be distributed to meet emergency necessities. Every part of this program should lead to the restoration of normal family life and business conditions as rapidly as possible.

HOUSING....Following an air raid an important problem is to find shelter for those whose homes have been destroyed. A census of all available accommodations should be made by this committee so that emergency housing could be listed. Hotels, public building, auditoriums, schools, armories, rooming houses, lodge halls and camp grounds all offer possibilities of shelter. While it is advisable to provide buildings where adequate sanitary and cooking facilities are available, this is a secondary consideration at the moment of emergency. When that emergency is past these matters can be taken up and necessary changes made.

Where other accommodations fail, the committee should be prepared to arrange for the construction of temporary shelters and the pitching of available tents. Another important function of this Committee isto survey available cots and blankets for victims of fireswept or blasted areas.

NUTRITION....Nutrition is a challenge to all the American people, but to none of them more directly than to its women. Women must mobilize on the food front, because as consumers and homemakers, they hold the key position on this sector of national defense.

20. Some of the many volunteer opportunities in the field of nutrition are:

1. Nutrition Aides, who have taken the recognized 20-hour nutrition course of the Red Cross, can assist in organizing adult courses in nutrition or food preparation in cooperation with local nutrition committee.

2. Organize neighborhood discussion groups to arouse interest in need for better nutrition.

3. Assist in preparation and service of shhool lunch programs.

In general, its program provides for teaching nutrition and physical fitness in the schools; adult education in nutrition, food buying and preparation; extension of infant and child health conferences; provision of school lunches for children; community gardens for school lunches and low-income families; community canning centers; home food production and a wider use of surplus foods.

The objective of the County Nutrition Committee will be better health through proper diet. The Committee should seek to coordinate the efforts of all county groups dealing with nutritional problems, to teach better nutritional practices, to encourage food habits which will improve diets at all income levels, to promote wider utilization of inexpensive foods of high nutritional value, to encourage the use of protective foods and to promote the home production of food.

21. INDUSTRIES....A survey of vital industries within the county should be conducted by the Committee. It should have complete and accurate information on production and the labor reserve required to keep the wheels of industry turning. The Committee should prepare detailed plans for the prevention of sabotage in major industries, cooperating with the police and fire committees in arranging proper protection. Steps should be taken to prevent as far as possible the disruption of production through crippling of vital units, through sabotage or enemy attack. Provision should be made for the replacement of key machinery in event of destruction.

22. RECREATION....This Committee should plan immediately to organize recreations to best suit your local needs. Let the various community groups plan benefits where young and old can mingle for social and educational entertainment; while at the same time, the proceeds of the occasions could be used to further and assist local defense units and organizations.

23. CONSUMERS SUPPLY....Duties of local consumer committees will include attempts to raise sub-standard living conditions, production surveys, investigations into price increases for rents, food, clothing and fuel, etc.

24. SALVAGE AND VICTORY GARDENS....OREGON SALVAGE FOR VICTORY PROGRAM ESTABLISHED. Pursuant to instructions, and in view of the Declaration of War and the Proclamation of Emergency, the Oregon Salvage for Victory Program is hereby established for the purposes of developing a broad and continuous program designed to save and use all waste materials and to assist in the Nation's all-out effort to realize its full production by adding to its raw materials all waste products.

The functions of the County Salvage Committee are briefly outlined as follows:

1. To encourage and increase the flow of waste material from homes, farms, stores, and munic' departments.

2. To determine, with the advice of the State Salvage Committee and representatives of the waste materials trade, the waste materials to be salvaged locally.

3. To provide for intensive publicity on the Oregon Salvage for Victory Program and to distribute instructions, posters, and other informational material.

4. To establish a central office within the headquarters of the County Civilian Defense Council to answer all questions and regarding the Oregon Salvage for Victory Program and to arrange, on a fair basis, for the pick-up of collections either by collectors or by charity.

5. To cooperate with salvage programs now being conducted by other groups and coordinate all such activities wherever possible.

The purpose of the program is to sponsor Victory Gardens in every community. Theproduce from a garden, divided into plots and worked by individual families, would go to the families doing the gardening. Produce from gardens managed and worked as community undertakings, as well as surpluses from home gardens, could be used for school lunch projects and emergency food needs.

The quantity of tools, seed, and fertilizer in the United States is limited and should be used carefully and efficiently to avoid waste.

25. TIRE RATIONING....In the interest of speed and efficiency, it is recommended that reports from local tire rationing boards--or from the Tire Rationing Administrators in the counties where there is more than one board--be submitted direct to the State Tire Rationing Administrator, O.L.Price, 1210 West Broadway, Portland, instead of being routed through the County Defense Council. Though the county councils recommended personnel for local tire rationing boards and are responsible for general supervision of their activities, they should not be burdened with administrative details.

Those appointed on these boards will become non-paid Federal agents, intrusted with the grave responsibility of carrying out the objectives of the tire rationing program. This blending of governmental authority and full cooperation and assistance by civilians is essential in meeting this war emergency.

The entire rationing program is being conducted pursuant to authority granted the President by the Vinson Priorities Act of May 31, 1941, delegated to the Office of Production Management and transferred to the Office of Price Administration for administration. The line of legal authority will extend from the OPA to the State Tire Rationing Administrator and through him to the Local Tire Rationing Board. The success of the program requires that the local boards operate within the supporting framework of the County Defense Councils though legally they will function as a part of OPA.

Once the local rationing boards are set up and operating, they will require little administrative attention from the County Defense Councils and will be entirely independent of civilian defense activities.

26. GIRL SCOUTS....Prior to the entrance of the United States into the war, the Girl Scouts of America launched a special civilian defense program for senior high school girls--girls in the fifteen to eighteen year age range. The program called "Senior Service Scouts" is based on the current experiences of British and continental Girl Guides under actual war conditions. County coordinators should utilize the services of the Senior Service Scouts wherever needed in the Civilian Defense program.

27. BOY SCOUTS....The Boy Scouts of America can immediately be utilized in the following enrolled groups of Civilian Defense:

(a) Assisting Emergency Medical Units.

(b) Fire Watchers

(c) Leadership in the development of adequate locally trained messenger service, in which members of the Boy Scouts of American will have special designation, supplementing their uniform, indicative of their special training.

27. When a particular mission is assigned to the Boy Scouts of America, they will become a part of the Civilian Defense organization during the performance of this mission and work under the general supervision and direction of the Defense Councils.

28. CONSERVATION OF CULTURE RESOURCES....A Committee on Conservation of Cultural Resources has been established by theOregon State Defense Council. Its purpose is to formulate plans for protection of cultural materials in case of enemy action, providing for evacuation of these materials if that should become necessary. Cultural materials considered by this committee consist of public (state and federal) records such as vital statistics, assessment rolls, titles to property, etc.; libraries, museums, manuscripts, historic monuments and works of art.

Representatives of this committee will be recommended for appointment in each county but only in those counties west of the Cascades will it be necessary to formulate any plans for possible evacuation in case of emergency. Those counties east of the Cascades can assist, however, by aiding in the location of suitable storage space in their areas which might eventually have to be used by the western counties.

The purpose of this committee also is to formulate and organize a plan of action by counties. If the emergency should occur, the responsibility for carrying the plan into effect would belong to each county defense council.

19. TRAINING....The responsibility for training the large numbers of volunteers who will be needed for these services in the various communities is a responsibility of the communities themselves.

It is recommended that each community organize, as a part of its civilian protection program Civilian Defense Schools in which this training can be given. Such schools should be organized by, and under the control of, the local Civilian Defense authorities-the local Coordinator and Council of Defense, upon the recommendation of the Commander, Citizens' Defense Corps.

While the responsibility for training rests on local authorities, these agencies should secure the cooperation of local groups who have experience in organizing and conducting training courses.

In most communities there are people capable of undertaking this work, or assisting in it. Such persons may be found in departments of industrial plants, in vocational schools, technical high schools, colleges, universities, and other educational institutions; or in fire, police, or other municipal departments.

Those who have had experience in planning and conducting training for adults will be very helpful in setting up local training programs for civilian protection workers.